

WEST TYTHERLEY, FRENCHMOOR & BUCKHOLT PARISH COUNCIL

MEETING OF THE COUNCIL

HELD AT KING EDWARD'S HALL ON MONDAY 24TH JUNE 2024 AT 7.00 PM

Present: Cllrs H Urquhart, (Chair), F Collier, F Collyer, K James, M Down

In attendance: 8 Members of the public. Tom Brindley, Locum Clerk

16. Apologies for absence: None

17. Chairmans remarks

- a. The chairman proposed that the report from the Fete Committee was taken at this point.

18. Fete Report (Agenda 2406-13)

- a. A member of the Fete Committee made a verbal summary of the submitted written report (Annexed)
- b. The Fete had been successful raising £5592 for local causes.
- c. The manager of the local shop, was thanked for support.
- d. The Fete committee had agreed to set up their own bank account to separate Fete and Parish Council finances.

19. Clerk's report (Agenda 2406-3)

- a. The locum clerk presented his report. (Annexed)
- b. Matters arising:
 - i. The fencing quote for £2515 was agreed.
 - ii. Separation of the Fete Committee accounts from the Parish Council Accounts was agreed.
 - iii. A representative of the council would be appointed to the Fete Committee at a later date.
 - iv. No member had access to the council's Dropbox. The locum clerk was asked to contact a previous clerk who had set up the drop box account.
 - v. It was noted that the notice board on West Tytherley had a combination lock but no one knew the code.
 - vi. Cllrs James and Collier were authorised to cut off and replace the padlock.
 - vii. The notice board at Frenchmoor required replacement. The clerk was asked to obtain quotes for a replacement.

20. Minutes of the meeting of 13th May 2024. (Agenda 2406-4)

- a. The minutes, having been circulated, were taken as read and adopted.

21. Public participation (Agenda 2406-5)

- a. Concern was raised regarding an empty property at 8 Dean Road, owned by Aster Housing Association. The property had been condemned due to subsidence.
- b. There was a report of illicit waste dumping.
- c. The clerk was asked to contact Cllr Stewart MacDonald and Astra Housing for an update.

22. Report from Test Valley Borough Council (Agenda 2406-6)

- a. Borough Cllr Stewart MacDonald had sent apologies.

23. Report from Hampshire County Council. (Agenda 2406-7)

- a. County Cllr Nick Adams-King, had sent apologies and sent a written report, annexed.

24. Annual Parish Meeting (Agenda 2406-8). There were no referrals from the Annual Parish Meeting

25. Finance (Agenda 2406-9)

- a. The locum clerk presented the financial reconciliation of bank balances as of 31st May 2024 (annexed) balances were:
 - TSB Current 00015194 £9,279.37
 - TSB Millenium account: £16,255.62
 - TSB Business Instant Access: £41,258.31

- a. The following payments made in May were noted and payments due in June were approved.

May Payments made				
Payee	Item	Invoice Ref	Method	Amount
Hugo Fox	Website Hosting		DD	£11.99
Deposit A/C	Xfer		Xfer	40000
June Payments due				
Payee	Item	Invoice Ref	Method	Amount
Hugo Fox	Website Hosting		DD	£11.99
Todeka Ltd	Locum clerk services		FPO	£2754.36
Clear Councils	Insurance		FPO	811.40
RoSPA	Playground Inspection		FPO	£112.80
West Dean PC	Playground maintenance		FPO	£250.00
Do The Numbers	Internal Audit		FPO	380.00

- b. Update on bank signatories.
- i. The change in banking mandate was not resolved. TSB would not speak with the locum clerk.
 - ii. Members **RESOLVED** to authorise the locum clerk, Thomas Brindley to speak with TSB regarding all matters regarding the council's bank accounts.
- c. **Treasury Strategy:** Members resolved to keep the bulk of the council's funds in an interest bearing account and to transfer sufficient monies to the current account for the forthcoming six weeks payments.
- d. Members considered the recommendation to subscribe to Scribe Accounting Pro at a cost of £31/month. An alternative subscription to Scribe Lite at £12 / month was suggested. The locum clerk agreed to bring back a paper comparing the two options, for decision at the next council meeting.

17. Risk Register (Agenda 2406-10)

- a. The locum clerk presented an updated Risk Register,
- b. The Risk Register was noted.
- c. Detail consideration of the Risk Register was deferred to the July meeting.

18. Internal Audit and Annual Governance Review 2022/23 (Agenda 2406-11)

- a. The Internal auditor's report for 2023 had been noted in October 2023. The internal auditor for 2023/24 had countersigned the report due to the restatement of the 2022/23 accounts.
- b. The Annual Governance Statement for 2022/23 was approved and the chair authorised to sign. (Annexed)
- c. The Annual Accounting Statement for 2022/23 was approved and the chair authorised to sign. (Annexed)
- d. The period for the exercise of public rights had been published in October 2023.
- e. The locum clerk advised council that the External Auditor has called for an Intermediate Audit for 2022/23 and that additional submissions were required.

19. Internal Audit and Annual Governance Review 2023/24 (Agenda 2406-12)

- a. The Internal auditor's report for 2024 was presented. The shortfalls in accounting standards and recommendations were noted. Report annexed.
- b. The Annual Governance Statement for 2023/24 was approved and the chair authorised to sign. (Annexed)
- c. The Annual Accounting Statement for 2023/24 was approved and the chair authorised to sign. (Annexed)

- d. The period for the exercise of public rights had been set for 26th June to August.
 - e. Members confirmed there was no conflict of interest with BDO.
 - f. The locum clerk advised council that the External Auditor has called for an Intermediate Audit for 2022/23 and that additional submissions were required.
20. Play Area Safety Report (Agenda 2406-14)
- a. Members noted one high risk item and approved the repair.
 - b. Members requested a quote for the remaining repairs.
21. Clerk Recruitment (Agenda 2406-15)
- a. There had been no response to the advert on the HALC website.
 - b. Members agreed to widen the search to include Wiltshire.
 - c. The job was agreed to be 10 hours per week at a minimum salary of £15 hour.
 - d. A flyer would be included in the next newsletter. 250 copies to be supplied for insertion.
 - e. The locum clerk would contact neighbouring parishes to see if any clerk would like to extend their hours.
22. Casual Vacancies (Agenda 2406-16)
- a. The new vacancy had been advertised and no call for election received.
 - b. Members noted there were now three vacancies on an eight-person council.
 - c. It was agreed to advertise on the flyer inserted in the village newsletter.
23. Planning (Agenda 2406-17)
- a. No development control applications received.
 - b. 24/01210/TPO WTFBPC Comment: No objection
 - c. 24/01276/TPO WTFBPC Comment: No objection
 - d. **Glebe Farm.** The meeting of West Dean Parish Council, attended by Test Valley Borough Council planning officers and members of West Tytherley, Frenchmoor and Buckholt Parish Council was noted.
 - i. Members noted that the freehold to the amenity land would be transferred from the developer to either West Dean Parish Council, or West Tytherley, Frenchmoor and Buckholt Parish Council.
 - ii. A Management Company would be set up to manage the maintenance of the amenity land, and residents would pay an annual fee for this work.
 - iii. Both councils may be asked to appoint a member to the management company board.
24. Reports (Agenda 2406-18)
- a. Lengthsman.
 - i. The locum clerk was asked to obtain a list of work done in the parish.
 - ii. Footpath 9. While it was noted this was across private land, members requested the Lengthsman cut back overgrowth.
 - iii. Members asked if the Lengthsman could cut back vegetation obscuring road signs, clean road signs as necessary and report damaged or missing signs.
 - iv. Members asked if weeds around salt tubs could be cleared.
 - v. It was suggested the Lengthsman could install the new noticeboard to be sited at Frenchmoor.
 - b. Footpaths
 - i. It was reported that Footpath 9 is now accessible.
 - c. Recreation Ground
 - i. Members noted that the Pigeons FC were planning a 100th year celebration on August 17th and would need to use the pavilion.
 - ii. It was reported that flooding had occurred at pavilion, likely caused by a faulty pipe near the stopcock.

iii. The locum clerk was asked to contact the insurance company and to instigate repairs.

25. Resilience Plan (Agenda 2406-19)

- a. The Resilience committee had engaged a solicitor to draw up a lease for the land on which the generator would be sited. This would be submitted to the parish council for signing.
- b. Quotes had been and accepted for the generator, the civil works, the installation (mechanical and electrical), commissioning and maintenance.
- c. A quote was awaited for the housing to be constructed around the generator.
- d. A chartered surveyor would be required to draw up the lease site and the access path.
- e. The terms of the SSEN grant for the resilience project required the funds to be used by October 2023. The clerk was asked to obtain written confirmation from SSEN that this date could be extended to 31st December 2024.

26. Correspondence

- a. None

27. Matters for future meetings

- a. Greening project

28. Date of next meeting: Monday 8th July 2024.

Meeting closed 9.40

Signed: _____ Date: _____

Annexed:

Clerk's Report

Bank reconciliation

AGAR 2022/23

Internal Audit or supplementary report 2023/24

AGAR 2023/24