

WEST TYTHERLEY, FRENCHMOOR & BUCKHOLT PARISH COUNCIL

MEETING OF THE COUNCIL

HELD AT KING EDWARD'S HALL ON MONDAY 8th July 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

38. (Agenda 2407-1) Apologies for absence: None

39. (Agenda 2407-2) Chairmans remarks

1. The chairman called for any Declarations of Pecuniary Interest: None

40. (Agenda 2407-3) Locum Clerk's report

1. The locum clerk presented his report. (Annexed)
2. The contractor engaged to replace the fence at the recreation ground had requested a £1500 deposit. The locum clerk recommended that advance payments should only be made against materials and that, where a non-VAT contractor was used, materials should be purchased by the parish council so it could reclaim VAT. Neither would affect the profit to the contractor.
3. Members **RESOLVED** to pay the £1500 in advance, against a pro-forma invoice and for the contractor to supply materials, accepting the loss of VAT.
4. Matters arising: Members **RESOLVED** to seek a quote from vitaplay to repair playground equipment.

41. (Agenda 2407-4) Minutes of the meeting of 24th May 2024.

1. Three amendments were proposed and accepted:
 - a. 21.c Astra Housing changed to Aster Housing
 - b. 25.a Balances: TSB Current £9,279.37, TSB Millenium £16,255.62, Business instant access £41,258.31
 - c. 33.b.(i) Footpath 9

The minutes, as amended were adopted and signed by the chair.

42. (Agenda 2406-5) Public participation

1. A member of the public complemented the council on clarity of the clerk's report.
2. A member of the public asked why the locum clerk was doing things that could be done by councillors. The locum clerk advised that on a Parish Council it was the members' responsibility to set policy and budgets and make decisions, but it was the officers' responsibility to implement the necessary actions either directly or using sub-contractors.
3. A member of the public asked if volunteers could perform actions. The locum clerk advised that, volunteers could, but that they would need to comply with all Health and Safety requirements and prepare suitable risk and method statements.

43. (Agenda 2407-6) Report from Test Valley Borough Council

1. Borough Cllr Stewart MacDonald addressed the council.
2. Cllr MacDonald reported on the zero-tolerance stance taken by Test Valley Borough Council on fly tipping and a recent successful prosecution and £3,000 fine.
3. The borough council was relaxing its mowing policy to improve biodiversity.
4. The borough council had a Rural Prosperity Fund which closed in August.
5. Another grant stream was for Sports maintenance.

44. (Agenda 2407-7) Report from Hampshire County Council.

1. County Cllr Nick Adams-King addressed the council.
2. Councillor Adams-King reported that the county needed to make savings of £132m. The budget saving decision had been delayed by the general election but would now be decided in October 2024.
3. The savings would not necessarily require cuts in services; internal savings were also being investigated.
4. An additional £10m had been spent on highways and the annual budget for highway repairs was £70m. However, to fully repair all roads would require £600m.
5. The council was planning to raise money by charges to utility companies which could raise £8-£10m in 2025.
6. The council was considering stopping verge cutting except where required for visibility.
7. The council had arranged a meeting with the area's five newly elected MPs to push for legislative authority for the council to manage its own affairs.
8. There was a shortage of foster carers.
9. There were several grant schemes available to parish council and local voluntary groups including the Leaders Rural Grant scheme.
10. Members congratulated Cllr Adams-King on his appointment as Leader of Hampshire County Council
11. Cllr Adams-King answered questions on riparian ownership rights and responsibilities, and increased weight of electric vehicles and HGVs.

45. (Agenda 2407-8) Finance

1. The locum clerk presented the financial reconciliation of bank balances as of 30th June 2024 (annexed) balances were:
 - TSB Current account: 4,233.42
 - TSB Millenium account: 16,415.62
 - TSB Business Instant Access: 41,292.41
2. The following payments made in June were noted and payments due in July were approved.

June Payments made				
Payee	Item	Invoice Ref	Method	Amount
Hugo Fox	Website Hosting		DD	£11.99
ROSPA	Play areas inspection		FP	112.80
Todeka Ltd	Locum clerk services	113	FP	2754.36
Do The Numbers	Internal audit		FP	380.00
Clear Councils	Insurance		FP	811.40
West Dean PC	Playground maintenance		FP	250.00
July Payments due				
Payee	Item	Invoice Ref	Method	Amount
Hugo Fox	Website Hosting		DD	£11.99
Todeka Ltd	Locum clerk services	114	FPO	£1837.80
J Bowditch	Advance payment on fencing		FPO	£1500.00
J Bowditch	Balance of fencing		FPO	£1015.21

3. Update on bank signatories. The change in banking mandate had been completed. Cllrs Harry Urquhart and Karen James along with the locum clerk, Tom Brindley were signatories. Cllr Fiona Collier had been removed as a signatory.

4. Members considered the comparison of two options from Scribe Accounting: Scribe Lite which was cheaper but had limited functionality and help, and Scribe Pro which included greater functionality, better reports and a high level of help. After debate, members **RESOLVED** to take a subscription to Scribe Pro at £31 / month plus a £249 set up fee.

46. (Agenda 2407-9) Risk Register

1. The locum clerk presented an updated Risk Register, deferred from the June meeting,
2. The Risk Register was adopted.

47. (Agenda 2407-10) Greening Project

1. Cllr Fiona Collier gave a verbal presentation on the Greening Project.
2. The Greening Project was a simple programme allowing all residents to improve their profile by, for example:
 - Don't leave tap running while cleaning teeth.
 - Don't leave electrical devices on standby.
 - Use short flush option on WCs.
 - Install bug houses to increase biodiversity.
 - Reduce use of products using palm oil.
3. A website: <https://greening-campaign.org/events/> had more details.
4. East Tytherley Parish Council had asked West Tytherley Parish Council to partner with in the campaign. A fee of £50 was required.
5. Members **RESOLVED** to partner with East Tytherley Parish Council and pay the £50 joining fee.

48. (Agenda 2407-11) Clerk Recruitment

1. A flyer advertising the post had been distributed along with the village magazine.
2. One application had been received.
3. Members **RESOLVED** to create an interview panel of Cllr Harry Urquhart, Cllr Karen James and Cllr Fiona Collyer.

49. (Agenda 2407-12) Casual Vacancies

1. The three vacancies had been advertised on a flyer distributed with the village magazine.
2. No applications had been received.

50. (Agenda 2407-13) Planning

1. 24/1484/FULLS 2 two storey houses on land previously occupied as chicken sheds.
 - a. The developer made a short presentation and showed a visual representation.
 - b. Members noted this was an application to vary an extant planning permission for two single storey dwellings.
 - c. Cllr Margaret Down submitted a written presentation on how the application did not comply with several policies in the West Tytherley Frenchmoor and Buckholt Neighbourhood Plan, and that the garages did not meet the size required, in order to be counted as parking spaces, by the Test Valley Borough Council Parking Strategy.
 - d. After debate, members **RESOLVED** to object to the application on the grounds included in the tabled report.

51. (Agenda 2407-14) Reports

1. Lengthsman.
 - a. The locum clerk Had contacted Stockbridge Parish Council which co-ordinated the Lengthsman scheme.

- b. There had been no work by the Lengthsman this year and there was around £2,000 unspent money.
- c. The council was required to sign a contract with Stockbridge Parish Council.
- d. Members **RESOLVED** to enter the contract which was signed by the chair.
- e. Lengthsman Tasks:
 - The Lengthsman had been asked to strim weeds around salt bins and, where safe to do so, cut back vegetation obscuring road signs. The Lengthsman could not undertake actions requiring work on the highway.
 - The Lengthsman would be able to erect the replacement notice board for Frenchmoor.
 - Footpath 9. The Lengthsman would cut back overgrowth once landowner permission was obtained.

2. Footpaths

Members considered the need for a Footpath Warden and concluded that this task could be covered by members and public reports.

3. Recreation Ground

- a. The locum clerk had arranged repairs to a leaking joint near the stopcock.
- b. There was a damp smell but no other evidence of flooding.
- c. Cllr Collier had borrowed a damp meter, and no significant dampness was evident.
- d. The locum clerk has studied the insurance policy and concluded that damage caused was not covered as “losses due to joint leakage...” were excluded.
- e. Assessment of flooring damage. The clerk was asked to contact a local resident for a recommendation of a suitable builder.

52. (Agenda 2407-16) Resilience Plan

- 1. The draft lease had been received but there was one clause still to be included, regarding charity trustees. This clause was relevant for the Hall Committee but not for the council.
- 2. The chair and Proper Officer (currently the locum clerk) were granted power to sign the lease.
- 3. The Village Hall Committee had agreed to construct a shed around the generator at its own expense. The completed overshed would be donated to the council. Ongoing maintenance would be the responsibility of the council.
- 4. SSEN had confirmed an extension to the grant used by date from October 2023 to December 2024.

53. (Agenda 2407-16) Correspondence: None

54. (Agenda 2407-17) Matters for future meetings: None

55. (Agenda 2407-18) Date of next meeting: Monday 9th September 2024.

Meeting closed 9.09.

Signed: _____ Date: _____

Annexed:

Clerk's Report

Bank reconciliation

24/1484 FULLS Objection

Draft Lease