

**MINUTES OF THE MEETING OF SELBORNE PARISH COUNCIL, VIRTUAL MEETING,  
HELD ON WEDNESDAY 24<sup>th</sup> MARCH 2021 AT 7.30PM**



**Present:** Cllr D Ashcroft, Cllr S Bennett, Cllr H Carter, Cllr J Clay,  
Cllr M Irwin-Brown, Cllr G Masson, Cllr C McMeekan,  
Cllr N O'Donnell (part), Cllr N Palmer (Chairman), Cllr L Roberts (part)

**Also present:** Jane Ives, Clerk  
2 members of the public

**20.270 Apologies for Absence:** Cllr E Briggs, Cllr M Smith

**20.271 Chairman's Announcements:** There were no announcements

**20.272 Declarations of Interests:** Cllr Clay declared an interest in the two agenda items relating to grant applications for Selborne PCC.

**20.273 Approval of Minutes:** It was **RESOLVED** to approve the minutes of the Parish Council meeting held on 17<sup>th</sup> February 2021 and the Extraordinary Meeting held on 11<sup>th</sup> March 2021.

*The meeting was adjourned for public questions*

**20.274 Public Questions:** A member of the public raised questions about the VAS and about monies set aside for traffic calming measures. A response will be sent in writing.

*The meeting was reconvened*

**20.275 Financial Report:** The Clerk provided balances and receipts since the last meeting in February as follows:

**Bank Balances as at 28<sup>th</sup> February 2021**

Current Account	£ 5,785.37
Deposit Account	£72,520.22
<b>Total at bank</b>	<b>£78,305.59</b>

**Receipts since last meeting**

EHDC grant for maps	£ 600.00
Magdalen College	£ 48.06
Allotment rents	£ 110.00
<b>Total receipts</b>	<b>£ 758.06</b>

**Bank Transfers**

Deposit to Current	£0
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**Earmarked Reserves**

Traffic Projects	£11,000.00
Play Equipment	£10,000.00
CIL	£ 3,980.47
Village Projects	£ 3,000.00
<b>Total EMR</b>	<b>£27,980.47</b>

**Total General Reserves £50,325.12**

**Bank Reconciliations**

The bank reconciliations were checked and agreed by Cllr Ashcroft for February 2021.

**20.276 Payment Schedule:** It was **RESOLVED** to approve the following payments:

Invoice date	Payee	Description	Net	VAT	Gross
	<b><u>PAYMENTS MADE</u></b>				
18/02/21	Citizens Advice Bureau	Grant 2021/22	£500.00	£0.00	£500.00
18/02/21	Imperative Training Ltd	Defibrillator supplies	£810.00	£162.00	£972.00
	<b><u>PAYMENTS TO BE MADE</u></b>				
26/03/21	Locum Clerk	Salary March '21	£791.44	£0.00	£791.44
26/03/21	HMRC	Tax/Ni liability mth 12	£139.60	£0.00	£139.60
11/03/21	Edge IT Systems Ltd	AdvantEdge contract (year 4 of 5)	£282.00	£56.40	£338.40
15/03/21	Selborne Recreation Ground	Water charges for 03/20-03/21	£254.49	£0.00	£254.49
		<b>TOTALS FOR MONTH</b>	<b>£2,777.53</b>	<b>£218.40</b>	<b>£2,995.93</b>

*Cllr Clay left the meeting for discussion of the next two items*

**20.277 Grant Application:** It was **RESOLVED** to approve a grant application for 2021/22 for Selborne PCC for £500 for churchyard grass cutting.

**20.278 Grant Application:** It was **RESOLVED** to approve a grant application for 2021/22 for Selborne PCC for £300 for the parish magazine.

*Cllr Clay rejoined the meeting*

**20.279 Meeting Dates:** It was **RESOLVED** to hold the Annual Meeting remotely on 5<sup>th</sup> May 2021. It was additionally agreed that, should Covid-19 restrictions allow, the Annual Parish Meeting should be held on 26<sup>th</sup> May 2021.

**20.280 Approval of minutes held 2020/21:** It was **RESOLVED** for the Chairman to sign all minutes for the current financial year after the resignation of the previous Chairman. The minutes had not been signed due to Covid-19 restrictions not allowing face to face meetings.

**20.281 Appointment of Clerk:** Cllr Bennett updated the Council on the appointment of Liz Ford as the new Clerk. Her employment will commence on 1<sup>st</sup> May 2021.

**20.282 Code of Conduct:** It was **RESOLVED** to adopt the revised EHDC Code of Conduct as the new code for Selborne Parish Council.

*Cllr O'Donnell joined the meeting at 7.57pm*

*Cllr Roberts joined the meeting at 7.59pm*

**20.283 Planter Troughs in Selborne:** The Clerk provided an update to say that Highways have advised that planters cannot be put in the suggested locations at either end of the High Street. Planting at the build outs could be allowed in conjunction perhaps with village gateway signs.

**20.284 Newton Valence Estate Plan:** The working party advised they had responded to the SDNPA Whole Estate Plan consultation on behalf of the Council.

**20.285 Defibrillator Cabinets:** The defibrillators in Blackmoor and Oakhanger have recently been supplied with new batteries and pads. The cost of the supplies was £810 plus VAT. It was further **RESOLVED** to purchase new cabinets for the defibrillators in Blackmoor and Oakhanger at a cost of £525 each plus a maximum cost of £500 for installation. The Clerk will check the status of the guardians for the defibrillators.

- 20.286 Playground at Selborne Recreation Ground:** A consultation on playground ideas will be put on the website with an invitation to provide comments. This will also be publicised through social media, the school and local village magazines. Leaflets will also be printed and distributed.
- 20.287 Noticeboard replacement:** It was **RESOLVED** to replace the noticeboard in Selborne High Street at a cost of £850 plus shipping plus VAT. The noticeboard will be purchased from the Parish Notice Board Company. A separate cost will need to be agreed for installation.
- 20.288 Allotment Representative:** It was **RESOLVED** to appoint Tricia Oliver as the Allotment Representative for the Selborne Recreation Ground allotments.
- 20.289 Plestor Working Group:** The working party provided a report (Appendix 1) and recommended that residents are consulted on the ideas. It was agreed the following would be consulted: immediate residents, the Church, local businesses immediately adjacent to the Plestor, plus the Conservation Officer and the Landscape Officer. It will also be put on the website with a request for comments.  
The Clerk will write to a resident of the Plestor regarding the damage to the bollard and the damage to the grass.  
Cllr Ashcroft will supply grass seed to reseed around the tree on the Plestor where it has failed.  
Cllr Clay recommended that new lines are painted on the disabled parking space and the working party will take this forward.
- 20.290 Traffic Working Group:** A report had been circulated prior to the meeting (Appendix 2).  
It was **RESOLVED** to place the headline summary data on the website and Facebook page by the Clerk and send councillors all the data on a monthly basis if they request to receive it from the Clerk. The Speedwatch teams will be asked to provide data on a quarterly basis.  
The TWG will further investigate village gateways and ground level planting at the build outs either end of the High Street. They will also further investigate signage around Blackmoor School. Any CFI application should be managed by the Clerk working with Hampshire Highways.
- As the meeting had now reached 2 hours, it was RESOLVED to extend the meeting by 30 minutes***
- 20.291 Communications Policy:** It was **RESOLVED** to adopt a new policy.
- 20.292 Action List:** The action list was noted.
- 20.293** It was **RESOLVED** to **DEFER** all other agenda items as the meeting had now reached 2.5 hours.
- 20.294 Date of next meeting:** The next meeting is scheduled for Wednesday 21<sup>st</sup> April 2021. The next Planning Committee meeting is scheduled for Wednesday 7<sup>th</sup> April 2021.

**The meeting closed at 10pm**

## **Appendix 1: Plestor Working Group report**

The Plestor has already got a fairly new sign at the front which says 'No Parking Beyond this Point' (See attached photo - we are unsure who put it there but it is a good, clear sign and seems to be working). We do not think parking is any longer an issue but would like to check this with the residents on the Plestor as part of the consultation.

Aside from the damage caused by the work at the Old Vicarage (see separate note below) the Plestor is currently looking very uncared for. The blue ragstone which edges the road to the Old Vicarage and the road to the New Vicarage is hidden under the grass and it would be good to uncover this and neaten it up. We would like to consult on whether to do anything with the diagonal road that leads to the New Vicarage. The options would be:

1. To put a green plastic (or similar) membrane down which allows the grass to grow through so that it makes the road almost invisible (for example see link [Grass Protection Grid Panels, Easy Plastic Interlocking Paving \(gridforce.co.uk\)](http://gridforce.co.uk))
2. To put more stone in the road
3. To leave it as it is (but neaten the edges and uncover the ragstone)

A request has been received from the owner of Selborne Pottery to move one of the bollards immediately outside Nicholas Lees Studio (the one on the right of the attached photo, nearest the entrance to the Pottery) but due to the even spacing of the bollards it is felt that moving it may look odd. There is the option to remove it altogether but the bollards are there to prevent people driving over the ragstone and the entrance to the Pottery is not a road. Although we do realise they use it for loading and unloading this could easily be done without pulling on to the cobbles. This is something we would like to consult on (particularly the conservation officer and landscape officer). One of the bollards outside the Old Bakehouse has been hit at some point and has damaged the ragstone path, causing it to be a trip hazard and needs repairing even if the Council decides to do nothing else (see attached photo of bollard with red & white tape around it). The disabled parking bay sign also needs straightening (see photo).

With regards the oak tree, the grass which was put down has not taken, the roots are still above the surface of the grass and the lack of grass is adding to the poor appearance of the area. The soil on either side of the curved path next to the tree, which leads to the churchyard, is lower than the path, leaving a potential trip hazard. More soil needs to be added and the area should be re-grassed (bark mulch was originally recommended to help the tree but would be difficult to contain in this location). As the grass is almost always in the shade of the tree a special kind of grass would need to be placed here. There is the option to put down a membrane under the grass to protect the tree roots when cutting/strimming (for example click on link [Lawn Reinforcement Plastic Grid for Soil, Grass or Landscaping \(gridforce.co.uk\)](http://gridforce.co.uk)) and again this is something which requires further research and consultation.

Before we get quotes for any work, the working group would recommend consulting the immediate residents of the Plestor, the Church, local businesses (GWH&OC, Selborne Pottery, Nicholas Lees Studio), the Conservation Officer and the Landscape Officer. Ideally the working group speaking directly to people on site would be the best way of doing this (up to six people at a time can meet outdoors from 12<sup>th</sup> April), or of hand delivering the consultation and simply asking them to email their response direct to the Clerk.

Next steps:

- Obtain quotes
- Find the funds to do the work
- Consult as much as possible whilst working safely and within Covid restrictions

Damage caused by work at the Old Vicarage

Significant damage has been caused to the grass and the group suggest the Clerk write to the owners of the Old Vicarage to ask them to make good any damage caused once the work is complete. Several stones have been placed along the side to prevent vehicles driving onto the grass and these will need to be removed. Photos attached.

## **Appendix 2: Traffic Working Group meeting notes**

### **Notes of Traffic Working Group meeting held by Zoom video 21<sup>st</sup> March 2021**

Present: Cllr Clay, Cllr Smith, Cllr Irwin-Brown. Also present: Cllr Ashcroft, G Earney (Speedwatch)

Apologies: None

#### **1. Matters arising from minutes of meeting 12/11/20. - None**

#### **2. To consider the VAS Data**

The very significant differences between the headline summary data produced by both our unit and the Logger that we were lent to check the accuracy of our unit were noted. The responses to our questions on data accuracy from the manufacturer in USA were discussed. JC is still waiting for exact analysis on speed and volume between the two units from her contact at Pandora and will continue to chase for this. She has also asked them why the fastest vehicle is recorded in batches of 5mph rather than the exact speed and whether we can rectify it or if is a software issue.

DA asked if JC could contact Worldham PC who had an issue with data at the start, and also to ask Pandora if they had similar complaints to ours.

*NB post meeting note : Worldham only had a connectivity issue so it was unrelated, and Pandora have not had any similar concerns from others about the data.*

It was agreed by those present that the data produced, whilst not necessarily accurate, may be reasonably so and that there is no reason to delay publication. It was noted that the prime function of the unit is to increase driver awareness of speed. It was agreed that the data may be used to assist future traffic calming, but that it should run for at least a year after we are out of lockdown to assess the trends more effectively.

#### **Recommendations to Council:**

- i) That the summary headline data for each site should be put on our website (volume, average speed, 85 percentile and fastest recorded vehicle) on a regular basis.
- ii) That the clerk should send the full data to all councillors every quarter.
- iii) That the speedwatch teams should be asked to supply summary data to SPC at least quarterly and for it to be published on the website.

#### **3. Selborne gateways and planters**

New gateways were put on hold a couple of years ago following an unsuccessful village competition and also as it seemed the SDNPA might use Selborne as a pilot for a more extensive report. Nothing has happened since then. It was agreed that both planters and gateways may help to slow traffic at the entry points of the village, and that the existing signage needs to be improved. It was noted that HCC will not accept planters on the pinch points themselves due to safety, but they would consider ground level planting (not in planters) by the roadside (see recent email). The use of CFI may be helpful, though SPC would need to source funding to purchase any items. There may be some s106 money still left which could be used towards this.

#### **Recommendations to Council**

- iv) Does Council wish to take forward gateways and planters for Selborne?
- v) If so, should the TWG take this forward to do the research and come up with options for SPC to consider?

#### **4. Blackmoor school gateway**

Problems with the speed to traffic past the school have long been identified. Possible improvements to the signs had been brought forward by the TWG but were put on hold whilst waiting for the school to alter their entrances. It appears that this work has now been done.

This could be another bid for CFI with HCC, - but the community, perhaps including Whitehill TC, would need to pay for any purchases or works. JC had some initial informal thoughts from HCC (when they were looking at the site for the VAS) for the approach from the south: to lower the school sign, add "school ahead" to the 30mph sign and paint 30mh on the road.

#### **Recommendation to Council**

- vi) That the TWG takes this project forward for a possible CFI, liaising as required with the school, Whitehill TC and HCC, bringing it back to SPC once that research stage was completed.

#### **5. AOB**

GE questioned how we can know if the VAS is effective in slowing traffic, particularly when it is not present and how the data will be used. General discussion on the difficulties of volume and speed of traffic in Selborne including pavement overruns. It was noted that the Atkins Report identified opportunities for pavement widening between Selborne Shop and the Plestor, but that is in abeyance due to lack of funding from HCC. Reminder of the need to keep in the loop if Highways England intend to alter the Ham Barn roundabout.

*NB post meeting note: 22/3/21 JC has reported the 2 missing wooden bollards by the narrowing near Plestor House to HCC.*

*Notes by JC*