



Annual Parish Council Meeting Minutes – DRAFT

held on Tuesday 9th May 2023 at 19.30, in the Club Room, Village Centre.

Present: Cllrs Bridget Culley, Patrick Foote, Oliver Madge (Chair), Ed Makgill, Glenda Mew, Dave Peart, Gwen Randall,

In attendance: Parish Clerk, Maxine Owen Members of the Parish: 5

Meeting start: 19:30

108. Introduction led by the chair: General Welcome. Congratulations made to Jeanette Davies for winning the election for a seat on the Parish Council at the elections on 4th May 2023. Commiserations were given to Dave Burlison directly (was in attendance) for missing out by one vote, and commiserations also to candidates Jo Perry & Phil Heath. It was good to see so much interest in the parish council position and to know that four people wanted to step up to the role. A brief discussion was had about the fact that 12 spoilt votes might well have had an impact on the result. The Chairman, Cllr Madge, before moving on to the formal voting for the next year's Chairman and Vice-Chairman, invited the councillors present to bring any issues to the table, and air any grievances.

Cllr Randall wished to discuss communication amongst the PC, and advised that she felt there was still a problem, and that information was not being shared. Cllr Madge acknowledged that there could have been better communication in the past, but there wasn't anything recently that hadn't been shared with the full council. Individual councillors have been involved in different things through the year, and not all decisions need to have everyone involved until resolution is required at a full council meeting. Specific examples were discussed. It was agreed that a plan for the year and potential future projects would be discussed and agreed at the next meeting in June when all councillors would be present.

There was then a short discussion about how the vote for the Chairman would work. The current Vice-Chairman would ask for nominations for the Chairman. Once voted and acceptance of office had occurred then the vote for the Vice-Chair would be managed by the Chairman. All agreed this was the process that would be followed.

109. Election of the Chairman of the Council

The Vice-Chairman asked councillors for nominations for the office of Chairman of the Parish Council. Cllr Oliver Madge was proposed by Cllr Patrick Foote, seconded by Cllr Glenda Mew. Cllr Madge was elected to the office of Chairman. 5 out of 6 votes making a majority.

110. Election of the Vice-Chairman of the Council

Cllr Oliver Madge then asked councillors for nominations for the office of Vice-Chairman of the Parish Council. Cllr Peart was initially nominated, but withdrew this when Cllr Madge proposed Cllr Foote. Cllr Foote was seconded by Cllr Mew. Cllr Foote was elected to the office of Vice-Chairman. 4 out of 6 votes making a majority.

111. Declarations of Acceptance of Office were duly signed by the Chairman and Vice Chairman and returned to the Clerk for counter signature and filing.

The new councillor, Jeanette Davies, signed the Declaration of Acceptance of Office with the Clerk on Monday 8th May 2023.

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112. It was agreed that decisions about the Responsibilities for the Municipal year would be deferred to the next meeting on 13th June 2023 when all councillors should be present.
113. Completion of Annual Update of Register of Interests was agreed that everyone would have completed and signed their forms by the next meeting on 13th June 2023.

ACTION: Circulate up to date forms and instructions to all Councillors - **CLERK**

114. Ordinary Meetings will continue on the second Tuesday of every month up to and including the Annual Parish Assembly in April 2024.

13th June 2023, 11th July 2023, 8th August 2023, 12th September 2023, 10th October 2023, 14th November 2023, 12th December 2023, 9th January 2024, 13th February 2024, 12th March 2024, 9th April 2024 (FCM & APA).

Venue will be the Clubroom, Village Centre, Bourne Meadow, St Mary Bourne, Hampshire, SP11 6BE

115. A member of the public asked whether a new cinder footpath from Derrydown to the Bourne Valley in was a public right of way, and it was confirmed by Cllr Foote that this it is a Private Footpath for the use of the landowners only.
116. Apologies for absence: Cllr Davies, Cllr Jeffrey
Apologies for late arrival : Cllr Makgill
117. Declarations of interest: None
118. Receive reports from Borough & County Councillors: None

119 Minutes of Full Council meeting held 11th April 2023

- 119.1 Approved by: Proposed: Cllr Foote and seconded: Cllr Culley.
- 119.2 Action list updated as of 09.05.23. New format required to enable filtering of Actions.

ACTION: Publish Action List from meeting to Parish Council – **CLERK**

ACTION: Design new format and circulate to PC - **CLERK**

120. Governance matters:

- 120.1 As previously discussed the Register of Interest Forms to be completed by all, signed and returned to Clerk. Clerk will then send on to BDBC to be added to website.
ACTION: Circulate Forms and instructions – **CLERK**
ACTION: Complete Forms and return to Clerk - **ALL**
- 120.2 Current Standing Orders and Financial Regulations to be reviewed by all Cllrs. Any changes to be advised to Clerk in time for amendments to be made and approval of new documents at next meeting on 13th June.
ACTION: Amendments to be advised to Clerk- **ALL**
- 120.3 Summary of the Internal Audit Report from the Auditor visit on 4th May 2023 run through by the Clerk. The report will be made available on the website once the AGAR forms are signed at next meeting on 13th June 2023. Copy of report will be circulated to FCM in the meantime. Overall the auditor was very positive about the progress made. The Council wished for their congratulations to Maxine (the Clerk) to be noted in the minutes. Follow up on the points made by the Auditor will be added to the Parish Council's Action List, and progress reviewed regularly.
ACTION: Circulate Internal Audit Report to FCM – **CLERK**
- 120.4 Discussion was had around the need for the councillors to have a separate email address for Parish Council business. This was brought up at audit. It is to ensure that any Freedom of Information requests can be responded to correctly and thoroughly, and until emails are set-

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up the councillors were made aware that their private email accounts would need to be made available if there was an investigation of any sort. It was agreed that a central approach to the set up/structure of this was needed, and a plan of how to move this forward.

ACTION: Investigate options for PC emails – **OM & Clerk**

120.5 The positive atmosphere at this point lead to ad hoc discussions about what the Parish Council could be making plans around in the next year. Lots of ideas were expressed including the possibility of a Speed Awareness Sign (the lack of street furniture to attach a sign to will mean investigating what options would be available to the Parish), The refurbishment of The Pound was suggested, a new Pavilion. All to be discussed when the Roles and Responsibilities are finalised at the next meeting on 13th June 2023.

ACTION: Add suggestions to agenda for discussion at next meeting - **Clerk**

121. Finance:

121.1 The following payments were approved.

Date	Payee	Description	Net	VAT	Total
01.05.23	SMB Village Centre	Hire of Parish Office	£130.00		£130.00
02.05.23	O Madge	Parish Expenses	£275.15		£275.15
01.05.23	M Owen	Temporary Clerk	£1200.00		£1200.00
05.05.23	SSE	DD Electricity Supply	£120.81	£6.03	£126.84
18.04.23	Hill & Valley	Grant for Printinf	£1015.00		£1015.00
25.04.23	DM Payroll	Payroll Services	£120.00		£120.00
02.05.23	M Owen	Parish Expenses	£138.46		£138.46
02.05.23	M Owen	Parish Expenses	£9.00		£9.00
30.04.23	Scofell	Grounds Maintenance	£686.66	£137.33	£823.99
01.05.23	Vision ICT	Gov.uk domain	£90.00	£18.00	£108.00
04.05.23	Do the Numbers	Audit	£375.00		£375.00
01.05.23	Parish Online	Mapping Software	£100	£20	£120

121.2 – Balances

Bank Balances on 09.05.23:	Account A Reserves of: SIL - £27,000 Lottery grant - £ 9,440 Winterbourne £ 7,000 Playgroup - £ 2,420 Minimum 6 months Operating	New Receipts: £819.53 – Fishing £42.34 – SSE Wayleaves £34,158.31 – 50% Precept, Wicket, Grass, Litter Grant £15,400 – Lengthsman Grant	£128,555.46
	Account B	New Receipts: None	£552.96

ACTION: Make Payments as above - **CLERK**

122 Planning:

122.1 Currently on top of Consultee Responses. All No objections since last meeting. Cllr Mew asked to check where geographically the land in the recent Breach Farm Garage application was in the village. (23/01088/ROC). Once agreed on location. Full Council Agreed No Objection.

ACTION: Update internal planning tracker, make Consultee response to BDBC - **Clerk**

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123 Footpaths

123.1 Officer to be confirmed at 13th June Meeting.

124 Flood Emergency Group (FEG)

124.1 Cllr Makgill raised the issue of the new stream that seems to have appeared running along the road in front of the houses on the High Street. Also Sewage coming out of manholes and probably ending up in the river. The BT boxes along our stretch of valley are all waterlogged, and this could lead to problems with phonelines and broadband. Cllr Makgill & Cllr Peart in touch with Southern Water (SW) & the Environment Agency (EA). FEG working to set up a Pan-Parish Meeting to address continuing issues with the appropriate agencies. There was discussion about whether the flooding is because of problems with the main sewer or the laterals. SW are only obliged to repair the main sewer, homeowners are responsible for laterals.

125 Highways

125.1 The triangle of land at Kingfisher House & Derrydown in very unkept, but is owned by the Parish Council so should be added to the Ground Maintenance Contract next year. Clerk asked for approval for the Lengthsman to work in Stoke in the area where the Parish Council Notice Board, Community Noticeboard and Post Box as part of his visit on 18th May 2023 to fill the rest of a half day after maintenance of grips and deconstruction of unauthorized grips are sorted out. Agreed by Full Council.

126 Recreation Ground & Lake

126.1 **MUGA:** Additional request for a Christening on 13th May 2023, and an 80th Birthday on 20th May 2023 (7pm until 11pm). Both approved by Full Council.

REC: Request from the school for permission to use the Rec for End of Year BBQ on 21st July 2023. Approved by Full Council. School must provide evidence of insurance for this. PC advised that the Rec would be used for a PLAY on 20th June 2023, and the Flower Show on 29th July 2023 – Both Agreed by Full Council.

126.2 Reminder from Cllr Madge that anyone wishing to use the Rec for their organisation on a regular basis should be looking for approval from the Full Council, then they can be reminded of the conditions of use such as insurance cover, and consideration given to the impact on parking.

126.3 Cllr Madge advised that a notification from the Planning Department at BDBC had been received implying a required 'change of use' status for the Pavilion from Cricket to Nursery. After a telephone conversation to clarify the situation with the nursery, and that it wasn't preventing the usual sport usage it has been agreed with BDBC that the Clerk will commence the process of changing the Pavilion use from Sport to Multi Use. Clear instructions on how to do this have been supplied by BDBC. No anticipated problems with the change in listing.

ACTION: Complete change of use application - **CLERK**

127 Other Business

127.1 **Clerk Role:** The position has been advertised in the Hill & Valley with an application deadline of 12th May 2023. Regardless of any other applications than that of the current Clerk a job description needs to be finalised. Cllr Madge, Foote & Mew working with Max Owen on this currently. It has been identified that the hourly rate of the clerk at St Mary Bourne has fallen well behind the required levels, so with a wage increase the hours available from the Clerk have to be carefully managed by the whole council, and sensible use of the resource always

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considered.

ACTION: Completion of Job Description – **Recruitment Working Party**

- 127.2 **Village Centre Caretaker Role:** Cllr Madge advised that the Village Centre management committee are looking for a new Caretaker. Requested that everyone thinks about anyone they might know who would be suitable and interested in the role. A suggestion was made of a Member of the Public (MOP) who happened to be in the room.

ACTION: Suggestions of potential candidates – **ALL**

ACTION: Follow up with MOP suggested at the meeting – **Cllr Madge**

- 127.3 **Post outside Village Centre/Other Highways issues:** Replacement of the bollard outside the VC entrance was discussed. Cllr Culley confirmed that it was initially installed by Highways, so is their responsibility to replace. Follow-up required on the growing pothole at the entrance of Bourne Meadow. A short discussion about other options for the white fence. The possibility of a MPH Speed Sign to be installed on the entrance to Bourne Meadow, as some people are driving too fast into the village centre considering the level of pedestrian traffic. There are currently some warning signs in place, but nothing for a mandatory speed limit.

ACTION: Follow up with Fix My Street/ Highways – **Cllr Makgill**

ACTION: Investigate Metal Pole fence that Hurstbourne Tarrant have installed - **Clerk**

ACTION: Investigate options for Speed Signs at Bourne Meadow - **Volunteer Required**

- 127.4 **Bell's Field Update:** Cllr Madge confirmed that he had received a letter from Richard Sutcliffe the new owner of Bell's Field. The same letter had been sent to other organisations. There is hope that the PC and SMB Bowls Club will be able to negotiate the use of part of the field for parking with similar terms as the previous arrangement. Agreed to work with new owner to influence any long-term plans.

ACTION: Keep in touch with new owner as his plans evolve. – **Cllr Madge**

ACTION: Circulate copy of letter to all councillors - **CLERK**

- 127.5 **St Mary Bourne Book:** Cllr Madge showed the council a book which the Parish Council have been offered (in return for payment). The Parochial History of St Mary Bourne, with an account of Hurstbourne Priors, Hampshire By Joseph Stevens. It was suggested that it could be purchased as a Coronation Gift to the Parish. All agreed it is a nice copy, and the PC agreed it would be nice to buy at the right price.

ACTION: Contact owner and negotiate the purchase price – **Cllr Madge**

Date of next meeting: Tuesday 13th June 2023 at 19:30

Meeting end: 20:50

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