



Full Council Meeting – MINUTES

held on Tuesday 13th February 2023 at 19.30, in the Club Room, Village Centre.

Present: Cllrs Bridget Culley, Patrick Foote, Phil Jeffrey, Oliver Madge (Chair), Ed Makgill, Glenda Mew, Kevin Noble, Dave Peart, Gwen Randall

In attendance: Parish Clerk, Maxine Owen Members of the Parish: 10.

Meeting start: 19:30

66. Introduction led by the chair: General Welcome.

67. Time allowed for public speaking:

Communication:

Resident advised that they were pleased to see things progressing and coming together and providing confidence that the parishioners would have better access to information. Questioned whether there would be a telephone number for the PC at any point? Cllr Madge advised that it was being investigated but was certainly cost vs usefulness. Current communication is by Clerk@stmarybourne-pc.gov.uk, the PC Website, and the PC Facebook Page & Bourne Valley Signpost.

Lake and Surround:

Resident raised issue of the Lake Plan. Concerned that it was started in 2019, and has still not been completed, maybe it needed to be started again? Cllr Madge advised that the plan was started pre-covid and that since this time more communications and consideration for the surround have been made. For example, the trees in the surround had matured over the last 20 years, and are now in need of work, which is expensive.

It was acknowledged that up until now the Lake had predominately been used for fishing, although a greater focus on Ecological opportunities, for example creating bee highways, wild flower areas etc, could open up opportunities to apply for grants. Any development plan would need to be considerate to any fishing and consultation with experts would be required ongoing for location and species.

The residents were concerned that the plan had not been made clear – but as there is no plan, nothing is in progress. It was commented that there are no plans for changing anything on the resident's side of the lake. There will be a Lake Committee meeting in March (Date to be confirmed).

Much previous maintenance has been done by members of the fishing syndicate to keep cost down (fallen deadwood clearance etc). The trees are now significantly more mature, and their management will need to be part of the plan.

Road closures:

A concerned resident raised the issue of the recent closure in Stoke of the B3048, and the unofficial diversion that most of the traffic was using, Windmill Lane. The tankering company MTS & Southern Water had used their emergency powers to close the road, and the traffic management company were unable to use traffic lights to manage the traffic, it was deemed unsafe.

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Signed *Oliver Madge* Date 14-03-23
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At a meeting on 9th February the Flood Emergency Group had articulated the problems the closure was causing and that all the closure had done was move the safety issue elsewhere. Cllr Jeffrey was tasked to investigate other options with land owners to see if the tankers could operate off the road or from other man-holes, and Southern Water were to investigate alternative options on their side.

On Monday 13th Feb the closure was lifted, but if the water levels rise again, the closure might be back, and without notification. The PC made it clear to resident present that we have no impact opposing an emergency closure, but would continue to work with MTS & Southern Water on a safer/more sensible plan if the issue comes back again. Feedback to the Traffic Management company was given about how confusing the closure signs were.

Highways:

A parishioner raised the issue of the ongoing problem of the ineffective cleaning of the gullies around the village. Depending which Highways team arrive to do the work seems to depend on how diligently the task is completed. There have been meetings in the past with Kit Malthouse, but no apparent record of the actions agreed.

It was agreed that it would be an idea to see if the PC can see the Contract that Hampshire Highways have set up for Operation Resilience, and then be able to understand exactly what is supposed to be being done, and feedback through the correct channels when it is not.

MUGA:

A request was made that the nets are put on the tennis courts earlier this year. Cllr Peart clarified that they were usually put up and taken down with British Summer Time starting and ending. It was agreed that they could be put up sooner. The resident advised he was happy to sweep the courts. Nets maybe temporarily removed if the need to utilize the MUGA for alternative use but would be replaced afterwards.

Coronation:

It was confirmed that Dodie Marsden would be putting together a group to organize events for the Coronation, and those interested in being involved should get in touch with Dodie or the PC.

ACTION: Date for Lake Committee Meeting in March 2023 – **Cllr Madge**

ACTION: Alternative Closure Plan for Stoke Closure – **Cllr Jeffrey**

ACTION: Contact Highways at Hampshire CC re: Operation Resilience Contract - **Clerk**

ACTION: Put up the Tennis Nets in MUGA – **Cllr Peart**

- 68.** Cllr Kevin Noble announced his resignation from the Parish Council.
It is with regret to record that Cllr Noble has resigned. The council thanked him for his time and contributions while on the council.
How to co-opt a replacement will be confirmed and communicated at all in the parish.
ACTION: Understand the process when a Cllr resigns of co-opting a replacement and communicate to all - **Clerk**
- 68.** Receive apologies for absence: None.
- 69.** Declarations of interest: None.
- 70.** Receive reports from Borough & County Councillors: Cllr Sam Carr in attendance. Apologies sent from Cllr Tom Thacker.

Cllr Sam Carr advised that the BDBC Budget would be passed in February and the Borough part of the Council Tax Bill will not be increased in recognition of the cost of living crisis this year.

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Overall each Council Tax bill will increase for example the contribution for the Police and Fire Service.

BDBC will freeze the Car Park charges across the Borough. The parking on Bell Street in Whitchurch has been agreed as 1 hour free parking.

Cllr Carr advised that the government is moving away from current housing targets to more reasonable one, and Cllr Carr is monitoring the Government Plan. Development in Basingstoke will stay the same, and he is pushing to reduce the 10 more homes required in SMB in the next 15 years. There was a Conservation Area appraisal update (details can be found on the BDBC website).

Nothing further has been heard about the Solar Farm at Upper Wyke, certainly no planning application has been sent in.

Cllr Carr advised that there will be grants available from borough for the Coronation celebrations, and there are always community grants available.

Cllr Carr advised that he had been approached by 3 residents with concerns about how the Lake area is being managed. He was clear that this is not his remit, although he should be approached by the PC to see if there is financial help available for the potential large bills. He suggested he was a good place to start when looking for grants, as he has a very good idea of what's available.

Cllr Carr stated that he was aware that Hampshire Highways had a lack of awareness about Vitacress operating in the valley. This is now corrected in their system and will be considered when working out road closures.

71. Minutes of Extra Ordinary Council meeting held 17th January 2023

71.1 Approved by: Proposed: Cllr Culley and seconded Cllr Makgill. Correction to last minutes - Council Tax increase on band D to £7.89 per household for the year.

71.2 Most of the Action List still the Clerk or Chair. Action needs to be shared more among the councillors, Clerk to administer rather than drive projects. Request made for more distribution of tasks.

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

72. Governance matters:

72.1 The next Internal Audit by Do The Number Ltd is scheduled for 4th May 2023. Scribe (software) will create most of the financial reports for the AGAR. Some processes will need to be reviewed to ensure compliance, but review & update rather than rework.

ACTION: Prepare list of items to be reviewed in time for AGAR - **CLERK**

72.2 Cllr Madge advised that the Small Claims Court Application has been withdrawn by Ben Sawyer.

ACTION: Final Payment to be made this week on Clause 11.7. Details in Payment Schedule. - **Clerk**

72.3 Discussion about GDPR rules and email. All councilors must be careful not to share peoples personal email addresses without permission and the use of personal emails should not be made for council matters, especially for financial matters.

BCC feature on email helps with managing the email trail and avoid everyone being bombarded with emails no longer relevant to themselves. BCC emails will have a distribution list within the text area for clarity.

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73. Finance:

73.1 The following payments were approved: Proposed Cllr Foote, seconded Cllr Makgill

Date	Payee	Description	Net	VAT	Total
01.02.23	SMB Village Centre	Hire of Parish Office in Club Room	£130.00	0.00	£130.00
25.01.23	Premier	Lengthsman Cluster	£1812.50	£362.50	£2175.00
30.01.23	Premier	Lengthsman SMB (Egbury Road)	£642.50	£128.50	£771.00
31.01.23	Scofell	Grounds Maintenance	£686.66	£137.33	£823.99
06.02.23	Maxine Owen	Temporary Clerk	£1260.00	£0.00	£1260.00
02.02.23	Scottish Water	Direct debit for Water Supply	£79.00	£0.00	£79.00
03.02.23	SSE	Direct Debit for Energy Supply	£278.66	£13.93	£292.59
03.02.23	B Sawyer	Settlement Agreement Clause	£8.00	£0.00	£8.00
03.02.23	HMRC	Tax Part of Settlement Agreement Clause	£2.00	£0.00	£2.00

Bank Balances on 13.02.23:	Account A SIL - £27,000 Lottery grant - £ 9,440 Winterbourne £ 7,000 Playgroup - £ 2,000 Minimum 6 months Operating Costs	New Receipts: Ninny's House £2500 Lengthsman (21/22 & 22/23) £30,800 Interest £32.23 Grant from Tom Thacker £990	£93,831.82
	Account B	New Receipts: Greenham Trust £420	£1,604.24

ACTION: Make Payments as above - **CLERK**

73.2 Welcome to new residents on 17th March. Request has been received to help with the cost of the evening. PC agreed to contribute £125.00 towards costs, for example printing of the booklets. Grants for this may also be available from BDBC.

Proposed Cllr Culley, Seconded Cllr Foote.

73.3 Clerk requested permission to purchase the latest edition of Local Council Administration book (the Yellow Book). The copy in the office is very out of date.

Agreed by PC.

ACTION: Contact Bat Redfern to organize donation - **CLERK**

ACTION: Thank you to Cllr Thacker for recent grant received – **Cllr Madge**

ACTION: Purchase new Yellow Book. - **CLERK**

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74 Planning:

74.1 The consultation requests are being managed slightly differently between the Clerk and the Planning Committee. The Planning Tracker can be used as a double-check. This is to ensure that the consultations that come into the Clerk inbox are recorded and shared in a timely manner, so that a response agreed by the Planning Committee or Full Council can be made on the correct part of the planning portal at BDBC by the required deadline and a record of that consensus response kept. It was agreed this proposed new process would be tested over the next few weeks and then the Terms of Reference for the Planning Committee updated if necessary. The response made on behalf of the Parish Council will be made by the Clerk, to ensure that the correct portal and process is used.

ACTION: Work with Planning Committee to refine process, and review Terms of Reference. – ALL (Planning Committee & Clerk)

75 Footpaths

75.1 Corinne Davis-Cooke is the new Community Engagement Ranger and works as part of the North Access team in the Countryside Service of Hampshire County Council. She has sent an introductory email which has been shared with Caroline Hoyes & Kevin Noble. Clerk will retain her contact details, and she has already been receiving emails from the Rights Of Way officer on issues we have reported in the past. She is happy to meet in the parish or attend PC meetings when invited.

ACTION: New responsible person within the PC, and get update from Caroline Hoyes. – **CLERK** (in lieu of vacant position)

75.2 There was discussion at this point about the possibility of requesting that the passing points on Egbury Road are maintained better, possibly asking for them to be tarmacked.

ACTION: File request with Highways at HCC – **Clerk**

76 Flood Emergency Group (FEG)

76.1 Cllr Peart updated the council on the meeting of the FEG on 9th February 2023. Thank you to Clem Jones for providing the venue. The closure of Stoke Road was covered earlier in the meeting, but to clarify the PC is in contact with the various agencies involved, if / when the sewers start overflowing or the river floods.

The problems are caused seasonally from groundwater infiltration into the sewer which Southern Water manage now by tankering the excess away. The method of a few years ago of Overpumping is no longer legal in this area as the Chalk Stream is protected.

It was discussed that it is the homeowners responsibility to protect their own homes as best they can from flooding. The person in BDBC responsible for the provision of an emergency supply to be used throughout the parish is Robert Draper, but the sandbags have a limited shelf-life once made, so they only make them up on demand and not to stock. There are some stored in the bench seats in the shelter by the children's playground in SMB, but these are old now and may well be no good.

Thanks to Sarah Cooney, Dave Burlison, Cllrs Makgill and Jeffery for their time and continued support for these important matters.

ACTION: Check condition of sandbags stored - **Cllr Peart**

77 Highways

77.1 A road closure is scheduled by OpenReach on Gangbridge Lane in February. The Clerk has been trying to find out the exact days of the closure since the notification came in, as the information was limited. Now the signs have been put up the closure will be on 16th February for two days. The Traffic Management company have put the signs up in wrong place. Gangbridge Lane, the school end, will be closed. The closure is between 09:30 to 16:30 on both days.

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ACTION: Feedback to Highways on errors of traffic management company - **Clerk**

77.2 Cllr Madge advised that Highways have work to complete still. When new 30mph sign were added to the road they should also have red markings. Cllr Madge & Resident Sarah Cooney have been trying to get this work complete, and are in contact with HCC.

ACTION: Continue efforts to get work completed – **Cllr Madge & Clerk**

77.3 Cllr Foote advised that on 10th February 2023 a vehicle with specialist rodding equipment was sent to the village by Highways at HCC, but could not complete the work required because the Traffic Management hadn't been put in place. It seems that there is little central control or planning. The whole approach from HCC on flood drainage appears inconsistent.

ACTION: As in Actions from Section 67 – Contact with Highways, to find out what is going wrong, and at least understand who is managing the contract. - **Clerk**

78 Recreation Ground & Lake

78.1 Update on Lake Meeting on 1st February 2023. Most points discussed previously in the meeting in response to residents' questions. It was discussed that the Fishing Syndicate Contract with the PC should be finalized and signed ready for 1st April 2023. It was discussed that it was important for the PC to know who was in the syndicate so that fisherman or poacher could be determined, so a membership card and photo ID should be part of the contract stipulation from the PC. A list of emergency contact details for members of the syndicate to be held by the PC in case of an accident at the Lake. Contact details for joining the syndicate to be made available.

ACTION: Contract that was prepared in 2021 to be reviewed, agreed and signed by both parties in time for 1st April 2023. – **Lake Comm & Alex Martin**

78.2 Alternative Suppliers for the Hide have now been found. 3 quotes will be shared with the PC, and then the Hide ordered.

It was proposed once again if we are ready to progress with the hide or if we should pause to ensure all matters have been addressed. For example no ongoing costs have been factored for matters such as possible insurance premium increase or any ongoing maintenance.

Cllr Culley and Peart confirmed that the meeting in January had agreed to progress and that the money from the Lottery maybe lost if not progressed.

ACTION: Summary of different quotes and order to be placed – **Clerk**
Obtain a price from insurance - **Clerk**

78.3 Request for the MUGA to be opened for overspill parking once a month for The Lunch, and Thursday Morning for the Playgroup during term time. Both agreed by full council. Some kind of notice board to be installed to advise when the MUGA will be locked again, so cars are not left inside when the MUGA should be locked.

ACTION: Add dates to calendar. Communicate through PC Facebook page and Hill & Valley – **Clerk**
Look for appropriate noticeboard/wipeboard. – **Clerk**

78.4 Request from the Croquet Club to use the Recreation ground between April and September. **Agreed by Full Council.**

ACTION: Inform Croquet Club - **Clerk**

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78.5 Cllr Madge advised that the Bell's meadow field has recently come up for sale, and is now under offer. No information amongst the council as to who might be buying it, so see if the bowls parking can continue under new ownership.

ACTION: Try and find out who might be buying it to enable approach to sure up the parking for the Bowls Club - **ALL**

78.6 Cllr Madge advised that the contract with Scofell will run for another year until 31st March 2024. Originally it was thought it was due this March. Will give the PC time to correctly specify the next contract requirements before tendering the contract for April 2024. Currently the specification states that the lake is cut 5 times a year, the first cut being May 2023.

78.7 On the afternoon of the council meeting, details of a reconsideration for the repositioning of the new cricket nets was circulated to all councillors; proposing the relative safety of two options. The council agreed that Option A reversed (ie batmen are facing the treeline) would be the best and safest option for installation. The installation is due to start in the next few weeks and will be overseen by Jonny Orange and from the PC, Cllr Jeffery.

The donation from the cricket club has been received and currently being cleared by the banks. Payment of the initial balance of the funds will be made shortly to the contractor. These will be detailed in next months finance review.

Jonny Orange has advised that Groundlord have offered to deal with the trees and donate their time.

ACTION: Inform SMB Cricket Club of required position of Nets – Cllr Jeffrey

79 Other Business

79.1 **Plan for recruitment of Permanent Parish Clerk:** It was agreed that Maxine Owen was doing a sterling job in the role, but the role is currently only temporary until 31st May 2023, so the AGAR and year end can be completed confidently.

Recruitment for a permanent Clerk should start in March for a possible start on 1st June for the permanent role. The Employment Contract and Job Description used in the past should be reviewed and the PC should look to define what is required and wanted in the SMB Parish Clerk Role in the future. HALC will probably have useful templates to work with.

ACTION: Form Working Group to define role & manage recruitment process – **Request made to support the process.**

Generate Must Do vs Nice To task list – **CLERK & Working Group**

Research what information is available from HALC – **CLERK**

Prepare Advert – **Working Group**

79.2 **Defibrillators:** Stoke Village Fund (SVF) have requested a Defibrillator for Stoke Village. It has been wanted by people in the village for many years. Full Council agreed that one could go ahead. The siting and power supply would need to be researched by SVF, but presumably the supplier will help with this.

The Clerk advised that the supplier of the Defib at the Shop had informed it was now out of warranty, and the PC should think about the cost of spare parts vs buying a new one with a new warranty.

ACTION: Feedback Good News to Stoke Village Fund & push back on Power Supply – **Clerk**
Provide email copy of the agreement for the shop defibrillator as a place to start – **Cllr Peart.**

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79.3 **Communication:** Cllr Randall raised the issue of communication as she believes that there is still a problem with this within the council, claiming she was not aware of all the decisions being made. This matter was not supported by any other councilors and Cllr Madge advised that the PC has to decide the most suitable route of communication. Emails can be misread, for example.

If a decision needs to be made between Full Council Meetings then all councilors should be made aware, and included in the process and if necessary an extra meeting arranged. An update in each topic/project at the monthly meeting, led by the responsible project person should be enough for the councilors not directly involved in the topic/project. Any project leader should be trusted by the council to carry out their role, and should know when information should be shared and published. There are strict rules around data protection, which mean parishioners details cannot be shared with everyone, particularly without gaining their permission and the use of personal emails for external parish council communications are not ideal.

To ensure that the PC are keeping correct records, most communication should at least copy in the Clerk, but common sense needs to be applied, the Clerk does not need to see absolutely everything, but if unsure - copy the clerk. If the information might need to be referred to in the future - copy the Clerk. It is held centrally on the PC's One-Drive, password protected with controlled access. Obviously, there are confidential elements on the HR side, but most dealings the parish council have are a public record and need to be available as such.

79.4 **Lengthsman Working Group:** – The idea of setting up a working group to manage the Lengthsman’s hours in SMB parish was agreed and Ed Makgill & Patrick Foote agreed to form that group. SMB manages the admin for a cluster of 13 parishes currently, but this working group is about making sure that the Lengthsman’s Hours each year are used wisely in SMB, and so that we can get the most out of the supplier. The new contract starts on 1st April 2023, so it would be good to have a plan of what and when we want to use our allocated hours. The £1000 lengthsman grant from HCC + the £100 per parish we admin for per year does not add up to many hours at £30 per hour.

ACTION: Provide Cllrs Makgill & Foote with schedule of works the Lengthsman is allowed to provide – Clerk.

79.5 Cllr Madge advised that the decking for the Boundary is being started at the weekend.

Date of next meeting: Tuesday 14th March 2023

Meeting end: 21:25

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