

To All Members of Selborne Parish Council

You are hereby summoned to attend the Annual Meeting of Selborne Parish Council to be held remotely on Wednesday 5th May 2021 at 7.30pm, using the Zoom video conferencing platform, for the purpose of transacting the following business.

J. Ives

Locum Clerk, 28th April 2021



Joining Instructions

Click on link to join meeting: <https://us02web.zoom.us/j/81257641290>

Dial in to meeting: 0203 481 5237

Meeting ID: 812 5764 1290

AGENDA

1. **ELECTION OF CHAIRMAN OF COUNCIL FOR 2021/22**
2. **DECLARATION OF ACCEPTANCE OF OFFICE SIGNED BY CHAIRMAN**
3. **ELECTION OF VICE CHAIRMAN OF COUNCIL FOR 2021/22**
4. **APOLOGIES FOR ABSENCE:** To receive and note apologies for absence
5. **CHAIRMAN'S ANNOUNCEMENTS**
6. **DECLARATIONS OF INTEREST**
Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they have in any item on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge and function related to any matter in which you have a pecuniary interest as defined by the Localism Act 2011. You must withdraw from the room/meeting when the meeting discusses and votes on the matter.
7. **APPROVAL OF MINUTES:** To receive and approve the minutes of the Parish Council Meeting held on 21st April 2021
8. **PUBLIC QUESTIONS:** To adjourn the meeting for 15 minutes to allow public questions. Members of the public are invited to speak for up to 3 minutes each
9. **GENERAL POWER OF COMPETENCE:** Reconfirm eligibility to hold the General Power of Competence
10. **PAYMENTS:** To approve payment schedule for current payments
11. **INSURANCE RENEWAL:** To review quotations and agree the policy for 2021/22
12. **PLANNING COMMITTEE:** To appoint members to form a planning committee (maximum 11 members)
13. **STAFFING COMMITTEE:** To appoint members to form a staffing committee (5 members)
14. **CHAIRMAN AND VICE CHAIRMAN OF COMMITTEES:** To appoint members to the following roles:
Chairman of Planning Committee
Vice Chairman of Planning Committee
Chairman of Staffing Committee
Vice Chairman of Staffing Committee
15. **WORKING GROUPS:** To appoint members to the following working groups:
Traffic Working Group
Policies Working Group

**Plestor Working Group
Playground Working Group**

- 16. REPRESENTATIVES ON OUTSIDE BODIES/COMMITTEES:** To appoint members to the following groups:
Recreation Ground Committee
Selborne Village Hall
Blackmoor Village Hall
Oakhanger Village Hall
- 17. COUNCIL LEADS:** To appoint members as leads in the following areas:
Trees
Oakhanger Playground
Footpaths
- 18. COUNCIL MISSION STATEMENT & OBJECTIVES:** To consider recommendations from the working group
- 19. MEETING SCHEDULE 2021/22:** To agree a meeting schedule for 2021/22 for Council meetings, Committees and any working groups (as appropriate)
- 20. ANNUAL PARISH MEETING:** To consider arrangements for the Annual Parish Meeting on 26th May 2021
- 21. STANDING ORDERS & FINANCIAL REGULATIONS:** To note the current documents and agree a review by the Policies Working Group to be approved by Council, including all Terms of Reference, at the July meeting
- 22. ACTION LIST:** To note outstanding actions from previous meetings
- 23. REPORTS FROM COUNCIL REPRESENTATIVES ON WORKING GROUPS/OUTSIDE BODIES:** To hear reports from councillors on working groups and outside bodies
- 24. DISTRICT COUNCILLOR REPORT:** To receive a report on matters affecting the Parish
- 25. DATE OF NEXT MEETING**

Appendix 1: Payment Schedule

To be sent out prior to the meeting

Appendix 3: Council Mission Statement & Objectives

The previous Staffing Committee during 2020 had put forward a mission statement and objectives as part of the Clerk's appraisal but these have never been adopted by Council.

Council should now decide whether they wish to formally adopt this mission statement and objectives, or whether they wish to consider any additions/amendments.

Council Mission:

Improve the environment of the whole parish and spend our precept wisely

Council Objectives:

1. Reduce the impact of traffic on the parish
2. Improve and maintain the appearance of the parish
3. Support our Parishioners with involvement with public bodies such as SDNPA/EHDC/HCC/Highways

Appendix 4: Action List

Date	Minute ref	Action	Who	Outcome
Oct-19	19.134	Research & formulate ideas for new playground equipment at Selborne Rec	S Bennett, L Roberts, N Palmer, H 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	N Palmer	15/05 emailed Ian Janes for advice 15/05 Ian Janes has passed to relevant team for action
Nov-19	19.154	Re-arrange members training with Ian Davison	Clerk	
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	
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	D Ashcroft, H Carter, L Roberts	
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 & C 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
Jan-21	20.202	MOP questions to TWG for responses	Clerk/TWG	04/21 completed
Mar-21	20.243	Purchase new defib cabinets for Blackmoor and Oakhanger	Clerk	04/21 completed but installation required
Mar-21	20.245	Purchase new noticeboard for Selborne High Street	Clerk	04/21 ordered
Mar-21	20.247	Write to resident regarding damaged bollard & grass verge on the Plestor	Clerk	
Apr 21	20.307	Response to questions from member of the public	Clerk/TWG	
Apr 21	20.310	Arrange for Cllr Masson to sign planning minutes	Clerk	

Apr 21	20.316	Arrange meeting with Newton Valence Estate	Cllrs Carter & Masson	
Apr 21	20.319	Draft letter for all cllrs to review regarding parking at Gilbert White's	Cllrs Clay & Masson	
Apr 21	20.319	Add to future agenda re management of car park behind pub	Clerk	
Apr 21	20.320	Write to Gilbert White's re parking on pavements	Clerk	
Apr 21	20.322	Write a spec for the Clerk for a new VAS and Clerk to seek quotes	TWG/Clerk	
Apr 21	20.323	Arrange meeting with Highways re village gateways	Clerk	
Apr 21	20.324	Speak to contractor re grass on Plestor & obtain plaque from old bench	Clerk	