

St. Mary Bourne Parish Council
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**Minutes of the Parish Council Meeting held on
 Tuesday 14 May 2019 in the Village Centre at 7:30pm**

Present: The Chair, Cllr David Peart and Cllrs Bridget Culley, Kevin Fullerton, Tony Grunsell, Oliver Madge, Gwen Randall, Tony Styles and Carole Whitlock.

In attendance: The Clerk, Jo Exelby

Members of the Public in attendance: One

Chair's introduction

The chair welcomed the member of the public and invited them to speak.

Time allowed for public speaking

A resident of Bells Meadow attended to discuss the access between Footpath 37 and Bells Meadow. She asked that if agreement is reached to install a gate, it be wooden rather than a standard metal footpath gate, to reduce the noise impact. The Chair agreed that the parish council will take on board her concerns. She also noted that the fence across the access had been installed before residents of Bells Meadow occupied the houses and so it was unlikely that children from Bells Meadow had caused disturbance. Finally, she noted that, following the transfer of ownership from Hyde Housing to Sovereign Housing, the communal areas have not been maintained. The Chair agreed to take the matter up with Sovereign Housing.

The resident then left the meeting.

1. Apologies for absence: None

2. Declarations of interests: None

3. Minutes of Full Council meeting held on 10 April 2019 (previously circulated)

3.1. Having been previously circulated, Cllr Grunsell proposed, and Cllr Randall seconded, that they were a true record and should be signed. Resolved unanimously by members and the Chair signed the minutes.

3.2. Status of actions agreed at the meeting

There was a discussion of the actions agreed and the following points were made:

- The SSE Priority Services Register has been advertised on Bourne Valley Signpost and leaflets left at the shop and the surgery.
- The clerk has written to the Cricket Club about the trailing cable for the bowling machine and they have agreed to put up a hazard sign when in use.

Chair's Initials

- The grounds maintenance contractors have been instructed to stop mowing the bottom half of Hirst Copse so that Sustainable Bourne Valley can see what wildflowers are already there.

4. Borough & County Councillors' Reports

4.1. Borough Councillor's Report: None

4.2. County Councillor's Report: None

5. Governance

5.1. Approve Annual Governance and Accountability Return 2018-19

5.1.1. Consider Internal Audit Report

Resolved: The overall conclusion was noted and the notes and recommendations reviewed. It was resolved to accept and implement the recommendations.

5.1.2. Approve the dates for the public to exercise their rights as Monday 3 June to Friday 12 July

Resolved: To set the dates as Monday 3 June to Friday 12 July. The clerk instructed to publish the notice on Friday 31 May.

5.1.3. Approve Annual Governance Statement

Members approved section 1 of the AGAR with the following statements:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

Resolved: Yes

2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

Resolved: Yes

3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

Resolved: Yes

4. We provided proper opportunities during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

Chair's Initials

Resolved: Yes

- 5. We carried out an assessment of risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

Resolved: Yes

- 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

Resolved: Yes

- 7. We took appropriate action on all matters raised in reports from internal and external audit.

Resolved: Yes

- 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

Resolved: Yes

- 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

Resolved: Not applicable

The chair and clerk signed and dated section 1.

5.1.4. Approve Accounting Statement

Resolved: Members approved section 2 of the AGAR. The chair signed and dated section 2 which the Responsible Financial Officer had previously signed on 18 April 2019.

5.2. NALC bulletins & updates: Noted

5.3. HALC Newsletter — May 2019: Noted

6. Planning

6.1. Receive advice of decisions of Planning Committee on planning applications made since last meeting on 26 March 2019

Resolved: To accept the advice.

Chair’s Initials

- 6.2. **Planning Applications for consultation at the meeting:** None
- 6.3. **Tree notices of Intent for consultation at meeting:** None
- 6.4. **Advice of compliance issues:** None

7. Finance

7.1. Monthly accounts — April 2019

Date	Received from/paid to	Total	Treasurers account	Business Bank Instant a/c	Fixed term deposit	Petty cash	Earmarked funds included in Business Bank Instant account	
							Lengthsman scheme Note 1	Flood prevention Note 2
Opening balance at 31/3/19		£56,806.50	£1,173.19	£35,629.94	£20,000.00	£3.37	£260.00	£14,385.00
	Transfer agreed at Full Council 10/4/19		£4,700.00	-£4,700.00				
Receipts								
9/4/19	Lloyds – interest			£1.43				
10/4/19	SSE – wayleave payment		42.34					
15/4/19	Inv19/03 SMB Fishing Syndicate			£767.50				
23/4/19	Inv19/05 HCC – Lengthsman			£15,400.00			£13,000.00	
24/4/19	BDBC – Parish payments			£23,153.50				
26/4/19	Inv19/04 SMB Model Yacht Club			£155.00				
Payments								
11/4/19	Agreed at Full Council 10/4/19		-£4,842.31					
30/4/19	BT DD – additional DD		-£1.17					
Available funds at 30/4/19		£91,482.79	£1,072.05	£70,407.37	£20,000.00	£3.37	£13,260.00	£14,385.00
Add: unrepresented payments								
Closing bank at bank & in hand at 30/4/19		£91,482.79	£1,072.05	£70,407.37	£20,000.00	£3.37		

Note 1: Lengthsman grants from HCC held on behalf of 13 associate parish and town councils.

Note 2: Grant money from The Environment Agency that has been supplied for flood prevention work on The Bourne.

Chair's Initials

Resolved: Proposed by Cllr Whitlock and seconded by Cllr Fullerton: The accounts for April 2019 were approved. The bank reconciliation was signed by the Chair.

7.2. Review and approve payments to be made in May 2019

Payee	Description	Amount £
Jo Exelby	Salary	889.99
Jo Exelby	Expenses	52.09
NALC	LCR subscription	17.00
HPFA	Subscription	40.00
Viking	Office stationery	152.49
SMB Village Centre	Hall hire for APA	33.00
SMB Village Shop	Refreshments for APA	77.98
Lightatouch	Internal audit	310.00
Scofell Landscapes	Grounds maintenance for April	823.99
Total Key Solutions	Locksmith	65.00
Premier Grounds	Lengthsman	1,447.60
Sawscapes Play	Adult fitness equipment	9,660.00
Vitaplay	Table tennis table & kids trail	10,695.12
SSE	2019-20 Pavilion Q1	57.97
SSE	2019-20 Games Area Q1	69.30
BT	Telephone	£43.98
Total		£24,435.01

Resolved: A transfer agreed of £24,400 from the Business Bank Instant account to the Treasurers account and the Clerk instructed to make the transfer.

Resolved: The payments were approved, and the Clerk instructed to make the online payments.

8. Highways & Transport

8.1. Receive report of Highways Group meeting with Hampshire Highways on 1 May 2019

Resolved: To accept the report.

8.2. Consider suggested names for Bank Top development

Resolved: The names suggested by the developer "Church View" and "Drovers Hill", the first as it is not a particularly good view of the church and the second because the site is not on a drovers road. Alternative suggestions were made of "Spring Hill Drive" or "Spring Hill Rise", which councillors felt gave a clearer indication of where the development is.

Chair's Initials

Another suggestion was “Valley View”. The clerk was instructed to give feedback to BDBC and make the alternative suggestions.

8.3. Receive update on work undertaken by the lengthsman: Noted

9. Recreation Ground & Lake

9.1. Receive update on weekly play areas inspections

Resolved: The clerk noted that she is still unable to download the software.

9.2. Consider quote received for operational play inspections

Resolved: To accept the quote. The clerk instructed to organise the first inspection for August 2019, 3 months after the annual inspection.

9.3. Consider request to use Recreation Ground for Whitchurch Town FC U10 team training

Resolved: Cllr Fullerton noted that he is one of two coaches for an U10 squad at Whitchurch Town FC, which includes SMB children. He asked that they be allowed to use the Recreation Ground for training during the summer months. Councillors agreed that they could.

9.4. Consider quote for improved lighting in pavilion changing rooms

Resolved: To accept the quote. The clerk instructed to arrange the work.

9.5. Consider proposal for additional use of lake for village events and as an additional educational area

Resolved: Cllr Madge noted that the Fishing Syndicate has suggested including a ‘try fly fishing’ activity at the Flower Show. The Chair noted that there would need to be insurance for the event, but otherwise councillors agreed that it was acceptable.

Resolved: Cllr Madge asked whether the lake could be used as an educational resource, for example for the school children. Councillors noted that areas of the lake are dangerous with steep sides and deep water and for that reason access is limited for safety reasons. As it is presently kept, it would not be suitable to take parties of children into the lake environs. The Chair further noted that the area is maintained as a wildlife area and so disturbance should be minimized.

10. Item of Correspondence to be circulated

10.1. Hampshire Constabulary — Monthly update for April 2019: Noted

Chair’s Initials

10.2. Rural Services Network — Rural Funding Digest May 2019: Noted

The meeting closed at 8:50pm.

Chair, St. Mary Bourne Parish Council

Date