



Extra council meeting  
held on Tuesday 6<sup>th</sup> December 2022 at 19.00, in the Club Room.

## Minutes

Present: Cllrs Patrick Foote, Phil Jeffrey, Oliver Madge (Chair), Ed Makgill, Glenda Mew, Kevin Noble, Dave Peart and Gwen Randall.

In attendance: Members of the Parish: 5.

Meeting start: 19:00

**45. Introduction led by the chair:**

A short meeting based on a few necessary decisions to be made by the council.

Maxine, (temp clerk), was away for this meeting, but as a short meeting limited minutes required.

**46. Time allowed for public speaking: No matters raised.**

**47. Receive apologies for absence: Cllr Culley**

**48. Declarations of interest: None.**

**49. Minutes of Full Council meeting held 7<sup>th</sup> November 2022 (previously circulated)**

49.1 Approved by: Proposed: Cllr Foote and Seconded: Cllr Randall

49.2 Many of the matters were ongoing as time needed to be spent to complete the AGAR audit, completed last week.

**50. Governance matters:**

50.1 AGAR Outcomes: A three-page report has been provided to the council following the internal audit completed 01.12.22.

The main findings from the report were presented, all of which need to be improved ongoing and as part of the councils recognition and understanding where the primary failings occurred.

**Outcome** Maxine Owen confirmed as the parish councils temporary Responsible Finance Officer.

**Outcome**

50.1 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021/22 RESOLVED:  
Councillors approved the following:

50.1.1 the Annual Governance statement in section 1 of the AGAR, the recommendations and actions put forward by the internal auditor, and for the Clerk and Chairman to sign section 1 of the AGAR.

50.1.2 that the statement of accounts contained in section 2 of the AGAR represented fairly the financial position of the council.

50.1.3 the Council's accounts and for the Responsible Financial Officer and the Chairman to sign section 2 of the AGAR.

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Signed ..... *Oliver Madge* ..... Date *17 JAN 23*



- 50.1.4 the annual internal audit report 2021/22, together with the comments and recommendations arising from the internal audit.
- 50.1.5 Copies of the completed AGAR with relevant documents will be made available on the St Mary Bourne Parish Council Website or can be made available at the Parish Office by appointment. To arrange an appointment please contact [clerk@stmarybourne-pc.gov.uk](mailto:clerk@stmarybourne-pc.gov.uk)

50.2 Lengthsman scheme funding:

The council has not applied to Hampshire for central funding for the lengthsman scheme for 2020/21 and 2021/22. This is approximately £30,000 over the two years.

As part of the management, SMB-PC has been paying the invoices for the clusters works completed. So we are in a significant negative position.

Funding for the year 2020/21 has been closed and considering the time frame, no longer available. SMB Parish will have to fund these activities.

A window of opportunity may exist for 2021/22 and this is currently being explored. However these central accounts have been closed and so this may not be possible.

Lines of communication have been reopened for the year 2022/23 and we are confident that funding will be allocated for this financial year; albeit Hampshire usually complete this April / May each year.

**Action**

**Action: MO and OM to continue to chase central funding.**

**MO to meet with contractor and establish lines of communication and due diligence in actions completed each period – for each cluster.**

**51. Finance:**

51.1

The following payments were approved:

1 December 2022 (2022 - 2023)

**St Mary Bourne Parish Council  
PAYMENTS (AWAITING AUTHORISATION) LIST**

Date	Supplier	VAT Type	Net	VAT	Total
28/10/2022	Post Office Ltd	X	2.35		2.35
22/11/2022	Contour Fencing	S	380.00	76.00	456.00
28/11/2022	Premier Grounds & Gar	S	375.00	75.00	450.00
28/11/2022	SMB Village Centre	X	130.00		130.00
28/11/2022	Sovereign Housing Ass	X	1.00		1.00
30/11/2022	Maxine Owen	X	1,450.00		1,450.00
01/12/2022	Premier Grounds & Gar	S	250.00	50.00	300.00
01/12/2022	Scofell Commercial Lan	S	686.66	137.33	823.99
	<b>Total</b>		<b>3,275.01</b>	<b>338.33</b>	<b>3,613.34</b>

Additional payments

Date	Payee	Description	G.Total - £	Inc Vat
Mid Dec	Ben Sawyer	Agreement	2000	X
Mid Dec	Solicitors	Agreement	480	Y
05.12.22	Do the numbers	AGAR internal audit and admin guidance	470	X

Initial ... *OM* Date ..... 17.01.23



Additional proposal for payments once received – estimated figures			
HR First	HR Support	£ 4,000	
Walks of SMB	Repair	£ 150	
Gallaghers	Insurance	£ 4,750	

**Outcome** 52.1 – Payment for ‘awaiting authorization’ to be made 08.12.22

All agreed additional payments to be made mid December once final costs are known; to include Gallaghers Insurance when premium received.

**Action: OM and MO**

**52. Planning:**

52.1 Any objections from planning portal:

Discussion took place around a project on Stoke Hill, and the fence/hedge on Gangbridge Lane - comments have been made on BDBC portal.

**Action** **Action: Ongoing MO to make PC comments live on SMB-PC portal access. OM to circulate HALC planning training notes.**

**53. Clerk / PC Office:**

53.1 Temporary position:

The last four months have seen the PC administration recover most of the missing documents and understand the operational aspect of the council. This has taken a considerable amount of work to uncover the gaps and ensure we are in a position to be responsible for the activities of the parish. A thanks to Max, from all, for coming in and helping to reform the required governance.

Considering that the next AGAR will be due again in around 4 months, it was proposed to retain Max Owen as the new Clerk, until the submission of the AGAR and ensuring that the administration is accurate completed until end of May 2023.

**Outcome** No objections received.

The role of the clerk ongoing will be discussed and detailed during Q1 2023.

53.2 Remuneration:

The position will continue to be contracted, until such time as the PC can formulate a job description and requirement of the role. The PC will need to agree what is required in order to help move projects forward and support the administrative due diligence of the PC. This does not mean the sole responsibility of projects, for clarity.

**Outcome** The payments made per month will reflect the wage and contributions made for the incumbent clerk.

53.3 Documentation and administration:

In accordance with the continued position of Max, her day-to-day responsibilities will now switch to review aspects such as terms of reference and agreements. Several contracts are also due for review and discussion during Q1 and this will require admin consistency.

Initial *OM* Date *17.01.23*



**54. Rec and Lake:**

**54.1 Management of Pavilion (and other PC Assets) inc Ninnys:**

The use of the Pavilion by Ninny's has been agreed and currently runs until the end of February. As discussed previously, Ninny's have expressed an interest to remain using the pavilion ongoing and make this a more long-term arrangement. In connection with cricket and other possible users of the space.

In accordance with an Ofsted inspection, there was a need to make the space fit for purpose and this required a fence to be installed.

The management of the pavilion has been intermittent. Plans several years ago to replace the pavilion were not progressed, but budgeted maintenance spend, on a building planned to be replaced, were not implemented.

Many thanks to Glenda (and Dave) Mew for helping to clear Ivy from the rear of the building and Ed Makgill for strimming. The gutters to the rear of the building have now been cleared and the hole in the roof temporarily blocked, however it appears structural damage has occurred. To be monitored ongoing.

**Outcome** Senior and Junior cricket have been kept in communication and the whole use of this space will be discussed, with all parties, before any longer-term agreements are made.

**Action: OM, Cricket, Ninnys and anyone who wants to help.**

Both senior and junior cricket and Ninnys are keen for the pavilion to be replaced and the area updated to reflect the needs and potential for this space ongoing; to also include football, flower show, ect. Need to move the redevelopment plan ahead and consider financial implications.

**Action: OM to progress Jan 23.**

**54.2 Hide around lake:**

Cllr Randall has received confirmation from BDBC that planning permission is not required for the installation of the hide.

It would now be appropriate to arrange a specific hide meeting with the residents along the lake and the fishing syndicate. Dates to be circulated to all.

The council is still waiting for the H&S installation documents from the contractor, and no target date or agreement can be made until this information has been received and verified.

Jez Ahl has expressed an interest to support the lake management group as part of the resident's representative.

**Outcome** Progress with caution to ensure that all parties are aware of the process, have an opportunity to comment and the contractor fulfills their H&S requirements.

**Actions: GR and OM to circulate dates for meeting.**

**GR to forward email address to contractor for H&S documents.**

**OM to email lake management group to discuss co-opted positions.**

**54.3 Development project practice nets for cricket teams:**

The Council have been approached to adopt and complete a project to install cricket nets on the rec.

The project and ownership of the nets will be the PC and usage agreements will be made with both senior and junior cricket for ongoing usage.

**Outcome** No objections received for the PC to adopt the project and run to completion. Ownership to be retained with the PC.

Initial *EM* Date *17.01.23*



A project installation team will need to be created (Jan 23) and ensure that compliance and agreements, where necessary, are sort and documented. Jonny Orange will also be part of the project team, as the competent cricket person.

**Action: Establish project plans and communicate to all Jan 2023.**

Discussion around replacing the pavilion and installation of the nets, opened the discussion about the benchmark mapping of the existing footprint in and around the pavilion, hardstanding, MUGA etc.

CIL funding may be available for this project and will be a benefit as a starting plan for any ongoing development.

**Outcome** No objections received to progress the initial mapping plan, ideally as an initial CIL project, which will give all parties a plan from which to progress.

**Action: OM and EM to review options.**

54.4 Boxing day football:

A request has been made for the use of the rec and pavilion for the traditional boxing day football match.

**Outcome** No objections.  
Ninny are aware and will have packed away for Christmas.

**Action: OM and MO.**

54.5 An additional item was raised with reference to Avian Influenza (AI) and the bird life in and around the lake.

No carcasses have been found or reported and the current population of geese appear to be healthy (and vocal).

It was noted that the doctors surgery feed the geese and possibly encourage interaction with the birds. This was considered generally bad practice, especially at this time and a request to stop will be made while the AI is at a higher risk status.

Considering the current water level, fishing activities were not reported to be active (no one seen fishing for a while) and so this transmission route will not need to be further controlled. If fishing should occur, restricted access / actions will be required for bio-security purposes.

**Outcome** Access to non-essential persons should be minimised and signs posted according to government guidance. More information to be obtained.

**Action: Jeanette Davies to forward info.  
MO to contact surgery.  
OM to email fishing to restrict access for time being.**

**Date of next ordinary meeting:**

January 17<sup>th</sup> 2023 – Club Room, SMB VC

Meeting end: 20:23

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Initial OU Date 17-01-23