

**MINUTES OF THE ANNUAL MEETING OF SELBORNE PARISH COUNCIL**  
**VIRTUAL MEETING,**  
**HELD ON WEDNESDAY 5<sup>th</sup> May 2021 AT 7.30PM**



**Present:** Cllr D Ashcroft, Cllr S Bennett, Cllr E Briggs, Cllr H Carter, Cllr J Clay, Cllr M Irwin-Brown (joined meeting during 21.27), Cllr G Masson, Cllr C McMeekan, Cllr N O'Donnell, Cllr N Palmer (Chairman), Cllr L Roberts (left meeting at the end of 21.28), Cllr M Smith

**Absent:** No-one absent

**Also present:** Liz Ford, Parish Clerk  
2 members of the public

**21.25 Election of Chairman of Council for 2021/22**

It was **RESOLVED** to elect Cllr Palmer as Chairman of the Council for 2021/22

**21.26 Declaration of Acceptance of Office Signed by Chairman**

The Chairman signed the Declaration of Acceptance of Office at the meeting.

**21.27 Election of Vice Chairman of the Council for 2021/22**

*Cllr Irwin-Brown joined the meeting.*

It was **RESOLVED** to elect Cllr Clay as Vice Chairman of the Council for 2021/22

**21.28 Apologies for Absence – None**

*Cllr Roberts left the meeting.*

**21.29 Chairman's Announcements:**

The Chairman thanked the Councillors for their confidence in re-electing him. He welcomed the new Parish Clerk, Liz Ford, who had started employment with the Council on 1<sup>st</sup> May 2021. He also thanked Cllr Roberts and George Maltby for restoring the Village Map and replacing it at the Plestor.

**21.30 Declarations of Interests: None.**

**21.31 Approval of Minutes:**

The minutes of the Parish Council meeting held on 21<sup>st</sup> April 2021 were not approved. The Clerk would propose a revision to the minute on Public Questions (21.05) regarding the evaluation of the Traffic Activated Sign by the Traffic Working Group.

***The meeting was adjourned for public questions***

**21.32 Public Questions: None**

***The meeting was reconvened***

**21.33 General Power of Competence**

The Clerk confirmed that the Council still met the relevant conditions and so was still eligible to hold the General Power of Competence after a previous resolution to this effect (minute ref. 19/127, meeting on 16<sup>th</sup> October 2019). As the Annual Meeting did not follow an ordinary election of the Council it was not necessary to pass a further resolution.

**21.34**     **Payments:** No payment schedule was presented to the meeting

**21.35**     **Insurance Renewal**

The Clerk had not located the renewal quotations for the Parish Council insurance policy for 2021/22 and would contact the broker for information. The renewal date was 1<sup>st</sup> June 2021 and decision on the policy and payment of the premium would be made under the temporary delegation scheme.

**21.36**     **Planning Committee**

The Clerk proposed a revision of the role of the Planning Committee so that it only reviewed the larger and/or more complicated applications with all other applications to be considered at the Council meetings. It was **RESOLVED** to continue as previously agreed (minute ref. 20.88 and agreed Terms of Reference in Appendix 2, meeting on 16<sup>th</sup> September 2020).

It was **RESOLVED** to appoint the following members to form a Planning Committee:

Cllr Ashcroft	Cllr Irwin-Brown
Cllr Bennett	Cllr Masson
Cllr Briggs	Cllr O'Donnell
Cllr Carter	Cllr Roberts
Cllr Clay	Cllr Smith

**21.37**     **Staffing Committee**

It was **RESOLVED** that the Staffing Committee members would be Cllrs Bennett, Briggs, McMeekan, Palmer and Roberts.

**21.38**     **Chairman and Vice chairman of Committees**

It was **RESOLVED** that Cllr Masson would be the Chairman of the Planning Committee.

It was **RESOLVED** that Cllr Roberts would be the Vice Chairman of the Planning Committee.

It was **RESOLVED** that Cllr Bennett would be the Chairman of the Staffing Committee.

It was **RESOLVED** that Cllr Briggs would be the Vice Chairman of the Staffing Committee.

**21.39**     **Working Groups**

It was **RESOLVED** that Cllrs Ashcroft, Clay, Irwin-Brown and Smith would form a Traffic Working Group

It was **RESOLVED** that Cllrs Carter, McMeekan, O'Donnell and Roberts would form a Policies Working Group

It was **RESOLVED** that Cllrs Ashcroft, Masson and Roberts would form a Plestor Working Group

It was **RESOLVED** that Cllrs Bennett, Carter and Roberts would form a Playground Working Group

**21.40**     **Representatives on outside Bodies/Committees**

It was **RESOLVED** that Cllr Roberts would be the Parish Council representative on the Recreation Ground Committee

It was **RESOLVED** that Cllr Carter would be the Parish Council representative for Selborne Village Hall

It was **RESOLVED** that Cllr Masson would be the Parish Council representative for Blackmoor Village Hall

It was **RESOLVED** that Cllr McMeekan would be the Parish Council representative for Oakhanger Village Hall

**21.41**     **Council Leads**

It was **RESOLVED** to appoint Cllr Roberts as Council lead on Trees

It was **RESOLVED** to appoint Cllr Briggs as Council lead for the Oakhanger playground

It was **RESOLVED** to appoint Cllrs Masson and O'Donnell as joint Council leads for footpaths

#### **21.42 Council Mission Statement and objectives**

It was **RESOLVED** to adopt the following Selborne Parish Council mission statement:

**To represent the best interests of the local community and to strive to make the Parish a better place to live, work and visit.**

Decision on supporting objectives to the Council mission statement was deferred with comment made that objectives should be measurable and preferably only applied to specific projects of a finite length.

#### **21.43 Meeting Schedule**

It was agreed to hold Parish Council meetings on the **third Wednesday of the month** and Planning Committee meetings on the first Wednesday of the month. The date of the June 2021 meeting was postponed so that it would follow the relaxation of Government Covid-19 restrictions on 21<sup>st</sup> June 2021.

This gave the following meeting schedule until the 2022 Annual Meeting. Confirmation of each planning committee meeting date would be made by the Clerk and Planning Committee Chairman by the closing date for the proper issue of the agenda.

<b>Parish Council Meeting</b>	<b>Planning Committee Meeting</b>
23 <sup>rd</sup> June 2021	2 <sup>nd</sup> June 2021
21 <sup>st</sup> July 2021	7 <sup>th</sup> July 2021
18 <sup>th</sup> August 2021	4 <sup>th</sup> August 2021
15 <sup>th</sup> September 2021	1 <sup>st</sup> September 2021
20 <sup>th</sup> October 2021	6 <sup>th</sup> October 2021
17 <sup>th</sup> November 2021	3 <sup>rd</sup> November 2021
15 <sup>th</sup> December 2021	1 <sup>st</sup> December 2021
19 <sup>th</sup> January 2022	5 <sup>th</sup> January 2022
16 <sup>th</sup> February 2022	2 <sup>nd</sup> February 2022
16 <sup>th</sup> March 2022	2 <sup>nd</sup> March 2022
20 <sup>th</sup> April 2022	6 <sup>th</sup> April 2022
18 <sup>th</sup> May 2022 – Annual Meeting	4 <sup>th</sup> May 2022

#### **21.44 Annual Parish Meeting**

It was **RESOLVED** to cancel the Annual Parish Meeting on 26<sup>th</sup> May 2021 due to health and safety considerations i.e. to safeguard against the transmission of the Covid-19 virus.

#### **21.45 Standing Orders and Financial Regulations**

The requirement for the Policies Working Group to review current governance, policy and terms of reference documents for approval by Council at a future meeting was noted.

#### **21.46 Action List**

The Action List was not reviewed but an updated list has been included as Appendix A. Cllr Ashcroft reminded the Clerk to contact the landscaping contractor regarding the exposure of the Plestor oak tree roots (21.22)

#### **21.47 Reports from Council representatives on working groups/outside bodies:**

Following a comment from Cllr Briggs, the Clerk would include an item to review the appointment of the guardians of the defibrillators on the agenda of the next meeting.

**21.48 District Councillor Report:** Cllr Ashcroft reported on the recent appointments to senior roles in the District Council as follows:

Leader of the Council	Cllr Richard Millard (as previously)
Deputy Leader of the Council	Cllr Julie Butler (as previously)
Chairman of the Council	Cllr Adam Carew
Deputy Chairman of the Council	Cllr Sally Pond

Membership of the District Council committees would be confirmed following the elections on Thursday 6<sup>th</sup> May.

The recent Hampshire County Council clearance of the culverts through Selborne village had failed and a review of the works was needed before further work was carried out. Re-surfacing of Selborne High Street was expected to follow in the autumn. The Clerk would ensure that a reply was received from Hampshire County Highways to the Parish Council objection to road-works being carried out in the village at night.

**21.49 Date of next meeting:** The next meeting would be held in Oakhanger Village Hall at 7.30pm on Wednesday 23<sup>rd</sup> June 2021.

**The meeting closed at 8.55pm**

**Signed Chairman**

**Date**

**Parish Clerk**

**Liz Ford**

## Appendix A: Action List

Date	Minute ref	Action	Who	Outcome
Oct-19	19.134	Research & formulate ideas for new playground equipment at Selborne Rec	Cllrs Bennett, Roberts, Palmer & Carter	03/21 Agreed to consult with residents
Nov-19	19.145	Contact HCC to request repair and reinstatement of two sets of railings at bottom of footpath from Goslings Croft to the B3006 near School	Cllr Palmer	15/05 emailed Ian Janes for advice 15/05 Ian Janes has passed to relevant team for action
Nov-19	19.147	Carry out repairs to historical map at The Old Vicarage	Cllr Roberts	05/21 – LR advised this has been completed
Nov-19	19.154	Re-arrange members training with Ian Davison	Clerk	Training to be re-arranged in September 2021
Feb-20	98.227	Arrange repairs to allotment fencing	Clerk	14/05 review after lockdown ended
Jul-20	20.34	Add all councillors to the bank mandate	Clerk	04/21 not all councillors yet set up, needs action
Jul-20	20.38	Obtain quotes for playground repairs	Clerk	
Jul-20	20.39	Speak to volunteers regarding ongoing playground inspections & investigate formal training/costs	Clerk	05/21 Clerk would meet with Oakhanger inspector in w/c 10 <sup>th</sup> May 2021 and Selborne asap
Jul-20	20.42	Write to HCC & EA requesting site visit to look at flooding issues in Gracious Street		01/02 Clerk chased meeting date
Jul-20	20.45	Review allotment agreement in March 2021 to follow standard agreement	Clerk	03/21 carry forward
Oct-20	20.123	Working party to look at Plestor grass protection and parking	Cllrs Ashcroft, & Roberts	05/21 “Who” amended to reflect change in Working Group
Nov-20	20.144	Speak to internal auditor re planning training/feedback/voting	Clerk	04/21 needs to be reviewed by Council
Nov-20	20.154	Set up list of community groups	Clerk & Cllr McMeekan	04/21 request in village magazines
Dec-20	20.185	Publish VAS data on Facebook, website once unit accuracy checked	Clerk	03/21 data agreed to be published
Mar-21	20.245	Purchase new noticeboard for Selborne High Street	Clerk	04/21 ordered and 50% deposit paid
Mar-21	20.247	Write to resident regarding damaged bollard & grass verge on the Plestor	Clerk	
Apr 21	21.05	Clerk to respond to public questions	Clerk	
Apr 21	21.09	Ask SDNPA for CIL payment	Clerk	05/21 Purchase order received from SDNPA. SPC invoice yet to be issued in return
Apr 21	21.10	Council Mission Statement & Objectives to be brought to May mtg	Cllrs Carter, Clay & Mc Meekan	05/21 Council Mission Statement agreed at meeting. Setting of objectives deferred.

Apr 21	21.14	Arrange meeting with Newton Valence Estate	Cllrs Carter & Masson	
Apr 21	21.17	Draft letter to Gilbert White's re parking for Clerk to send	Cllrs Clay & Masson	
Apr 21	21.18	Write to Gilbert White's re parking on pavements	Clerk	
Apr 21	21.20	Obtain quotes for VAS for June meeting	Clerk	
Apr 21	21.21	Arrange meeting Highways re village gateways	Clerk	
Apr 21	21.22	Speak to contractor about grass seed on Plestor and get plaque for bench	Clerk	
May 21	21.35	Renew Parish Council insurance policy by 1 <sup>st</sup> June 2021	Clerk	
May 21	21.48	Confirm HCHighways response to SPC objection to night-time roadworks in Selborne village	Clerk	