

**Minutes of the Annual Meeting of the Selborne Parish Council held at Selborne Village Hall, High Street, Selborne, GU34 3JR, on Wednesday 17 May 2017 commencing at 8.00pm**

**PRESENT:** Cllr Dr Ravenscroft in the Chair, Cllr Mrs Palmer (Vice-Chair), Cllrs Ashcroft, Mrs Bennett, Miss Clay, Earney, Mrs Irwin-Brown, Masson, Rooke and Smith. Also present: two members of the public and Mrs Sue Hobbs Locum Parish Clerk.

**17/001 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

No apologies for absence were received, although Cllr Mrs Bennett had advised that she expected to arrive at the meeting at 8.30pm.

*(Power used: Local Government Act 1972 s85)*

**17/002 TO ELECT CHAIR OF SELBORNE PARISH COUNCIL FOR 2017 – 2018 MUNICIPAL YEAR**

A proposal was received, seconded and voted in favour of electing Cllr Dr Ravenscroft as Chair.

**RESOLVED:** That Cllr Dr Ravenscroft be elected as Chair of Selborne Parish Council for the 2017 – 2018 municipal year.

*(Power used: Local Government Act 1972 ss15(1) & 34(1))*

**17/003 TO RECEIVE CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Dr Ravenscroft signed her Declaration of Acceptance of Office, in the presence of the Locum Clerk.

**RESOLVED:** That the Chair's Declaration of Acceptance of Office is received.

*(Power used: Local Government Act 1972 s83(4) & Local Elections (Declaration of Acceptance of Office Order SI2012/1465)*

**17/004 TO RECEIVE CLLR ROOKE'S DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Rooke duly signed his Declaration of Acceptance of Office, which was witnessed and signed by the Locum Clerk and he joined the Council table.

*(Power used: Local Government Act 1972 s83(4))*

**17/005 TO RECEIVE DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS ON ITEMS ON THE AGENDA**

No Declarations of Disclosable Pecuniary Interests were received.

*(Power used: Localism Act 2011 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulation 2012)*

**17/006 TO APPROVE DISPENSATIONS FOR DISCLOSABLE PECUNIARY INTERESTS UNDER SECTION 33 OF THE LOCALISM ACT 2011**

The Locum Clerk advised this item was not required for this meeting.

**17/007 TO ELECT VICE-CHAIR OF SELBORNE PARISH COUNCIL FOR 2017 – 2018 MUNICIPAL YEAR**

A proposal was received, seconded and voted in favour of electing Cllr Mrs Palmer as Vice-Chair.

**RESOLVED: That Cllr Mrs Palmer be elected as Vice-Chair of Selborne Parish Council for the 2017 – 2018 municipal year.**

**17/008 TO RECEIVE RESOLUTION TO SUSPEND STANDING ORDERS TO ALLOW MEMBERS OF THE PUBLIC PRESENT TO RAISE QUESTIONS ON ISSUES NOT INCLUDED IN THE AGENDA**

A proposal was received, seconded and voted in favour of suspending Standing Orders to allow the members of the public present to speak.

**RESOLVED: That Standing Orders be suspended to allow the members of the public present to speak.**

**PUBLIC QUESTION TIME**

A member of the public enquired when the parish council's website would be updated. The Locum Clerk explained that she had been in contact with the website provider, who had given instructions as to how this might be done in-house and had provided costs for this to be conducted by the company.

A question was raised regarding the registration of The Queens as an Asset of Community Value, in view of the withdrawal of the most recent planning application. The Locum Clerk advised that the application had been made shortly after the last Council meeting.

A further enquiry was received regarding the ongoing traffic problems and a response was given that a letter rebutting the priority list provided by HCC had been sent by the parish council and it was reiterated that this was a lengthy process, but that the Traffic Working Group was maintaining a proactive stance.

Mr Pead of the Selborne Recreation Ground Committee was invited by the Chair to speak about the progress made at the Recreation Ground. Mr Pead advised that the area at the rear of the pavilion had been topsoiled and grass seeded. Part of the high mounded turfed area would be slightly levelled and many of the rocks would shortly be removed, but some of these would be embedded in the embankment.

The traversing wall has been completed and is in use, it was confirmed that Selborne Parish Council's insurance cover had been extended from 1 May 2017, to cover the installation of this play equipment. An observation was made that the wall appeared to be leaning, however Mr Pead explained that the wall was designed to lean in such a way that one side was more difficult to negotiate than the other, for added play value.

The ditch had also been cleared of debris and excess soil, which it was noted was Selborne Parish Council's responsibility, although it may be possible for the Recreation Ground Committee to spend some time to clear this area. A suggestion was received that this might be a task for the Lengthsman, which would be discussed later in the meeting.

Sub-soil had been purposefully deposited in the corner of the car parking area for removal, although some of this material would be retained should there be a need to top up areas where necessary.

In view of recent events at Selborne Recreation Ground, it was reiterated that any users of heavy plant equipment in the future should be able to provide evidence that they are suitably qualified and insured to use such equipment. In addition, it would be necessary for the Parish Clerk as the Proper Officer of the Council to receive and retain risk assessments, method statements and any other relevant documents when works are undertaken.

Mr Pead concluded his update by advising Members that photographs would be taken to complete the management plan and that the minutes of the Recreation Ground Committee meetings would be forwarded to the parish council in future.

#### **17/009 TO RECEIVE RESOLUTION TO RESUME STANDING ORDERS**

A proposal was received, seconded and voted in favour of resuming Standing Orders to allow the meeting to continue.

**RESOLVED: That Standing Orders be resumed to allow the meeting to continue.**

#### **17/010 TO RECEIVE AND APPROVE MINUTES OF THE PREVIOUS MEETING HELD ON 19 APRIL 2017**

The Locum Clerk apologised for the delay in forwarding the minutes of the previous meeting held on 19 April 2017 to Members. A comment was made that the minutes were rather lengthy and the Locum Clerk responded that it had been a difficult meeting to record but the decisions made should be the essence of the meeting's resolutions. An amendment was made to the fifth paragraph of Public Question Time, which should read 'Mr Scott said he had been subjected'. A further amendment was made to item 17/084 (iv) to 'object on the observations made'. Cllr Mrs Irwin-Brown had also tendered her apologies for the meeting, which should be included at item 17/074. It was queried whether separate confidential minutes should be kept, however the Locum Clerk cautioned against this practice as minutes are documents in the public domain and items qualifying as being confidential should be minuted in a discreet manner.

A proposal was received, seconded and voted in favour of accepting the minutes of the meeting held on 19 April 2017, together with the amendments, as a true record of the meeting.

**RESOLVED: That the minutes of the meeting held on 19 April 2017, together with the amendments, be accepted.**

*(Power used: Local Government Act 1972 Schedule 12 Para 41(1))*

#### **17/011 TO RECEIVE UPDATED INFORMATION REGARDING ONGOING ISSUES (FOR INFORMATION ONLY)**

The Queens Hotel – The Locum Clerk advised that Cllrs Miss Clay and Mrs Palmer had updated the previous submission to register The Queens as an Asset of Community Value and that this was submitted to EHDC on 21 April 2017.

Traversing Wall – The Wall had been installed earlier in the month and was proving popular at Selborne Recreation Ground.

The Plestor Kerbstones – The Locum Clerk had been in contact with the Conservation Officer and Parking Services at EHDC, in addition to Hampshire Highways at HCC. The Conservation Officer confirmed that the kerbstones were not protected and both EHDC and HCC had confirmed that they did not own the parking area. An enquiry was received as to whether Selborne Parish Council had registered the ownership of the area with HM Land Registry and it was requested that this item be referred to the next Council meeting for clarity. An enquiry was received as to whether a grant from EHDC for the repair might be possible, which was thought unlikely, as grants are usually given for capital not maintenance projects. Selborne Parish Council would need to consider maintenance of the area at budget setting in the future. Cllr Mrs Bennett agreed to provide the Locum Clerk with the contact details of suitable contractors to undertake the repairs required.

Markwell's Wood – It was noted that the planning application for oil drilling had been withdrawn.

#### **17/012 TO RECEIVE AND APPROVE MINUTES OF THE SELBORNE ANNUAL PARISH ASSEMBLY HELD ON 12 APRIL 2017**

A proposal was received, seconded and voted in favour of approving the minutes of the Annual Parish Assembly held on 12 April 2017.

**RESOLVED: That the minutes of the Annual Parish Assembly held on 12 April 2017 be approved.**

#### **17/013 TO RECEIVE AND APPROVE PAYMENT OF ACCOUNTS**

<b>Do The Numbers</b>	<b>Internal Audit 2016-17</b>	<b>Chq 300096</b>	<b>£ 235.00</b>
<b>HALC</b>	<b>Recruitment service</b>	<b>Chq 300097</b>	<b>£ 120.00</b>
<b>Mrs S L Hobbs</b>	<b>Locum Clerk April 17</b>	<b>Chq 300098</b>	<b>£1036.92</b>
<b>P J Grace</b>	<b>Grass cutting at The Plestor &amp; Play Park</b>	<b>Chq 300099</b>	<b>£ 223.20</b>

It was requested that the Locum Clerk's account be itemised in future to identify the expenses incurred. An enquiry was received as to when the grass cutting contract was due for renewal and whether the strimming around trees and flower beds was included in the contract. A proposal was received, seconded and voted in favour of approving the payment of the accounts as presented.

**RESOLVED: That payment of the accounts as presented between 20 April 2017 and 17 May 2017 be approved.**

*(Power used: Local Government Act 1972 Schedule 12 Section 151)*

#### **17/014 PLANNING APPLICATIONS**

- (i) **SDNP/17/01019/FUL – Woodacre, Gracious Street, Selborne, GU34 3JE.** Amended drawings and Ecological Appraisal received 27 April 2017. It was highlighted that this application had been refused by the Planning Officer on 16 May 2017, therefore there was no requirement to deal with this item.

- (ii) **51116/002 – 14 Plantation Way, Whitehill, Bordon, GU35 9HD.** Reduce the crown by no more than 2 metres to suitable growing points to maintain the size and structural integrity of the tree. The finished crown will be 8 metres and the finished crown diameter will be 6 metres (TPO). A proposal was received, seconded and voted in favour of raising no objection. **NO OBJECTION.**
- (iii) **SDNP/17/02076/TCA – 2 Gilbert White Cottages, Fountain Road, Selborne, GU34 3LL.** T1 – maple in rear garden - raise crown by 0.9 metres by removing lower 3 or 4 branches, leaving a finished lower crown height of 2.3 metres from ground level. T2 – weeping pear in rear garden – fell. A proposal was received, seconded and voted in favour of raising no objection. **NO OBJECTION.**
- (iv) **22921/045 – SGS Oakhanger, Oakhanger road, Oakhanger, GU35 9JA.** Corrugated equipment container including paved stepped access with Keyklamp balustrades. A proposal was received, seconded and voted in favour of raising no objection. **NO OBJECTION.**
- (v) **SDNP/17/02059/ADV – Land adjacent to A31 Chilcomb, Hambledon Road Clanfield, A32 Chawton, B3006 Selborne, A325 Liphook/Bordon and A32 Wickham.** Display of a total of six non-illuminated boundary markers. A proposal was received, seconded and voted in favour of raising no objection. **NO OBJECTION.**
- (vi) **SDNP/17/02207/HOUS – 5 Maltbys, Selborne. GU34 3LT.** Single storey extension to rear and conversion of loft to habitable accommodation. A comment was received that the proposed extension could be wider than the existing house. A proposal was received, seconded and voted in favour of raising no objection. **NO OBJECTION.**

#### **17/015 TO RECEIVE PLANNING DECISIONS REPORT**

- (i) **SDNP/17/05403/FUL – The Queens Hotel, High Street, Selborne, GU34 3JJ.** Change of use from public house (Use class A4) to six residential units (Use Class C3), five x two bedroom apartments and one x three bedroom dwelling, with demolition of single storey structures. Amended drawings received 24 November 2016 (application site boundary). Amended drawings received 14 February 2017. Additional marketing information received 1 March 2017. Amended tree information received 31 March 2017. **APPLICATION WITHDRAWN.**
- (ii) **56577/004 – Heathfield House, Oakhanger Road, Shortheath Common, Bordon, GU35 9JT.** Change of use of land from agricultural to equestrian, extension to barn to create two stables and hay barn (as amended by bat report received 9 April 2017). **APPROVED.**
- (iii) **SDNP/17/01610/TCA – Dowlings, Huckers Lane, Selborne, GU34 3JN.** T1 ash – crown reduce height by 4 metres and selective reduction by 2 metres on various over extended laterals (finishing height 28 metres and canopy spread 15 metres. **RAISE NO OBJECTION.**

**17/016 TO RECEIVE AND APPROVE INTERNAL AUDITOR'S REPORT FOR FINANCIAL YEAR ENDING 31 MARCH 2017 (COPY TO ALL COUNCILLORS 11 MAY 2017)**

The Internal Auditor's report had been circulated prior to the meeting and the issues raised were briefly discussed and noted. A proposal was received, seconded and voted in favour of approving the Internal Auditor's report and that a Finance Committee meeting being held as soon as practicable, to discuss the Report more fully.

**RESOLVED: That the Internal Auditor's report be approved and that a meeting of the Finance Committee be held as soon as practicable, to discuss the Report more fully.**

*(Power used: Local Audit and Accountability Act 2014 s20)*

**17/017 TO RECEIVE AND APPROVE THE ANNUAL GOVERNANCE STATEMENT FOR FINANCIAL YEAR ENDING 31 MARCH 2017**

The Chair itemised the Annual Governance Statement and Councillors voted in favour of all nine categories of the document. A proposal was received, seconded and voted in favour of approving the Annual Governance Statement for the financial year ending 31 March 2017

**RESOLVED: That the Annual Governance Statement for the financial year ending 31 March 2017 be approved.**

*(Power used: Accounts and Audit Regulations 2015 reg 6)*

**17/018 TO RECEIVE AND APPROVE THE ACCOUNTING STATEMENTS FOR FINANCIAL YEAR ENDING 31 MARCH 2017**

The Chair also itemised the Accounting Statements and Councillors approved all eleven sections of the document. A proposal was received, seconded and voted in favour of approving the Accounting Statements for the financial year ending 31 March 2017.

**RESOLVED: That the Accounting Statements for the financial year ending 31 March 2017 be approved.**

*(Power used: Accounts and Audit Regulations 2015 reg 12)*

**17/019 TO APPROVE DATES OF COUNCIL MEETINGS FOR THE 2017 – 2018 MUNICIPAL YEAR**

The schedule of Council meetings to be held on the third Wednesday of the month, with the possible exception of August and December was received, with the meetings to be held in rotation at Selborne, Oakhanger and Blackmoor village halls. The Locum Clerk was asked to confirm that the halls were available on these dates. A proposal was received, seconded and voted in favour of approving the Council meeting dates received.

**RESOLVED: That Selborne Parish Council meets on the third Wednesday of the month, with the possible exception of August and December, in rotation at Selborne, Oakhanger and Blackmoor village halls.**

**17/020 TO APPROVE MEMBERSHIP SUBSCRIPTIONS 2017 – 2018**

A query was received as to whether Selborne Parish Council should pay the subscriptions to the Society of Local Council Clerks (SLCC). The Locum Clerk advised that it is usual for local councils to pay their permanent Parish Clerk's subscriptions, but that now the trade union named the Association of Local Council Clerks (ALCC) had been formed, there was an expectation that Clerks would choose whether to join the union and therefore pay their own

subscriptions. A proposal was received, seconded and voted in favour of approving the membership subscriptions for the Hampshire Association of Local Councils (HALC), the National Association of Local Councils (NALC), the Campaign for the Protection of Rural England (CPRE) and Hampshire Playing Fields Association (HPFA).

**RESOLVED: That Selborne Parish Council subscribes to the Hampshire Association of Local Councils (HALC), the National Association of Local Councils (NALC), the Campaign for the Protection of Rural England (CPRE) and Hampshire Playing Fields Association (HPFA).**

#### **17/021 TO APPOINT MEMBERSHIP OF THE FINANCE COMMITTEE**

A proposal was received, seconded and voted in favour of appointing Cllrs Mrs Bennett, Mrs Palmer, Dr Ravenscroft, Rooke and Smith to the Finance Committee.

**RESOLVED: That Cllrs Mrs Bennett, Mrs Palmer, Dr Ravenscroft, Rooke and Smith be appointed to the Finance Committee.**

#### **17/022 TO APPOINT MEMBERSHIP OF THE PLANNING COMMITTEE**

A proposal was received, seconded and voted in favour of appointing all Councillors to the Planning Committee.

**RESOLVED: That all Councillors be appointed to the Planning Committee.**

#### **17/023 TO APPOINT MEMBERSHIP OF THE TRAFFIC WORKING GROUP**

A proposal was received, seconded and voted in favour of appointing Cllrs Miss Clay, Mrs Irwin-Brown, Masson, Mrs Palmer and Smith to the Traffic Working Group.

**RESOLVED: That Cllrs Miss Clay, Mrs Irwin-Brown, Masson, Mrs Palmer and Smith be appointed to the Traffic Working Group.**

#### **17/024 TO APPOINT MEMBERSHIP OF THE PERSONNEL COMMITTEE**

A proposal was received, seconded and voted in favour of re-naming the Personnel Committee to the Human Resources Committee and appointing Cllrs Mrs Bennett, Miss Clay, Mrs Palmer and Dr Ravenscroft to the Human Resources Committee.

**RESOLVED: That the Personnel Committee is re-named the Human Resources Committee and that Cllrs Mrs Bennett, Miss Clay, Mrs Palmer and Dr Ravenscroft to the Human Resources Committee.**

#### **17/025 TO APPOINT MEMBERSHIP OF THE APPEALS PANEL**

The Locum Clerk advised that in many local councils, an appeal panel is appointed which can be called upon to deal with any human resources issues which may require an appeal process to be invoked. A proposal was received, seconded and voted in favour of deferring this issue.

**RESOLVED: That the appointment of the Appeals Panel is deferred.**

#### **17/026 TO APPOINT FOOTPATHS REPRESENTATIVE**

It was highlighted that HCC has an online facility to report problems with footpaths and as there were many footpaths within the parish, this would be a useful tool to use. It was also noted that the Lengthsman's role was linked to this issue and it was suggested that an article could be placed in the local village publications to encourage the public to report any

problems. A proposal was received, seconded and voted in favour of appointing Cllr Masson as the Footpaths Representative.

**RESOLVED: That Cllr Masson be appointed as the Footpaths Representative.**

#### **17/027 TO APPOINT TREE REPRESENTATIVE**

An enquiry was raised as to when a tree survey was conducted for Selborne Parish Council's areas of responsibility and the Locum Clerk was asked to check for this information. A proposal was received, seconded and voted in favour of appointing Cllr Earney as the Tree Representative.

**RESOLVED: That Cllr Earney be appointed as the Tree Representative.**

At 10.00pm, a proposal was received, seconded and voted in favour of suspending Standing Orders for a further thirty minutes to allow the meeting to continue.

**RESOLVED: That Standing Order be suspended for a further thirty minutes to allow the meeting to continue.**

#### **17/028 TO APPOINT SELBORNE RECREATION GROUND COMMITTEE REPRESENTATIVE**

A proposal was received, seconded and voted in favour of appointing Cllr Dr Ravenscroft as the Selborne Recreation Ground Committee Representative.

**RESOLVED: That Cllr Dr Ravenscroft be appointed as the Selborne Recreation Ground Committee Representative.**

#### **17/029 TO APPOINT SELBORNE, OAKHANGER AND BLACKMOOR VILLAGE HALL REPRESENTATIVES**

Concern was expressed at how the Selborne Village Hall was currently run, with little information being made available about the notice of committee meetings and transparency of the accounts, together with the conditions within the governing document being made known. A proposal was received, seconded and voted in favour of deferring this appointment.

A proposal was received, seconded and voted in favour of appointing Cllr Rooke as the representative to Blackmoor Village Hall.

It was noted that the village hall at Oakhanger was well run, but a proposal was received, seconded and voted in favour of deferring the appointment of a representative.

**RESOLVED: That Cllr Rooke be appointed as representative to Blackmoor Village Hall and the appointment of a representative to Selborne and Oakhanger Village Halls be deferred.**

#### **17/030 TO APPOINT PASSENGER TRANSPORT REPRESENTATIVE**

This was a new appointment requested by HCC, which was noted.

#### **17/031 TO APPROVE INSURANCE POLICY RENEWAL FOR 2017 – 2018**

The Locum Clerk advised that the insurance policy renewal was due on 1 June 2017 and Selborne Parish Council had previously entered into a long term agreement with its current broker Came and Company, which would expire on 31 May 2019. A proposal was received,

seconded and voted in favour of accepting the annual premium due of £1382.67, including insurance premium tax.

**RESOLVED: That the insurance premium due of £1382.67 be approved.**

*(Power used: Local Government Act 1972 s111)*

**17/032 TO RECEIVE UPDATED INFORMATION REGARDING SELBORNE RECREATION GROUND WORKS (REFERRED FROM COUNCIL 19 APRIL 2017)**

Mr Pead had provided an extensive update during Public Question Time and Members felt that this item had been adequately covered at that time.

**17/033 TO DISCUSS LENGTHSMAN'S TASKS**

A suggestion was received that if the grass cutting contract did not include strimming around the flower beds and trees, that these items could be conducted by the Lengthsman. In addition, it was felt that the Lengthsman could clear the culvert on the northern boundary of Selborne Recreation Ground.

**17/034 TO DISCUSS PARTICIPATION IN THE JO COX FOUNDATION GREAT GET TOGETHER EVENT 16 – 18 JUNE 2017**

The Chair commented that an article had been placed in the local village magazines to raise awareness of this event and that the Selborne Recreation Ground Committee were fully committed to the ongoing improvements. However, it would be encouraging if all three villages within the parish could get together for a community event in the future.

**17/035 REPORTS AND ISSUES (FOR INFORMATION ONLY)**

- (i) **To receive invitation to attend the HCC Annual County Service to be held on 18 June 2017 at Winchester Cathedral, commencing at 3.30pm (response required by 26 May 2017).** This invitation was noted.
- (ii) **To receive notice of the Liss Neighbourhood Plan Public Hearing to be held on 30 June 2017 at Liss Village Hall, commencing at 10.00am.** This notice was received.
- (iii) **To receive invitation to attend EHDC Environmental Services workshop to be held at Penns Place, Petersfield on 13 June 2017, commencing at 6.30pm.** This event was noted.
- (iv) **To receive notice of EHDC Strategic Housing Land Availability Assessment Call for Sites (response required by 30 May 2017).** Councillors had nothing further to add to this notice.

**17/036 DATE OF NEXT MEETING WEDNESDAY 21 JUNE 2017**

The next meeting was scheduled to take place on Wednesday 21 June 2017 at Oakhanger Village Hall, commencing at 7.30pm.

**17/037 TO RECEIVE RESOLUTION TO EXCLUDE MEMBERS OF THE PUBLIC AND PRESS FROM CONFIDENTIAL MATTERS TO BE DISCUSSED 'THAT IN VIEW OF THE CONFIDENTIAL/SPECIAL NATURE OF THE BUSINESS ABOUT TO BE TRANSACTED, IT IS IN THE PUBLIC INTEREST THAT THE PUBLIC AND PRESS BE TEMPORARILY EXCLUDED AND THEY ARE INSTRUCTED TO WITHDRAW'**

A proposal was received, seconded and voted in favour of excluding the public and press from the meeting.

**RESOLVED: That the public and press be excluded from the meeting.**

*(Power used: Public Bodies (Admission to Meetings) Act 1960 s2)*

**17/038 TO RECEIVE UPDATED INFORMATION REGARDING RECRUITMENT OF PARISH CLERK**

After a short discussion, Members asked the Locum Clerk to approach the East Hampshire District Association of Parish & Town Councils (EHAPTC). A proposal was received, seconded and voted in favour that the Human Resources Committee be appointed to conduct the selection process.

**RESOLVED: That the Human Resources Committee be appointed to conduct the selection process.**

**17/039 TO RECEIVE WRITTEN COMPLAINTS REGARDING PARISH COUNCILLOR'S CONDUCT**

The Locum Clerk advised that she had received letters of complaint regarding a Parish Councillor's conduct and had subsequently spoken with the Monitoring Officer at EHDC. The Monitoring Officer would investigate the complaints directly, in accordance with Selborne Parish Council's adopted policy.

The meeting closed at 10.30pm.