



Parish Council Meeting Minutes

held on Tuesday 14th May 2024 at 19.30, in the Club Room, Village Centre.

Present: Cllrs Dave Burlison, Bridget Culley, Jeanette Davies, Patrick Foote (Chair), Phil Jeffrey, Ed Makgill, Glenda Mew, Dave Peart, Gwen Randall.

In attendance: Parish Clerk, Maxine Owen

Members of the Parish: 4

Meeting start: 19:30

- 269. Introduction led by the Chair:** General Welcome and thank you for those members of public attending.
- 270. Election of Chair:** Cllr Patrick Foote – Proposed by Cllr Peart, Seconded by Cllr Davies. Unanimously voted to position of Chair.
- 271. Election of Vice-Chair:** Cllr Dave Peart – Proposed by Cllr Foote, Seconded by Cllr Jeffrey. Unanimously voted to position of Vice-Chair
- 272. Declarations of Acceptance of Office:** Cllr Foote & Peart then signed Declarations with the Clerk.
- 273. Responsibilities were then agreed for the next Municipal Year.** It was agreed the Clerk would send a summary of which councillors were on which working group. At each group's first meeting the Lead would be elected, and the Terms of Reference reviewed.
- 274. Register of Interests:** All councillors confirmed that there were no changes from declarations submitted last year, and confirmed that the clerk would be informed of any future changes when they occur and a new form completed.
- 275. Time and Place of Ordinary Meetings of the council up to and including the next Annual Parish Council Meeting:** Meetings would continue on the **2nd Tuesday of each month at 19:30 hrs**, but the venue would be changed to **The Main Hall, St Mary Bourne Village Centre**. It was agreed unanimously that no meeting would be held in August, but the December meeting was necessary for budget and precept discussions and approval. **The Annual Parish Assembly will be Tuesday 6th May 2025.**
- ACTION:** Share dates with Village Centre Committee – **Clerk**
ACTION: Publish dates on PC Website - **Clerk**
- 276. Time allowed for public speaking:** Proprietors of the George Inn, SMB spoke to address any potential concerns with the planning application submitted as detailed under minute reference 284.1.
- 277. Apologies for absence:** None
- 278. Declarations of interest:** For Planning discussion in Minute Ref 284.1. Planning Application ref 24/00837/RET. Declaration from Cllr Jeffrey.
- 279. Receive reports from Borough & County Councillors:** None present, no reports sent. Both councillors were present with updates for the community at the Annual Parish Assembly the week before.
- 280. Minutes of Full Council meeting held 9th April 2024**

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280.1 **Approved by: Proposed: Cllr Jeffrey, seconded: Cllr Peart**

280.2 The clerk advised that there were no significant updates to the Action List but would update and circulate to the PC once the Actions had been added from 14th May meeting.

ACTION: Update and circulate Action List - **Clerk**

281. Annual Governance and Accountability Return 2023-2024 (AGAR):

The Clerk checked that none of the councillors had any questions concerning the documents pre-circulated for the AGAR submission. No questions were raised and all councillors acknowledged the documents being submitted had been received and understood.

RESOLVED: At the meeting councillors approved the following (Minute references 281.1 to 281.5).
Proposed: Cllr Foote, seconded Cllr Mew

281.1 The Annual Governance Statement in Section 1 of the AGAR, the recommendations and actions put forward by the internal auditor, and the Clerk and Chair signed Section 1 of the AGAR.

281.2 The Statement of Accounts contained in Section 2 of the AGAR represented fairly the financial position of the council, and the Responsible Financial Officer and Chair signed Section 2 of the AGAR.

281.3 The Annual Internal Audit Report 2023-2024, together with comments and recommendations arising from the internal audit were shared and agreed by the council.

281.4 The dates for the Notice of Public Rights would run from Wednesday 12th June 2024 to Wednesday 24th July 2024.

281.5 The Clerk requested confirmation from all councillors had no conflicts of interest with BDO LLP.
RESOLVED: Chair & Clerk signed the document.

ACTION: Submit approved and signed documents and associated documents to BDO LLP - **Clerk**

282. Governance:

282.1 Approval for amended Multi-Use Games Area (MUGA) Use Policy

RESOLVED: Proposed Cllr Foote, seconded Cllr Mew

282.2 Approval for amended Memorials Policy

RESOLVED: Proposed Cllr Foote, seconded Cllr Davies

282.3 Approval for Eleanor Greene of Do The Numbers Ltd as Internal Auditor for Financial Year 2024-2025.

RESOLVED: Proposed Cllr Burlison, seconded Cllr Makgill

282.4 The Clerk advised that the annual review of Standing Orders, Financial Regulations & the Financial and Management Risk Assessment would be required for an approval at the next full council meeting on 11th June 2024. The National Association of Local Councils (NALC) have published a new model version of Financial Regulations which SMBPC should adopt this year. The Clerk will review and amend as appropriate and circulate all three documents in time for the next meeting.

ACTION: Prepare documents for approval at next meeting – **CLERK**

ACTION: All councillors to review documents once circulated and send any comments to Clerk prior to next meeting on 11th June - **Clerk**

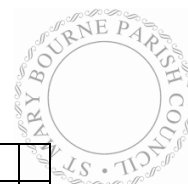
283. Finance:

283.1 Bank Balances on 07/05/2024

Account A: £135,948.91

Account B: £716.17

Account C: £20218.04 (Investment Account)



Earmarked Reserves	
£28,715.00 CIL	
£9440.00 Lottery Grant	
£27187.23 Greenham Trust Grant Play Area	
£3,500.00 Riverbank Project	
£4000.00 Tree Work in Recreation Ground	
£2340.00 Lengthsman extra hours (6 hours each of 13 parishes @£30)	
£3000.00 Spares/Repairs for SMB & Stoke Play Areas	
£24,000.00 3 Months running costs at Approx £8000 per month.	
TOTAL: £102,182.23	
Available Funds: TOTAL: £54,700.89	

283.2 Payments & Receipts for Approval made in **April 2024.**

Proposed: Cllr Foote, seconded Cllr Makgill

TYPE	DATE	PAYEE	AMOUNT	REMARKS
DD	10/04/2024	Scottish Water	£47.07	
BACS	10/04/2024	SMB Village Centre	£130.00	Office Hire
BACS	10/04/2024	HALC Ltd	£517.00	Annual membership of NALC & HALC
BACS	15/04/2024	Bourne Fest	£1602.00	Grant Request for D-Day Celebration 7-9 June 2024
DD	25/04/2024	SSE Energy	£673.83	
DD	25/04/2024	SSE Energy	£25.94	
BACS	30/04/2024	M Owen	£1229.64	Clerk's Salary April 2024
BACS	30/04/2024	HMRC	£145.16	Tax & NI April 2024
BACS	30/04/2024	Groundlord Ltd	£8188.80	Phase 1 from Tree Report
BACS	30/04/2024	DM Payroll Service	£120.00	Annual Payroll Management
		TOTAL	£12,679.44	

Receipts £113.88 Bank Interest Acc A
 £46.44 Bank Interest High Interest Account
 £860.50 Fishing Syndicate Q1 Payment
 £1330.22 CIL Payment from BDBC
 £36760.93 Precept, Wicket Maintenance, Grass Cutting, Street Cleaning Grants
 £500.00 Rent from Ninny's for March 2024
 £42.34 Wayleave Payment from SSE Energy Ltd

283.3 The Clerk requested authorisation to apply for a Debit Card from Lloyds.

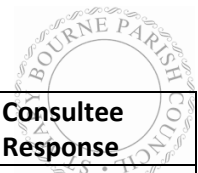
RESOLVED: Proposed: Cllr Foote, seconded Cllr Makgill

283.4 As follow-up from the Internal Auditor comments the Clerk will investigate options for better interest on Reserves. The Lloyds 32 day access account is low in it's interest offering and the auditor recommended looking at CCLA PSDF.

ACTION: Investigate CCLA PSDF offers - **Clerk**

284 Planning: (Any queries please email: planning@stmarybourne.org)

284.1 – Summary List Of applications since last meeting shown below:



Response Date	App Reference	Address	Type	Consultee Response
07/05/2024	T/000196/24/TCA	Spring Hill House	Work on Trees	No Objection
08/05/2024	24/00768/FUL	The George, SMB	Outside Bar & Fence & Gates	No Objection*
08/05/2024	24/00768/LBC	The George, SMB	Outside Bar & Fence & Gate – Listed Building Consent	No Objection*
21/05/2024	24/00837/RET	Old Chapel House, SMB	Retrospective Change of Use	Objection**
24/05/2024	T/00222/24/TCA	Kingfisher House, SMB	Work on Trees	No Objection
24/05/2024	T/00223/24/TCA	Danebury House, SMB	Work on Trees	No Objection

* 24/00768/FUL & 24/00768/LBC – No Objection agreed by all councillors. Consultee Response to include statement as follows:

The St Mary Bourne Parish Council have no objection to this planning application on the proviso that Development Control are able to address some concerns, perhaps with the application of conditions.

- The hours the outside bar is open is limited to no later than 10pm.
- The permission is linked to the current proprietors of The George who are community minded and considerate to near neighbours of the pub.
- There is no music or a limit to music outside so not to disturb the community.
- The brightness & height of the festoon lights is lowered. This is probably currently in contravention of the Dark Skies policy which covers the area. The Parish Council consider that if the height of the festoon lights could be lowered, even to behind the hedge this would help shield the area outside of the pub's curtilage from the current levels of light pollution.
- The current fence is not child-safe and should be altered to make it so.
- The Parish Council have no issue with the planned construction of a storage facility for the kegs and sundry items currently stored outside.

ACTION: Speak to proprietors to persuade them to sort out the lighting separately to this application – **Cllr Foote**

** 24/00837/RET – Objection. 4 x Cllrs Objected, 3 x Cllrs No Objection, 1 x Cllr Abstention, 1 x Cllr Conflict Declaration.

Consultee Response to include statement that the Objection is because this is a Retrospective Application.

284.2 Shared on social media since last meeting:
All applications listed above except the one for Work on Trees.

285 Highways & Footpaths: (Any queries please email: highways@stmarybourne.org)

285.1 Footpaths: Nothing new to report this month.

Highways: Cllr Makgill advised that Hampshire Highways have again failed to clear out the silt-trap at the War Memorial. All silt traps in that area are totally full up, and may be contributing to the flooding from the BT manhole.

Water is still running across the road at Gangbridge, but the field is no longer flooding.

Cllr Davies advised that the grips by the Apsley Junction in The Wykes needed clearing. The



ditch is full, and during heavy rain the whole road floods.

ACTION: Continue pressure on Hampshire Highways to clear silt traps in the parish – **Cllr**

Makgill

ACTION: Provide exact locale to Clerk – **Cllr Davies**

ACTION: Report defect on the Hampshire Highways system - **Clerk**

286 Flood Emergency Group (FEG): (Any queries please email: flood@stmarybourne.org)

286.1 Cllr Makgill advised that Kit Malthouse MP has organised a meeting with Southern Water (SW), the Environment Agency (EA), Hampshire Highways, and the FEG on Friday 17th May 2024 at 10am. The FEG are hoping that this meeting will put pressure on SW & EA to make remedial repairs, and start working towards a permanent solution for the area.

Cllr Makgill advised that a draft Infiltration Reduction Plan (IRP) had been sent through this week, just in time for the meeting on Friday. A four page document, rather than the usual 40 or so pages that made up the two previous versions from 2021 and 2014. The FEG will ensure that SW are challenged at the meeting on Friday with what and when action will be taken.

Councillors from Longparish Parish Council have made contact with SMBPC FEG about their issues, and discussion has taken place there to understand each other's situation. Cllr Makgill advised SMBPC that he did not want to dilute the SMB & Stoke issues which are a priority for us. Longparish stated they are concerned that they may be being effected by the pump installed at the Viaduct, but are going to contact SW directly. A pan-parish approach to the issues may be sensible for the future.

SW have been jetting the sewers at night, and the FEG wonder if this may be causing more problems than fixes, the FEG to follow-up with SW.

ACTION: Feedback on 17th May Kit Malthouse Meeting – **Cllr Makgill**

ACTION: Sewer Jetting – contact SW to understand why – **Cllr Makgill**

287 Lake: (Any queries please email: lake@stmarybourne.org)

287.1 Cllr Culley advised that Scofell would be on site on Thursday 16th May doing the first cut of the Lake.

The test areas for the nettle spraying had been done. Had successfully killed the nettles in areas sprayed, so just to wait to see what comes through in time. The Lake Committee to decide whether a larger area should be sprayed now.

Flowers are thriving in certain areas and would be marked so not cut down on this week's first cut. The Wild Flower seedlings in the care of Cllr Davies are coming along, but would be swamped by more vigorous plants if planted out at their current size.

Grass and Flower mix sown on the Volunteer Day is now starting to come through.

The clerk confirmed that Phase 1 of the Tree work had been completed and now paid for. Groundlord advised they would stop by at a later date and deal with the brush piles from the Autumn volunteer day.

ACTION: Decide at next Lake Meeting next step for spraying plan – **Lake Committee**

288 Recreation Ground: (Any queries please email: rec@stmarybourne.org)

288.1 **Bench Repair:** The Clerk advised that a member of the public (MOP) had offered to repair one of the benches on land near the bridge at the Stoke end of Gangbridge Lane. The estimate of expenditure (up to £100) for this was shared by the Clerk and approved by the councillors.

ACTION: Contact MOP with go-ahead for the repair – **CLERK**

288.2 **Pound Repair:** The Clerk advised that an MOP was keen to renovate The Pound, opposite



Victoria Cottages in SMB. The Clerk advised that she had asked the MOP to provide a best estimate of cost, and that the PC might look at obtaining some kind of heritage grant to make the repairs. All councillors agreed this was the best approach.

ACTION: Contact MOP about next steps – **Clerk**

- 288.3 **Flood Light Repair & External Socket:** SMB Cricket club provided a quote for repair of the floodlights and installation of an external socket at SMB rec. Cllr Jeffrey suggested that the PC pay for the repair of the floodlights, and SMBCC pay for the installation of the socket, and requested a copy of the quote.

ACTION: Send copy of the quote to Cllr Jeffrey – **CLERK**

ACTION: Feedback approval to Chair of SMBCC - **Clerk**

- 288.4 **Pavilion Lease and Rent:** The Clerk had pre-circulated a copy of the proposed new lease between SMBPC & Ninny's House. Cllr Makgill and the Clerk have been working with a land agent to establish what an appropriate rent should be. The Full Council unanimously approved both the lease and proposed rent.

ACTION: Arrange meeting to discuss lease & rent with Ninny's House - **Clerk**

289 Other Business

- 289.1 **MUGA Parking:** The request for Parking for the RDA charity walk was approved for Sunday 23rd June 2024 between 9:30 am and 12:30 pm.

ACTION: Inform requestor of approval & organise gatekeepers - **Clerk**

- 289.2 **Repair of MUGA Shelter lights & Jubilee Lamp:** The quote was approved unanimously for the repairs to take place.

ACTION: Advise contractor to go ahead - **CLERK**

- 289.3 **MUGA Parking:** The request for Parking on Saturday 25th May 2024 was approved. Two weddings, a home cricket match, and the bowling club Open Day. The Bowling Club members will be requested to park in Mac's Field.

ACTION: Inform requestors of approval & organise Gatekeepers - **Clerk**

- 289.4 **Bowling Club request for sign at entrance to Bourne Meadow:** Unanimously agreed that this could be granted. The sign must be of good design, appropriate for the area.

ACTION: Advise Bowling Club of permission - **CLERK**

- 289.5 **Keep Clear sign:** The clerk asked for approval to purchase a new Keep Clear sign for the chain entrance to the Rec nearest the shop. It seems to have gone missing, and the contractor was unable to access for grass cutting the previous week because of a parked car. Approval given.

ACTION: Order new Keep Clear sign - **CLERK**

- 289.6 **Rear of The Boundary/Bin Area:** Cllr Burlison advised that The Boundary Committee were planning to re-landscape the land behind the building and the bins. Ideally an installation of a shed to store the outdoor tables and chairs, and some hard-standing for the bins, so they could then be screened, and bike racks. Because of the conservation area the PC advised that planning permission would probably be required, but the PC had no objection to the planned work.

ACTION: Investigate current permissions, might already be covered from the build – **Cllr Burlison**

ACTION: Continue liaison with BDBC about MOP's fence repair - **Clerk**



289.7 **Public Conveniences' Cleaning Regime:** Cllr Foote advised that it had come to light that the Cleaning Regime for the Public Conveniences had been reduced by BDBC to once a week. All agreed that this was total inadequate and BDBC should be contacted.

ACTION: Contact Alan Tully, Street Cleaning Manager at BDBC – Cllr Foote

289.8 **Hampshire Best Kept Village Competition:** The Clerk advised that there was a 'Best Kept Village Competition' open, and requested the councillors to decide whether the village should enter. After discussion it was decided it might be a good idea, so the Clerk to investigate details further.

ACTION: Investigate Best Kept Village Information as whether feasible this year - Clerk

Date of next meeting:

Tuesday 11th June 2024 at 19:30

Meeting End: 21:45

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