



## Parish Council Meeting Minutes

held on Tuesday 13<sup>th</sup> June 2023 at 19.30, in the Club Room, Village Centre.

Present: Cllrs Bridget Culley, Jeanette Davies, Phil Jeffrey, Oliver Madge (Chair), Ed Makgill, Glenda Mew, Dave Peart.

In attendance: Parish Clerk, Maxine Owen Members of the Parish: 6

Meeting start: 19:30

- 128. Introduction led by the chair:** General Welcome. Welcome to Cllr Jeanette Davies to her first official Parish Council Meeting.

Clerk made a note to ensure that Ninny's House are informed when the Parish Council are using the Clubroom in the evening.

- 129. Coronation Arms** – The owner of the Coronation Arms in St Mary Bourne shared information with the PC about his intentions for the building and that a planning application has been submitted for conversion to residential and that the intention is for the family to return to the village. They have owned the pub for 30 years, and do not have plans to develop the premises beyond its current size.

Cllr Jeffrey & Cllr Peart did advise that the land lends itself to potential infill for smaller houses which the village of SMB is short of. The PC advised that the Planning Committee were in consensus for No Objection to the application. Application details are available on BDBC website 23/01275/FUL. Deadline for comments 22/06/23.

**ACTION:** Make Consultee response on BDBC Portal as 'No Objection' - **CLERK**

**Community Play Space** – Amelda De Segundo & Laura Davis brought an update to the PC on the Play Space Project. A copy of the Project update will be made available on the PC website and circulated to councillors. Within the document are a summary of the potential plan, the options for equipment and an indication of estimated costs. Funding of the project is an issue, and so far the project has been unsuccessful in acquiring funding from BDBC or Hampshire CC. There is a match-funding agreement with the Greenham Trust in place, and fund-raising events have been carried out and more are planned for the future. SMBCC are supportive of the project; the Junior Club recently even donated the money raised at their weekly BBQ to the project.

The PC raised a concern about the safety of children if the Play area is bought nearer to the cricket boundary, this is noted, and when a final decision is made on how the whole area at the Recreation Ground might be rearranged then safety will be of primary consideration. Cllr Madge is in communication with the new owner of Bell's field and there may be other options for placement available. The PC would like to thank the Community Play Area team for their work on the project.

**ACTION:** Circulate Project Update to Councillors - **CLERK**

- 130.** Apologies for absence: Cllr Foote, Cllr Randall  
**131.** Declarations of interest: None  
**132.** Receive reports from Borough & County Councillors: None

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Signed ..... *Oliver Madge* ..... Date 11 July '23  
SMB-PC ordinary meeting minutes Tuesday 13<sup>th</sup> June 2023 - Page 1 of 7



### 133 Minutes of Full Council meeting held 9<sup>th</sup> May 2023

133.1 Approved by: Proposed: Cllr Culley and seconded: Cllr Mew.

133.2 Action list updated as of 02.06.23. New format required to enable filtering of Actions. There was a brief discussion about the removal of one of the benches in the Rec which is beyond repair. A quote has been requested from the Lengthsman, but is expensive and would use up too many of the Lengthsman hours available. Ideas for other options needed.

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

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

**ACTION:** Investigate other options for bench – **REC Working Group**

### 134. Annual Governance and Accountability Return 2022-2023 (AGAR)

The AGAR was pre-circulated to all councillors.

**RESOLVED:** At the meeting councillors approved the following (Minute references 134.1 to 134.5). Proposed Cllr Culley, Seconded Cllr Peart

134.1 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 Chair to sign Section 1 of the AGAR.

134.2 The Statement of Accounts contained in Section 2 of the AGAR represented fairly the financial position of the council.

134.3 The Council's accounts and for the Responsible Financial Officer and the Chairman to Sign Section 2 of the AGAR.

134.4 The Annual Audit Report 2022-2023, together with comments and recommendations arising from the internal audit.

**ACTION:** Submit required documentation to External Auditors BDO LLP - **CLERK**

134.5 The dates of the Notice of Public Rights would run from 22<sup>nd</sup> June 2023 to 2<sup>nd</sup> August 2023

### 135. Governance

135.1 It was agreed that Cllr Madge will take responsibility for the Monthly Financial check with the RFO for this financial year 2023-2024.

135.2 The Standing Orders & Financial Regulations were formally adopted by the PC. The documents had been pre-circulated to all councillors with an invitation to respond with any queries/changes required before this meeting. It was raised by Cllr Peart and noted by the Clerk that wording may need to be changed if agreement is reached on Committees vs Working Groups later in this meeting.

**RESOLVED:** Proposed by Cllr Culley, Seconded by Cllr Peart

135.3 **RESOLVED:** The council unanimously approved the appointment of Eleanor Greene of Do The Numbers Ltd as the internal auditor for financial year 23-24.

135.4 Cllr Madge had pre-circulated a proposal to restructure the Parish Council by redefining the roles and responsibilities within the council. The idea to have a single Responsible Person (RP) for each sector e.g. Lake, Rec, Planning, Finance etc, and for that councillor to build a team of people with the appropriate competences to both manage the status quo and move forward in each sector.

The team or Working Group/Committee would be made up from Councillors, and by co-opting the appropriate competences from within the parish. It is clearly understood by the PC that if a sector is run by a Committee then the PC are obliged to publish an agenda prior and minutes after. One of the comments made by the Auditor was that for a small parish SMB did have a lot of PC Committees, and this should be reviewed and probably reduced.

Initialed.....*DM*..... Date *11-07-23*.....



It was agreed that Finance should remain a committee, but all other sectors could be made Working Groups with a Responsible Person (RP)/Chair for each. Meetings did not need to be scheduled over the year but called when required and any meeting dates would be made available.

Outcome: It was not agreed to proceed with this structure, but for the existing committee style, and number of groups to remain as existing, but to be renamed working parties.

Any meeting would generate Summary Notes to be published on the PC Website detailing a summary of the discussion and any outcomes agreed. The RP to bring an update to each Full Council Meeting to update the rest of the council and parish.

It was agreed that Footpaths would be merged into Highways.

The Clerk requested that there should be a councillor responsible for the Lengthsman Task allocation – probably to come from the Highways & Footpaths working group, although there will be cross-over with all other sectors and consultation required, especially with any potential impact on flooding.

Cllr Peart advised that there was a Flood Emergency Group Meeting scheduled for Monday 19th June 2023.

135.5 The councillors volunteered for the roles within the Working Groups and a Responsible Person decided in each group. These are detailed in Appendix A – Committees/Working Groups Municipal Year 2023-2024.

Committee - Finance

Working Groups – Planning, Highways & Footpaths, Recreation Ground, Flood & Emergency, and Lake.

It was agreed that there would be a written report after each meeting, provided by the lead of the group. Any reports/notes would be sent to the Clerk for appropriate publishing and record keeping.

Each working group and the Finance Committee to meet prior to the next full council meeting and establish a plan for the next year and review and update the current Terms of Reference and update to reflect the changes as agreed.

The RP will be the contact for the Clerk in the group, the main contact, the person the Clerk refers any enquiries to, the person who organises the meetings of their particular working group, the person who is responsible for documenting the meeting and feeding back to the PC.

**Note from Chair:** During the AGAR the auditor recommended that the number of committees were reduced, so the Working Groups should operate differently to a Committee otherwise they are still a committee only by a different name. The responsible person in each group should steer the group, organise the appropriate people to attend goal-lead meetings, and ensure that progress made is documented to be shared with the rest of the council and publicly on the PC website.

If the Working Groups are not managed in a different way, then the council could be seen as ignoring the advice of the auditor for the audit for this year (23-24 Municipal Year), and could be marked negatively for this.

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**136. Finance:**

136.1 – Bank Balances on the 13/06/23 – Account A £124,860.34 Account B £444.94

136.2 The following payments were approved:

Date	Payee	Description	Net	VAT	Total
01.06.23	SMB Village Centre	Hire of Parish Office	£130.00		£130.00
24.05.23	Playsafety Ltd	Play Area Inspections in Stoke & SMB	£181.50	£36.30	£217.80
31.05.23	Scofell	Grounds Maintenance	£686.66	£137.33	£823.99
30.05.23	CSG Ltd	Septic Tank	£189.00		£189.00
31.05.23	M Owen	Temporary Clerk Support	£1360.00		£1360.00
31.05.23	Premier	Lengthsman for SMB	£225.00	£45.00	£270.00
31.05.23	Premier	Lengthsman for Cluster	£675.00	£135.00	£810.00
31.05.23	Deptford	Defibrillator	£1610.00	£322.00	£1932.00
21.06.23	Electric Workz	Installation of Defibrillator	£180.00		£180.00
05.06.23	Fred Tarrant	Litter Picking April, May & June 2023	£430.08		£430.08
11.05.23	Business Stream	Water Supply	£48.24		£48.24
18.05.23	Whitehill	SBV Hirst Copse Board	£615.00	£123.00	£738.00
22.05.23	SSE	DD Pavilion Electric	£166.56	£8.33	£174.89
26.05.23	SSE	DD Lamp Post Electric	£36.42	£31.82	£38.24
26.05.23	SSE	DD Pavilion Electric	£56.41	£2.82	£59.23
08.06.23	Bourne Valley Systems	Website / email Hosting	£487.50	£97.50	£585.00
12.06.23	BDBC	Planning App Fee	£231.00		£231.00

**136.3 – Reserves & Receipts**

Reserves of: SIL - £27,000 Lottery grant - £ 9,440 Winterbourne £ 7,000 Playgroup - £ 2,620 Minimum 6 months Operating	New Receipts: £1,000 – Rent for Pavilion £666.81 – Electricity Ninny's	£128,555.46
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**ACTION:** Make Payments as above - **CLERK**

**137 Planning:**

137.1 Currently on top of Consultee Responses. All No objections since last meeting.

Cllr Culley raised a concern that Borough Cllr Carr should have declared an interest in the application for development on land next to his home which he opposes (20/02050/FUL).

Agreed no need to follow-up.

**138 Footpaths**

138.1 Derrydown Footpath to be added to task list for Lengthsman

Initialed.......... Date 11-07-23



### 139 Flood Emergency Group (FEG)

139.1 Next meeting on Monday 19<sup>th</sup> June 2023

### 140 Highways

140.1 Cllr Makgill advised that he had been asked by a resident of Stoke to check the junction out of Chapel Lane onto Stoke Road. The visibility is poor due to one of the properties having allowed their hedge to grow and is potentially a danger due to the speed some vehicles travel through this part of Stoke. Cllr Makgill & Clerk to report the problem to HCC and advise the resident to do the same.

Potential solution could be to place a mirror on the land opposite (where the post box is). One of the parishioners present advised that in his experience from his time as Clerk he could confirm that any such street furniture should be supplied by HCC, and their permission sought to site it on the land there.

**ACTION:** Report situation to Hampshire Highways and seek a contact in Highways to explore potential for the mirror. – **Cllr Makgill & Clerk**

### 141 Recreation Ground & Lake

141.1 **REC:** Request for the use of the REC for a Jazz Evening on 8<sup>th</sup> July 2023 was approved by all.

**ACTION:** Advise organisers of PC approval, and request Risk Assessment. Clarify limitations of running a payable event on a public space and ensure this is understood by the organisers. -  
**CLERK**

141.2 Update from Cllr Madge that the Memorial Bench for Tony Grunsell was installed on Saturday 10<sup>th</sup> June. Thank you to Chris Randall and company for their hard work, particularly removal of the concrete the old bench had been set into.

141.3 Bench Repair is deferred to Rec Working Group to make a plan.

**ACTION:** Share details of what is required with Rec Working Group lead – **OM & PJ**

141.4 It was discussed that a solution is required to the side of The Boundary, between the Lake fence and the recycling bins as this is the new 'preferred' path for walkers and during bad weather will get muddy very quickly in the gateway. Potential solution to find a suitable ground reinforcing mesh matting.

**ACTION:** Investigate options for surface reinforcing to prevent mud – **Rec Working Group**

### 142 Other Business

142.1 **Clerk Role:** Max Owen now accepted the role on a permanent basis. Details have been finalised with the Payroll Services provider. Cllr Mew has agreed to become the HR liaison for the Parish Council and Max's contact for HR questions, annual leave requests, and will be supervising wage and HMRC payments.

**ACTION:** Relevant Paperwork to be finalised and recorded – **Cllr Mew & Clerk**

142.2 **Post outside Village Centre/Other Highways issues:** Cllr Makgill confirmed that the broken post outside the village hall has been reported on Fix My Street and to Hampshire Highways. No response so far but will keep chasing. The situation is the same with the Fence repair required by the bridge. These are both potentially dangerous situations that should be high on HCC's priority list. Cllr Makgill and Clerk continue to work trying to find the correct people at HCC to expedite these fixes.

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

**ACTION:** Persist with HCC to find the responsible person in HCC – **Cllr Makgill & Clerk**

Initialed.......... Date 11-07-23



142.3 **Bell's Field Update:** Cllr Madge advised that he had spoken to the new owner and the parking for the Bowl's Club has been agreed and can revert to the Field straight away. Mr Alchin (present in the public seats) was advised to contact Richard Sutcliffe just to get this confirmed in writing.

It was discussed that the MUGA had been opened by someone for parking the previous evening without authorisation, so the combination should be changed on the combination lock.

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

**ACTION:** Change combination on MUGA padlock, and advise authorised people - **CLERK**

142.4 **Tennis Net:** A formal record of the Parish Council's thank you to Luke Mew for repairing the tennis net post. Thank you to Cllr Peart for organising this to happen.

142.5 **MUGA Parking:** Request for Overspill Parking in the MUGA for a funeral on 20<sup>th</sup> June 2023 between 11:30am and 3pm was considered and agreed.

142.6 **St Mary Bourne Parish Community Fund:** Cllr Culley advised the council that the United Charities had agreed at their last meeting to change the name of the organisation. They hope the new name will be more appealing and lead to more people coming forward for help if they need it.

Ruth Widen is the treasurer and secretary of the SMB Community Fund and is the only person in the organisation who knows who the person is putting in a request for help. Any request is kept anonymous while being considered by the committee to protect the requestor's privacy. The charity will remain registered as United Charities with the Charities Commission but known locally as St Mary Bourne Parish Community Fund.

**ACTION:** Upload details to the Parish Council Website - **CLERK**

Date of next meeting: Tuesday 11<sup>th</sup> July 2023 at 19:30

Meeting end: 20:34

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## Appendix A



### Committees/Working Groups Municipal Year 2023 – 2024

Committee/Working Group	PC Members	Co-optees
Finance - Committee	Oliver Madge (RP/Chair) Ed Makgill Patrick Foote Dave Peart Maxine Owen (RFO)	None
Planning – Working Group	Phil Jeffrey (RP/Chair) Dave Peart Glenda Mew Gwen Randall Patrick Foote (Trees)	None
Highways & Footpaths – Working Group	Patrick Foote (RP/Chair) Jeanette Davies	Caroline Hoyes (Footpaths Only)
Recreation Ground – Working Group	Dave Peart (RP/Chair) Bridget Culley Phil Jeffrey Gwen Randall	Amelda De Segundo & Laura Davis - Play Area Project
Flood & Emergency - Working Group	Dave Peart Ed Makgill	Clem Jones Sarah Cooney Dave Burlison
Lake – Working Group	Bridget Culley (RP/Chair) Jeanette Davies (Residents) Dave Peart Gwen Randall	Alex Martin – Fishing Caroline Hoyes – SBV

#### Actions:

- 1 Confirmation that Co-optees wish to continue in their roles within the groups – Each group
- 2 Organise next meetings where required. Dates to be shared at next Full Council Meeting on 11<sup>th</sup> July 2023 – Each group’s RP/Chair
- 3 Review Terms of Reference – Each group

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 SMB-PC Ordinary Meeting Minutes : Tuesday 13<sup>th</sup> June 2023 : Page 7 of 7