



## Parish Council Meeting Minutes

held on Tuesday 9<sup>th</sup> April 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: 5

Meeting start: 19:30

**255. Introduction led by the Chair:** General Welcome and thank you for those members of public attending.

**256. Time allowed for public speaking:** None taken.

**257.** Apologies for absence: None

**258.** Declarations of interest: For Pavilion Discussion Item 267.2 from Cllr Jeffrey & Cllr Makgill

**259.** Receive reports from Borough & County Councillors: None present, no reports sent.

**260. Minutes of Full Council meeting held 12<sup>th</sup> March 2024**

260.1 **Approved by: Proposed: Cllr Burlison, seconded: Cllr Peart**

260.2 The clerk checked that everyone is happy with the new format, and are able to find their way around the document? All confirmed no issues.

**261. Governance:**

261.1 Grant Request for BourneFest contribution unanimously approved.

**Approved by: Proposed: Cllr Foote, seconded: Cllr Makgill**

**ACTION:** Advise recipient and make payment - **Clerk**

261.2 Multi-Use Games Area (MUGA) Parking Policy which had been pre-circulated to all councillors, was adopted with no amendments.

**Approved by: Proposed: Cllr Foote, seconded: Cllr Culley**

**ACTION:** Update with Adopted date and publish – **CLERK**

261.3 Memorial Benches and Trees Policy which had been pre-circulated to all councillors was discussed. The Clerk drew attention specifically to the Fees section, and it was agreed that the application of these fees is at the PC's discretion, and wording to that effect would be changed before approved. It was agreed that a Map of the current Memorials should be added to the policy, and a list of what maintenance tasks would be included should the maintenance fee be applied.

**ACTION:** Revise draft policy to include requested additions – **CLERK**

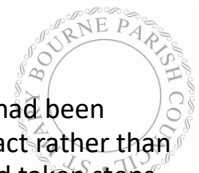
**ACTION:** Map current memorial Benches and Trees - **CLERK**

261.4 The Clerk advised the PC that Year End closure was progressing well. The Internal Auditor was booked for 2<sup>nd</sup> May 2024. Sign off of the AGAR would be on the agenda for the meeting on 14<sup>th</sup> May 2024. Relevant Reports would be circulated to the councillors in due course.

**ACTION:** Continue to prepare AGAR for auditor visit – **CLERK**

Copies of Parish Council Minutes may be accessed at [stmarybourne-pc.gov.uk](http://stmarybourne-pc.gov.uk) - [ParishCouncilMeetings](#)

Signed Cllr Patrick Foote Date 15<sup>th</sup> May 2024



261.5 The Clerk advised the PC that the contracts for the next financial year (2024-25) had been agreed with SSE Energy Supply Ltd and advised that signing up to one year contract rather than a three year one had enabled a better deal with them. Clerk advised that she had taken steps to find an electrician to look at the Jubilee Lamp.

**ACTION:** Circulate new tariffs - **CLERK**

**262. Finance:**

262.1 Bank Balances on 04/04/2024  
 Account A: £109,341.04  
 Account B: £565.65  
 Account C: £20,168.84 (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	
£8188.80 Treework Phase 1 from Tree Report Nov 2023	
£3000.00 Spares/Repairs for SMB & Stoke Play Areas	
£24,000.00 3 Months running costs at Approx £8000 per month.	
<b>TOTAL: £108,031.03</b>	
<b>Available Funds: TOTAL: £22,044.50</b>	

262.2 Payments & Receipts for Approval made in **March 2024.**  
**Proposed: Cllr Foote, Seconded Cllr Culley**

TYPE	DATE	PAYEE	AMOUNT	REMARKS
BACS	01/03/2024	M Owen Expenses	£23.90	Padlocks
BACS	01/03/2024	M Owen Expenses	£65.20	O2 Invoices, Post Office, Volunteer Day Refreshments
DD	04/03/2024	SSE Energy Ltd	£25.90	Jubilee Lamp
DD	07/03/2024	SSE Energy Ltd	£127.81	Pavilion
BACS	08/03/2024	M Owen Expenses	£188.40	Septic Tank Clearance Pavilion
DD	11/03/2024	Scottish Water	£42.71	
BACS	13/03/2024	Scofell Landscapes	£823.99	Grounds Maintenance (Feb)
BACS	13/03/2024	Premier Grounds	£1890.00	Lengthsman for Cluster
BACS	13/03/2024	Elpatech	£178.32	Microsoft 365, Virus Protection
BACS	13/03/2024	SMB Village Centre	£130.00	Office Hire
BACS	13/03/2024	SM Tarrant	£430.08	Street Cleaning
BACS	13/03/2024	Hill & Valley	£1008.00	Grant request for printing of Parish Magazine (Annual)
BACS	14/03/2024	Friends of St Mary Bourne School	£1000.00	Grant request for All-weather pitch
BACS	18/03/2024	Cllr J Davies Expenses	£99.94	Plants for Lake Surround
BACS	27/03/2024	Mr R J Smith	£25.00	Drain Rodding at Pavilion
BACS	27/03/2024	Premier Grounds	£810.00	Lengthsman for Cluster (Mar)
BACS	27/03/2024	Scofell Landscapes	£823.99	Grounds Maintenance (Mar)
BACS	27/03/2024	Eclipse Pest Control	£130.00	Quarterly
DD	28/03/2024	SSE Energy Ltd	£24.25*	

BACS	28/03/2024	M Owen	£1224.60	Clerk's Salary March 2024
BACS	28/03/2024	HMRC	£150.20	Tax & NI March 2024
		<b>TOTAL</b>	<b>£9222.29</b>	

**\*Missed from Agenda in error.**

**Receipts**    £116.68 Bank Interest Acc A  
                   £40.20 Bank Interest High Interest Account  
                   £20,000.00 Grant from National Lottery for Play Area SMB  
                   £500.00 Rent from Ninny's for March 2024

**263            Planning:** (Any queries please email: [planning@stmarybourne.org](mailto:planning@stmarybourne.org))

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

Response Date	App Reference	Address	Type	Consultee Response
04/04/2024	24/00494/HSE	Ringlands, SMB	Extension	No Objection
05/04/2024	24/00562/HSE	The Cottage, Bourne Court	Extension	No Objection
05/04/2024	24/00602/AGPD	Priors Park, Stoke	AGPD	No Objection
15/04/2024	24/00576/HSE	Jasmine Cottage, Stoke	Alteration	No Objection
08/04/2024	T/00153/24/TCA	Hill House, Springhill Lane, SMB	Work on Trees	No Objection
17/04/2024	T/00168/24/TCA	4 Spring Hill, SMB	Work on Trees	No Objection

263.2            Shared on social media since last meeting:  
                   All applications listed above except the two applications for Work on Trees

**264            Highways & Footpaths:** (Any queries please email: [highways@stmarybourne.org](mailto:highways@stmarybourne.org))

264.1            Footpaths: Cllr Foote advised that he had now walked all the paths in the parish, and they did appear to be much better maintained this year than last. An MOP had put a post on facebook concerning a tree across the path in Wakeswood. Cllr Jeffrey was asked whether this might be on his land, and agreed to take a look and would report back.

Highways: An MOP at the meeting asked whether Southern Water (SW) were going to repair the damage to verges that have been caused by tankers or the presence of tankers. Cllr Burlison confirmed that the Flood Emergency Group were making a list to give to SW, who have already confirmed they will be looking to repair any damage caused. Cllr Foote advised the meeting that he had spoken to one of the tanker drivers who had explained that on the parish roads, they really can't move over onto the verge, particularly with a full load as they will just sink. Everyone agreed that generally the tanker drivers are very well mannered on the roads in most people's experience.

The Clerk then advised that she had had contact a couple of times from an MOP resident in the Wykes about a broken mirror on the junction of White Floods Lane and the B3408. The PC advised to try to find out who the mirror belongs to in order to get it repaired. Hampshire Highways will no longer repair or install junction mirrors, as they are deemed unsafe.

**ACTION:** Research owner of mirror on White Floods Lane for repair - **CLERK**

**265            Flood Emergency Group (FEG):** (Any queries please email: [flood@stmarybourne.org](mailto:flood@stmarybourne.org))

265.1            Cllr Makgill advised that the anticipated Infiltration Reduction Plan (IRP) was still a way off from completion. But a contact at SW had advised that he would send detail of recent fault-finding surveys that had been done on the parish's wastewater system in the meantime. Cllr Makgill is actively chasing this information.



The Flood and Emergency Group (FEG) are still trying to meet with the Capital Expenditure Team, and Cllr Burlison is contacting Kit Malthouse to help make this happen. Cllr Burlison has been in discussion with the Pan-Parish Forum for the Kimpton/Fulford catchment as to how their area is progressing with SW and what fixes are being put in place there, and will be attending their next meeting.

Cllr Burlison advised that at a recent Drop-in in Totton that SW were running, SW were demonstrating Tubagel, which they are currently trialing in certain areas as a fix for leaking sewers and laterals.

Cllr Makgill advised that SW were now using a 3<sup>rd</sup> Party, Southern Flow Management (SFM), to take a view on what's going on in our area. SFM want to survey all the laterals while the water-table is up. All agreed it would be good to get the results from them of this survey, and the plans that might come from it.

Cllr Makgill advised that the EA have engaged a company called Adler & Allan which were testing the water for pollution.

An MOP was asked about and confirmed that the situation at Applegate was much worse than previously, literally as soon as the tanker stops pumping the sewers overflow again. They believed that the problem had been found though, and a £1M fix had been identified. FEG to follow-up for further information on this.

At the Bourne Valley Inn area the flow-management team has been moving the tankers around trying to work out the best positioning for the most effective tankering. The problem in this area has been known since 2013, and 11 years on is still not fixed.

Hampshire Highways are scheduled to jet the drains through the valley on Friday 12<sup>th</sup> April 2024.

**ACTION:** Publish on Facebook that Highways will be jetting on Friday, so to move cars - **CLERK**

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

266.1 Cllr Culley advised that there had been a Lake Open Meeting on 3<sup>rd</sup> April 2024. Charlotte Rimmer (CR) had presented the first draft of the Lake Management Plan. Once ready it will be published on the PC's website.

Cllr Culley advised that the Treework would be starting on 16<sup>th</sup> April.

Cllr Davies has been doing lots of planting.

Cllr Culley advised that there would be a Volunteer Day in the Lake surround on Saturday 20<sup>th</sup> April, and the Lake Working Group were putting together a list of tasks, and an advert would be put out on facebook, and the Clerk would email the Lake residents directly.

A request was put to the council for refreshments to be offered to the volunteers on the day, the PC agreed that this was OK.

The Clerk requested that she be able to put an application for Work on Trees to BDBC for the fallen willows on the islands. The fishing syndicate have offered to manage their clearance for free towards the end of the summer, once the nesting birds have gone. All agreed that this was a good idea.

Cllr Culley advised that Charlotte Rimmer, Lake Committee member, was going to organize a meeting with the anglers to discuss the lake plan.

The Clerk advised that this year's fish were being delivered on Wednesday 10<sup>th</sup> April at 3:30pm, and she would be going along to watch and hopefully meet some of the syndicate members.

**ACTION:** Organise refreshments with The Boundary – **Cllr Culley**

**ACTION:** Submit Application to BDBC for Willows on the Islands - **CLERK**



**267 Recreation Ground:** (Any queries please email: [rec@stmarybourne.org](mailto:rec@stmarybourne.org))

267.1 Meeting to kick-off Recreation Ground Working Group agreed for 15<sup>th</sup> April 2024 at 10:30 in the Main Hall.

**ACTION:** Book Main Hall – **CLERK**

267.2 **Pavilion Next Steps:** Cllr Foote advised that a meeting had taken place on 3<sup>rd</sup> April with full attendance from the Parish Council for the councillors to speak freely on their opinions and any concerns about the current and future use of the Pavilion.

A consensus was reached to offer Ninny's House a new agreement to end in two years' time. The end date needs to be formally agreed, but after discussions in this meeting will be around 30<sup>th</sup> April 2026.

All agreed the Pavilion is a Sports Facility first, there needs to be a balance between use by a commercial entity (such as Ninny's House) and that it is a community asset. The PC agreed there is a value to the community for a nursery being in the vicinity for child places and employment, but concerns were expressed whether the Pavilion was the right place in terms of its position and condition, as all agreed that it should be replaced ASAP.

The PC will take advice on the type of lease/agreement needed bearing in mind the condition of the building, cost of repairs, and that the building is shared. Was there a way for local people being given priority access to the childcare places? Advice would also be taken on the correct rentable value. An appropriate share of the Utilities Costs, Electric, Water and Emptying of the Septic Tank. Questions were raised as to whether the Septic tank is of an adequate capacity to cope with current levels of use. A solution for the grass that turns to mud over winter on the route from the car park to the pavilion door needs investigation.

It was unanimously agreed that the Container needs to go, and planning permission would not be sought by the PC for it to stay. It was agreed that if Ninny's House required a shed of some sort there instead, then the specification would need to be approved by the PC, and planning permission sought by Ninny's House at no expense to the PC including Clerk's hours.

It was acknowledged at the meeting, on the 3<sup>rd</sup> April, that a lease could bring value in finding funding for a new pavilion, or enable borrowing, and that any decision and agreement that the PC came to with Ninny's House could also impact the village hall and their current agreement with the nursery.

At the Recreation ground Working Party meeting on 15<sup>th</sup> April 2024, the next steps and actions should be agreed.

**ACTION:** Make contact with Land Agent to take advice on value & lease – **Cllr Makgill**

**ACTION:** Update Nicola Facey on PC view and idea of future plans - **CLERK**

267.3 **Pavilion Toilet Provision Improvement:** The SMB Cricket Club have requested permission to make improvements to the provision for female changing and toilet facilities. A project plan is available to view if requested.

The Cricket Club in agreement with Ninny's House have requested that the fence around the Pavilion could be moved right to free up access to some of the patio area.

Both improvements are targeted to be completed by the start of the new season.

The PC unanimously agreed to allow both projects to go ahead.

**ACTION:** Feedback to Cricket Club that both plans for improvement can go ahead – **CLERK**

**268 Other Business**



268.1 **MUGA Parking:** After much discussion the request for 11am to 4pm on the 28.04.24 was agreed for parking for an 80<sup>th</sup> birthday party in the Village Hall. The Clerk challenged that this was not in line with the policy agreed at the beginning of the meeting, so it was agreed that the policy should be amended to reflect that between 1<sup>st</sup> May and 30<sup>th</sup> September each year the policy would be at its strictest, and this would be the time least likely to have an application agreed by the PC.

Parking for a funeral on 23.04.24 was approved.

The Clerk asked whether the owner of Black Garden might be approached for alternative parking for big events. None of the councillors have the contact details, and the field may be a little overgrown nowadays. Clerk will contact, but not as a priority.

**ACTION:** Make amendment to and communicate revised Policy on MUGA parking – **CLERK**

**ACTION:** Advised agreed parking to requestors – **CLERK**

**ACTION:** Approach Black Garden owner for ad hoc parking - **CLERK**

268.2 **Clearance of Parish Office:** The Clerk advised that the office to the rear of the Clubroom had been cleared to a cupboard upstairs in the Committee Room, which gave the Clerk much better access to files etc. As a result of sorting the office out, two 4 drawer filing cabinets have become redundant, so the Clerk requested to be allowed to get rid of them. No-one in the room wanted them, so it was agreed they will be advertised on Facebook, and if not taken would be taken to a metal recycling centre for disposal.

**ACTION:** Advertise Filing Cabinets - **CLERK**

268.3 **Bowling Club request for vehicular access to Mac's Field:** Unanimously agreed that this could be granted, and the Clerk would respond to the Bowling Club with a caution that the utmost care must be taken when driving across that corner because of people using that area of the recreation ground.

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

268.4 **King's Portrait:** The Clerk advised that a King's Portrait could be obtained by any Parish Councils interested. No interest in the room.

**ACTION:** Advise other stakeholders such as Village Hall committee - **CLERK**

**Date of next meeting:**

**Tuesday 7<sup>th</sup> May 2024 (Annual Parish Assembly) at 19:30**

**Tuesday 14<sup>th</sup> May 2024(Annual Parish Council Meeting) at 19:30**

**Meeting End: 20:50**

Copies of Parish Council Minutes may be accessed at [smarybourne-pc.gov.uk - ParishCouncilMeetings](http://smarybourne-pc.gov.uk - ParishCouncilMeetings)