



Parish Council Meeting Minutes

held on Tuesday 14th November 2023 at 19.30, in the Club Room, Village Centre.

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

In attendance: Parish Clerk Maxine Owen

Members of the Parish: 2

Meeting start: 19:30

186. **Introduction led by the Chair:** General Welcome.
187. **Time allowed for public speaking** – None Requested
188. Apologies for absence: Cllr Gwen Randall
189. Declarations of interest: None
190. Receive reports from Borough & County Councillors:

Councillor Thacker attended the meeting and had sent his report previously to the Clerk. This report had been circulated to all Parish Councillors. The full report is available on the PC Website as Appendix I to these minutes, or a copy can be sent by contacting the Clerk on clerk@stmarybourne-pc.gov.uk or by phoning 07845 570154. No questions were raised about the information provided in the report.

Cllr Madge took the opportunity to ask Cllr Thacker about the Lengthsman Scheme and whether it would continue in the next financial year. Cllr Thacker advised that he had not heard of any plans for it to be removed, but due to current financial constraints at Hampshire County Council (HCC), parishes may be asked to contribute in some way. The Clerk advised Cllr Thacker that there were concerns from our particular cluster about the level of service from the current provider, and that it would be sensible to re-tender the contract for FY24/25, but this was difficult to do not knowing whether the scheme would exist each year. Cllr Thacker advised that he could see the value of the service in his ward, and he would be campaigning for the scheme to continue especially in rural parishes.

Cllr Jeffrey took the opportunity to ask Cllr Thacker about the issues experienced earlier in the year, when the ground water levels were high, tankers were in the villages pumping the sewers and an emergency closure was put on the main road through the village at Stoke. The closure meant that ALL vehicles were sent on a diversion on very narrow, very unsuitable country lanes with very few passing points, the diversion in itself causing a dangerous situation. Cllr Jeffrey advised that he wanted to be assured that the Traffic Management company that made the closure could be made aware of the implications of their closure for the community, and that alternative options should be investigated. The parish council expects the tankers to be in operation throughout the valley as the water levels rise, and some pre-planning will be crucial. Cllr Jeffrey advised that he had tried to work with the tankering company, and had come up with a few potential solutions, but these were totally disregarded. Cllr Thacker requested that the Clerk send him through the details, and he would see what he could find out and who the Parish Council should be in contact with. With reference to the diversion being dangerous, Cllr Thacker suggested that the Police should be called as they are authorised to deal with Emergency Closure issues.

ACTION: Share details of Emergency Closure details with Cllr Thacker - **CLERK**

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Signed *Oliver Madge* Date *12 Dec '23*



191 Minutes of Full Council meeting held 10th October 2023

191.1 Approved by: Proposed: Cllr Mew, seconded Cllr Makgill

191.2 Cllr Foote advised that the light bulbs had been changed at The George, so were no longer causing a problem for the near neighbour who had reported the issue at the previous meeting.

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

192. Finance:

192.1 Bank Balances on 07/11/2023

Account A: £142,548.75

Account B: £535.81

Total in All Accounts	Earmarked Reserves
£143,084.56	£23,000.00 CIL £9440.00 Lottery Grant £6,852.23 Greenham Trust Grant Play Area £7,000.00 Riverbank Project £4000.00 Tree Work in Recreation Ground £24,000.00 3 Months running costs at Approx £8000 per month.
	TOTAL: £74,292.23

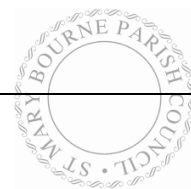
Cllr Madge advised that in November a payment of £3500 would be made to Hampshire & IOW Wildlife Trust from the agreed grant to the Watercress and Winterbournes Landscape Partnership for lake stream restoration/ natural flood management works in St Mary Bourne. (Riverbank Project) This would leave £3500 to be paid in 2025, and would be held in reserves until then.

ACTION: Make payment to HIWWT – **Clerk**

192.2 Payments & Receipts for Approval made in **October 2023**

TYPE	DATE	PAYEE	AMOUNT	REMARKS
BACS	02/10/2023	Maxine Owen	£1269.76	Clerk's Salary September 2023
BACS	02/10/2023	HMRC	£105.04	
BACS	03/10/2023	HUGOFOX Ltd	£122.28	Website Hosting
DD	06/10/2023	Southern Electric	£24.51	
DD	10/10/2023	Scottish Water	£104.25	
BACS	11/10/2023	SMB Village Centre	£130.00	Office Hire
BACS	11/10/2023	Premier Grounds	£1944.00	Lengthsman for Cluster
BACS	11/10/2023	Scofell Landscapes	£823.99	Grounds Maintenance
BACS	16/10/2023	SLCC Membership	£199.00	Annual Membership
BACS	19/10/2023	Maxine Owen	£220.78	Expense Claim October 2023
BACS	24/10/2023	Maxine Owen	£15.49	Expense Claim August 2023
BACS	24/10/2023	Scofell Landscapes	£90.00	Tree Clearance in Lake Area
BACS	27/10/2023	Dean Smith	£150.00	50% Materials Deposit Pavilion
BACS	31/10/2023	Maxine Owen	£1269.76	Clerk's Salary October 2023
BACS	31/10/2023	HMRC	£105.04	
		TOTAL	£6483.90	

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Receipts	£110.96 Bank Interest £500.00 Rent from Ninny's for October 2023 £13647.05 VAT Refund for FY 22-23 £5715.76 CIL Payment
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192.3 Cllr Madge summarised the Finance Committee meeting which had been held immediately prior to the Full Council Meeting. Minutes of the meeting will be made available on the Parish Council Website.

In summary the first draft budget has been examined by the Finance Committee, and a copy of the proposed budget will be circulated to the full council in time for the full council meeting in December and budget approval.

CIL money was discussed, and the Clerk is to investigate exactly what the funds can be spent on. All information is available on BDBC website.

It was agreed that if the Parish Council raise the Precept for 24-25, then the rise should only be to cover the agreed projects, and planned to be spent in the 24-25 financial year.

Cllr Madge suggested that the Parish Office should be vacated, but for next year continue paying the current amount. The storage of Parish Items would be moved to cupboards upstairs to allow the Village Centre Committee to make changes to the clubroom and repairs as necessary.

ACTION: Check CIL Money Information/Regulations – **CLERK**

ACTION: Prepare office to vacate over the next few months - **CLERK**

192.4 The clerk advised that she was actively looking for quotes for the Parish Council Insurance. Renewal date is 24th December 2023, and would wish to have the details in place for approval at the December FCM. Clerk advised that there are now very few insurance companies offering cover to Parish Councils, so the choice would be limited.

ACTION: Prepare Insurance details for next meeting - **CLERK**

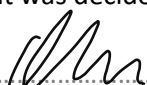
193 Planning: (Any queries please email: planning@stmarybourne.org)

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

Response Date	App Reference	Address	Type	Consultee Response
01/11/2023	T/00442/23/TCA	5 Baptist Hill	Work on Trees	No Objection
31/10/2023	T/00405/23/TCA	Batsford House, SMB	Work on Trees	No Objection
20/11/2023	T/00487/23/TCA	Beech House, SMB	Work on Trees	No Objection
20/11/2023	T/00489/23/TCA	Swampton House	Work on Trees	No Objection
23/11/2023	23/02720/HSE	Summerhaugh Cottage, SMB	Chimney Repair	No Objection
23/11/2023	23/02721/LBC	Summerhaugh Cottage, SMB	Chimney Repair on Listed Building	No Objection

193.2 No applications shared on social media since last meeting.

193.3 Cllr Jeffrey advised the council that he had been approached by a member of the public about a potential planning enforcement issue. The principle of the Parish Council's role in enforcement issues was discussed, and it was decided that Cllr Jeffrey would respond to his contact that they

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should contact BDBC directly on the issue. Cllr Jeffrey could reassure them that they could remain anonymous in the complaint.

ACTION: Respond with information on contacting the enforcement officer at BDBC – **Cllr Jeffrey**

193.4 Clerk advised the council that the Planning Section of the Parish Council website had been temporarily taken down due to a technical problem and needed to be rebuilt. A basic page with minimal information was currently available. Clerk requested input from Cllr Jeffrey as Planning Responsible person as to what content was required moving forward. It was agreed that the Clerk would put together instructions on how to find information on the BDBC planning portal, and that the Planning Working Group would decide what items were required on this section of the website.

ACTION: Compose guidelines for finding Parish-relevant applications on the BDBC website – **CLERK**

ACTION: Decide what information is required in the section – **Planning WG**

193.5 Cllr Peart raised a concern that he thought the section of the latest Hill & Valley article from the Parish Council was inaccurate in its statement that the current St Mary Bourne Neighbourhood Plan was ‘not fit for purpose’. The Neighbourhood Plan is valid until 2029, and was put together in 2018. Cllr Madge replied that the article said that it ‘could be considered as not fit for purpose’ as so many things have changed over the last few years, an example being the recent solar farm application, where the Neighbourhood plan was not included in the discussion.

Cllr Foote clarified that the concerns about the parish Neighbourhood Plan had been raised at a previous meeting by Borough Cllr Carr, and he had suggested that the document be reviewed and the housing levels should be specifically reviewed. Now that the Manydown development in Basingstoke has been approved, the pressure should lessen for the rural parishes in the borough as most central government targets could be met by this development. The new administration at BDBC are openly stating that many of the policies that BDBC Planning use are out of date as the whole planning system has changed at a Central Government level.

Cllr Madge stated that he would be more than happy for other councillors to contribute or write the article for the Hill & Valley each month. No offers were made. It was agreed that more information was needed from Cllr Carr.

ACTION: Follow-up with Cllr Carr – **Cllr Madge**

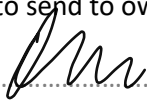
The Clerk had pre-circulated the St Mary Bourne Neighbourhood Plan (Monitoring Year 5) covering the period from 1st April 2022 to 31st March 2023. All councillors acknowledged that they had received and read the document and were happy to unanimously approve it. The final document would be re-circulated by BDBC for final approval later in the municipal year. The approved document will be made publicly available at that time on the PC website.

ACTION: Feedback Full Council Approval of draft document to BDBC officer - **CLERK**

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

194.1 **Hedges & Trees:** Cllr Foote advised that Bourne Court had now put in a planning application for work on their trees and hedges, so in the next few months the work should be carried out. The rest of the residents with overgrown hedges had now been informally approached by the PC, and agreement has been verbally reached that the hedges will be attended to. Cllr Foote suggested that a reminder to owners could be added to the Parish Council article in the H&V. – Longparish had put a reminder into last month’s H&V, and we should do something similar.

The Clerk advised that HCC had issued standard ‘legal approved’ letters for the Parish to use if they wished to contact Riparian Owners along the river, and the Clerk asked Cllr Thacker if a similar letter was available to send to owners of hedges along the highways. Cllr Thacker

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advised the Clerk to email him as a reminder, and he would check.

ACTION: Email Cllr Thacker concerning Hedge-Owner letter - **CLERK**

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

195.1 Cllr Makgill advised that the next FEG meeting would be on 7th December 2023.

Dave Burlison (DB) has organised a delivery of sandbags to SMB for emergencies, and a supply will also be required in Stoke. The matter of storing the sandbags was discussed, and the Clerk will contact the Handyman to arrange for the benches in the Play Area to be repaired, and made lockable so the sandbags could be stored there. Thank you to DB for organising. A reminder should be sent to the owners of vulnerable houses along the river that it is their responsibility to get their own flood protection measures, but the council supplied sandbags can be used in an emergency.

Cllr Makgill advised of a leaflet that was available from HCC reminding riparian owners of their responsibilities along the river, and asked if Cllr Thacker knew where we could get printed copies of these leaflets so they could be distributed to owners. Cllr Thacker advised the clerk to email him with details.

The FEG group is keeping an eye on water levels in collaboration with Southern Water and the EA.

Cllr Makgill expressed his frustration with HCC Highways, they are hard to contact and not responsive to emails. Cllr Makgill stated that all agencies are working hard to prepare for flooding, but Highways don't seem to be doing their part. There are silt traps that need to be emptied, for example, but no-one seems to take ownership and make these essential maintenance tasks happen.

Cllr Thacker advised that everything should be reported through the HCC portal and a ticket number collected, otherwise the report is likely to be lost. Because of the financial situation at HCC Cllr Thacker advised that HCC is no longer able to be proactive it can only be reactive. He advised that the order of priority at HCC currently is:

1. Vulnerable Adults and Children in Care
2. Highways
3. Everything else

The parish council then had a discussion about the grips on Egbury Road not working again. A plan needs to be made on how to tackle this. The Clerk will request assistance from HCC Highways via their portal in the interim.

ACTION: Contact Handyman for price for repairing benches in Play Area – **CLERK**

ACTION: Email HCC & Cllr Thacker re printed leaflets – **CLERK**

ACTION: Make grip clearance request to HCC Highways – **CLERK**

ACTION: Review Grips Map and make plan possibly for next Lengthsman visit – **Cllrs Makgill, Foote and Clerk.**

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

196.1 Cllr Culley formally thanked those who turned up to the Lake Working Party Day on 29th October 2023, and all agreed that progress had been made. It was agreed that the refreshments were appreciated and should be made available on future volunteer days. Thank you to The Boundary for their help with this.

The Lake Working Group are planning to have another Open Meeting in January 2024, and another Working Party Day in early spring.

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Cllr Culley advised the Full Council that Caroline Hoyes had resigned her position on the Lake Committee and had been replaced by Charlotte Rimmer (CR). CR works within the countryside team at Test Valley Council, and brings a wealth of knowledge and experience to the role. The Lake Committee would like to extend their thanks to Caroline for her time served on the committee and her hard work in the Lake area.

CR has agreed to put together the Management Plan for the Lake.

At the recent working group meeting discussions had been had around the purchase of a wildlife camera, the fishing syndicate contract, the purchase of new life buoys, new fencing, disposal of brash and fallen wood – Minutes from this meeting held on 6th November are available on the parish Council website.

The Clerk confirmed that the Tree Report had now been received from Wessex Woodland. Trees requiring urgent attention (within 6 months) had been identified, and the Clerk will contact contractors to acquire quotes for the works needed. Cllr Madge clarified that after dealing with the most urgent work required ongoing maintenance on trees must be factored into the budget each year. The Clerk advised that there is likely to be enough funds in reserve to get the initial work completed, although once quotes are in hand the exact figures will be known.

OUTCOME: The Parish Council unanimously agreed to the purchase of replacement Life-Buoys/ or Rescue Throw Ropes.

OUTCOME: The Parish Council unanimously agreed to accept the quote from Contour Fencing to replace the fence on the Derrydown side of the lake surround.

ACTION: Investigate and purchase rescue equipment – **CLERK**

ACTION: Contact Contour Fencing to arrange replacement of fence – **Cllr Culley**

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

197.1 Cllr Madge advised that he had witnessed someone fall over the chain that hangs preventing vehicular access to the Rec, and that the PC should look for alternatives to the chain. It was agreed that replacing the chain with one of a lighter colour, possibly fluorescent if available, and also raising it up, so it becomes more visible should be done as soon as possible. If the problem still persists, then removable barrier posts could be an option, but are likely to be more expensive.

It was agreed by the PC that the general lighting in the village centre was poor and budget or CIL money should be spent on improving this in the next financial year. The Village Centre area, all agreed, was well used by the whole community, and because of it's evening use good lighting is increasingly important for safety.

Cllr Culley asked for clarification on the planters outside The George pub, and it was confirmed that they are owned by the Parish Council, but are maintained by the pub. Cllr Culley also clarified that the land owned by The George stops at the strip of concrete immediately outside the front of the building and it is understood that the planters and tables at the front of the building are there at the good will of Highways who own the land. The land in fact being part of the junction.

ACTION: Purchase described chain and install – **Cllr Madge**

ACTION: Investigate options for improved lighting at the Village Centre – **CLERK & Cllr Madge**

197.2 The Clerk advised that the Guttering on the Pavilion had been repaired, and that a replacement casement opener and repairs are being done to the kitchen window of the Pavilion.

197.3 The Clerk advised that the barrier fence to the Rec has been repaired rather than replaced after approval from the Parish Council via email.

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- 197.4 Chain Options - Discussed as part of update in item 197.1
- 197.5 Summary of status of ownership of the Recreation Ground. See appendix II to these minutes.
- 197.6 Cllr Madge advised that the Grounds Maintenance Contract Specification was almost ready for publication. The final document would be circulated to the council before publication. Because of its value it is required to be advertised on the Government's Contract Finder Portal, as well as locally. The Clerk plans to also approach specific contractors.

The Clerk will also look for alternative quotes for the Lengthsman contract. As this is only annual, the value does not require it to be on the Contracts Finder Portal. The Clerk is in discussions with other parishes in the cluster, as well as others to see if alternative contractors can be found.

The Clerk also advised that she had a quote from Scofell for dealing with the tall hedge in the village centre which is now stopping visibility as you drive in past the shop. It was agreed that the quote was acceptable, but the clerk would check how much the handyman would charge and whether he had the capacity to take the arisings away.

ACTION: Continue preparing the Grounds Maintenance Contract for publication – **CLERK**

ACTION: Lengthsman Contract for 1st April 2024 start – **CLERK**

ACTION: Request quote from Handyman for dealing with hedge - **CLERK**

- 197.7 The Clerk & Cllr Madge advised that there are urgent repairs needed at both the SMB Play Area and the Stoke Play Area. The Clerk has obtained quotes for parts and reinstallation. The repairs on the SMB Play Area are minimal as the replacement of the whole thing is planned. The repairs required at Stoke have been assessed assuming that there is no current plan to replace all the equipment there. The current quote for Stoke includes the total replacement of the slide. Final quotes will be circulated, but the Full Council agreed these repairs should go ahead ASAP. It was also agreed unanimously to purchase a jet washer, so that the play areas could be cleaned by volunteers.

ACTION: Finalise quotes, circulate and progress purchase – **CLERK**

ACTION: Investigate Jet washer options and purchase - **CLERK**

198 Other Business

- 198.1 **Suggested Jobs for Handyman:**

Repair of storage benches in Play Area SMB to store sandbags

Hedge in Village Centre

Installation of raised chains across vehicular access to Recreation Ground

It was also suggested the contact details of the handyman are shared with the Village Hall Committee as they have repairs needed too.

ACTION: Contact Richard Smith - **CLERK**

Date of next meeting: Tuesday 12th December 2023 at 19:30

Meeting end: 20:45

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