

To All Members of Selborne Parish Council

You are hereby summoned to attend the Meeting of Selborne Parish Council to be held remotely on Wednesday 20<sup>th</sup> January 2021 at 7.30pm, using the Zoom video conferencing platform, for the purpose of transacting the following business.

*J. Ives*

Clerk

14<sup>th</sup> December 2021



### Joining Instructions

Click on link to join meeting: <https://us02web.zoom.us/j/88416947492>

Dial in to meeting: 0203 481 5240

Meeting ID: 884 1694 7492

## AGENDA

1. **APOLOGIES FOR ABSENCE:** To receive and note apologies for absence
2. **CHAIRMAN'S ANNOUNCEMENTS**
3. **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.*
4. **APPROVAL OF MINUTES:** To receive and approve the minutes of the Parish Council Meeting held on 16<sup>th</sup> December 2020
5. **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
7. **PLANNING APPLICATION:** To agree a response to the following planning applications:  
**SDNPA/20/05624/TCA The Old Vicarage, High Street, Selborne GU34 3JQ** **Comments by 01/02/21**  
Sycamore – pollard at 3.5m leaving a finished height of 3.5m  
  
**21876/060 Land to the rear of The Old Stables, Oakhanger Farm, Oakhanger Road** **Comments by 20/01/21**  
**(Extension granted to 25/01/21)**  
Outline Application - Extension to existing employment area comprising the reception of up to 2,820 sqm. of employment space within Class E with associated parking and landscaping (all matters reserved except access)  
  
**56230/006 Red Lion Public House, Oakhanger Road, Oakhanger GU35 9JQ** **Comments by 27/01/21**  
Installation of 10 metre pole, 8.5 - 9 metres above ground level following removal of two existing poles  
  
**33619/007 Development of an Energy Recovery Facility & Associated Infrastructure at Alton Materials Recovery Facility, A31, Alton GU34 4JD** **Comments by 29/01/21**  
To consider and agree a response to further information provided regarding the application
8. **FINANCIAL REPORT:**
  - a) To receive a Financial Report from the Clerk
  - b) To note all payments and receipts since the 20<sup>th</sup> December 2020 and to approve payment schedule for current payments
9. **GRANT APPLICATION:** To consider a grant application request from King's World magazine

10. **PLANNING CHAIRMAN:** To appoint a Chairman to the Planning Committee
11. **TREE WORKS:** To consider quotations for works to parish owned trees following a tree survey and appoint a contractor
12. **TRAFFIC WORKING GROUP:** To review and agree terms of reference and appoint a new member (if required)
13. **RISK MANAGEMENT SCHEDULE:** To review and agree the risk management schedule
14. **B3006 HIGH STREET SELBORNE CARRIAGEWAY RESURFACING:** To note the upcoming roadworks and consider any response to Hampshire Highways (Cllr Ashcroft)
15. **FOOTPATH MAPS:** To consider a proposal to supply footpath maps to every household in the parish and agree funding (Cllr Palmer)
16. **BROADBAND:** To consider whether to take action regarding broadband supply in the parish (Cllr Ashcroft)
17. **ROAD GULLIES B3006:** To consider whether action needs to be taken regarding gullies on B3006 (Cllr Ashcroft)
18. **ACTION LIST:** To note outstanding actions from previous meetings
19. **REPORTS FROM COUNCIL REPRESENTATIVES ON WORKING GROUPS/OUTSIDE BODIES:** To hear reports from councillors on working groups and outside bodies
20. **DISTRICT COUNCILLOR REPORT:** To receive a report on matters affecting the Parish
21. **DATE OF NEXT MEETING:** The next meeting is scheduled for Wednesday 17<sup>th</sup> February 2021. The next Planning Committee meeting is scheduled for Wednesday 3<sup>rd</sup> February 2021.
22. **EXCLUSION OF MEMBERS OF THE PUBLIC AND PRESS**  
The Motion "In accordance with the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting by reason of the confidential nature of the business to be transacted"

The exempt session is to consider recommendations from the Staffing Committee relating to the Clerk's employment contract.

## **Appendix 1: Financial Report**

### **Bank Balances as at 31<sup>st</sup> December 2020**

Current Account	£ 8,937.40
Deposit Account	£72,520.22
<b>Total at bank</b>	<b>£81,457.62</b>

### **Receipts since last meeting**

EHDC CIL contribution	£ 3,980.47
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### **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 £53,477.15**

### **Bank Reconciliations**

The bank reconciliations were checked and agreed by Cllr Ashcroft for December 2020.

**Appendix 2: Payment Schedule**

<b>Invoice date</b>	<b>Payee</b>	<b>Description</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
	<b><u>PAYMENTS MADE</u></b>				
17/12/20	Liphook Bakery	St Thomas Bread loaves	£74.52	£0.00	£74.52
	<b><u>PAYMENTS TO BE MADE</u></b>				
04/01/21	P J Grace	Plestor/High Street leaf clearance	£345.00	£69.00	£414.00
21/12/20	Idverde	Bin emptying Oct-Dec 2020	£139.23	£27.84	£167.07
31/01/21	Clerk	Salary January 2021	£966.24	£0.00	£966.24
31/01/21	HMRC	Tax/NI liability mth 10	£311.33	£0.00	£311.33
31/01/21	Hampshire Pension Services	Pension mth 10 'EE & 'ER	£304.51	£0.00	£304.51
		<b>TOTALS FOR MONTH</b>	<b>£2,140.53</b>	<b>£96.84</b>	<b>£2,237.67</b>

### **Appendix 3: Traffic Working Group Draft Terms of Reference**

1. The Working Group will consist of at least 3 councillors determined by the Council. Membership is to be determined by the parent body at its Annual meeting or at a normal full Council meeting.
2. The working group may invite up to 2 members of the public to attend meetings in an advisory capacity on an ad-hoc usually temporary basis.
3. Parish Council members not elected as part of the working group may attend any meeting of the working group.
4. At its first meeting of the working group members shall appoint an elected member as Lead Member who should ensure the entire working group's members are kept informed and involved with progress and act as the primary reporting channel back to the Council.
5. In accordance
6. with Standing Orders, members of the working group are not permitted to act on behalf of the Council and can only act in accordance with resolutions made by the Council.
7. In line with the task set by the Council, the purpose and remit of the working group is to:
  - a. Formulate proposals for highway improvements, with due regard to planning criteria and existing commitments, and submit them to the Parish Council for approval
  - b. Research potential sources of funding streams for traffic projects
  - c. Interrogate data from the Vehicle Activated Sign (VAS) placements throughout the Parish and provide data to the Council on a quarterly basis
  - d. On an annual basis, make recommendations to Council for placement of the VAS throughout the Parish
  - e. Identify other means for the monitoring of speed and volumes of traffic throughout the Parish and make recommendations to the Council
  - f. Liaise with the Speedwatch teams and others to ensure traffic monitoring is carried out effectively throughout the Parish
  - g. Identify any individuals or groups or bodies that may be able to assist in the implementation of traffic alleviation measures in the Parish and submit the names of these to the Council for consideration and agreement of next steps
  - h. Review previous traffic studies/reports on a regular basis to ascertain if they can be brought forward for further consideration or implementation
8. The group does not have delegated powers to make decisions on behalf of the Council nor should exceed its purpose and remit (above) without the parent body's sanction to a change to this Terms of Reference.
9. The group reports to the Council.
10. The group shall provide timely reports to the parent body in the following manner:
  - a. Minutes of meetings shall be reported to full Council
  - b. Reports containing details of any activities of the group separate from meetings should be made to Council on a monthly basis
11. Meetings of the working group are not usually but may be public meetings

### **Traffic Working Group Current Membership**

Cllr Clay  
Cllr Irwin-Brown  
Cllr Masson  
Cllr Smith  
Vacancy

**Appendix 4: Risk Management Schedule**

<b>RISK MANAGEMENT SCHEDULE JANUARY 2021</b>					
<b>Area</b>	<b>Risk</b>	<b>Control Measures</b>	<b>Review/Assess</b>	<b>Rating</b>	<b>Responsible</b>
<b>Financial</b>	Inadequate records/ financial irregularities	Council uses Financial Regulations which set out the requirements based on Model Regulations from NALC. Council must appoint a competent Internal Auditor. Financial records are externally audited by way of the annual AGAR. Council operates a system of internal control.	Existing procedure adequate. Financial Regulations updated August 2020. Internal audit completed.	MEDIUM	Council
	Failure to ensure that the annual precept results from an adequate budgetary process	Appoint a Budget Working Group in September each year to work with the Clerk to make recommendations on a proposed budget for agreement by full Council.	Working party recommended budget to Council December 2020.	MEDIUM	Council
	Bank errors	The Council has Finance Regulations which set out banking requirements. The Clerk reconciles the bank account(s) on a monthly basis.	Monthly reconciliations agreed by councillors.	LOW	Clerk/Council
	Loss of signatories	The Council should have at least 5 bank signatories and will agree replacement signatories when required.	Currently DA, HC, SB are bank signatories. JC to complete application. Additional councillors to be appointed.	MEDIUM	Council
	Reserves too high / too low	Practitioners Guide advises reserve balance must not exceed the Precept but should be sufficient to allow the Council to operate if expected precept is not received. Monies held over and above this amount should be earmarked funds.	Existing procedure adequate.	LOW	Council
	Illegal activity/fraud or payments	Ensure level of Fidelity Insurance is adequate and review annually. All payments to be reported to Council and resolved in accordance with Financial Regulations.	Payments approved and minuted monthly.	LOW	Clerk/Council
	Cash handling	Cash is seldom received. Cash to be paid into the bank account as soon as practically possible.	Existing procedure adequate.	LOW	Clerk
	Reporting: Information communications / compliance	The schedule of payments is approved at each Council meeting	Existing procedure adequate.	LOW	Clerk
	Grants Payable: Power to pay / Authorisation of the Council to pay	All such expenditure goes through the required process of approval, minuted and listed accordingly.	All grants approved by council during the year.	LOW	Clerk

	Grants, Donations, Developers Contributions Received	The Council does not presently receive any regular grants. One-off grants would come with terms and conditions to be satisfied. All receipts to be notified to Council.	Any grants received are noted by Council.	LOW	Clerk
	Charges for Allotments	The Council collects fees in respect of the allotments annually in April by email invoice. Signed contracts are held by the Clerk.	Existing procedure adequate.	LOW	Clerk
	Best Value Accountability: Work awarded incorrectly / overspend on services	All contracts, quotations and tenders should be in accordance with Financial Regulations. Any issues should be reported to Council at the earliest opportunity.	Existing procedure adequate.	LOW	Clerk
	Salaries paid incorrectly	The Council authorises the appointment of all employees through its meetings. Salary rates are assessed annually by the Council. All staff have a contract and job description. Salaries are paid monthly and reported to Council through the monthly payment schedule. The Clerk is responsible for making timely payroll calculations through the HMRC RTI system and Council are responsible for approving salaries/payments in accordance with Financial Regulations.	All salary, HMRC & pension payments have been approved and minuted by Council. Corrections currently being made to anomalies in Clerk's contract.	LOW	Clerk / Council
	VAT Reclaim: Requirements of HMRC not met	The Clerk should make VAT reclaims on a regular basis, at least annually, but more often where large expenses have been made. All VAT reclaims should be notified to Council.	Existing procedure adequate.	LOW	Clerk
	Councillor Expenses	Councillors should claim all approved expenses using a current expense form. Payment of expenses must be approved by Council in accordance with the making of payments as described in Financial Regulations.	Existing procedure adequate.	LOW	Council
<b>Business Continuity</b>	Incapacity / Absence/Resignation of Clerk	The Council should immediately advertise any vacancy (if permanent loss) and consider employing a locum Clerk for cover. They should ensure that budget provision is in place for employment of a locum Clerk.	Existing procedure adequate.	MEDIUM	Council
	Loss or damage to Council records through theft / fire / damage. Inability to access records	Minutes, Agendas and policies are held on the Council's website, on the Clerk's laptop and signed minutes in the Minute book held at the Clerk's home. Relevant records to be transferred to County Archive on a regular basis..	Existing procedure adequate. Draft minutes/approved minutes have all been published.	LOW	Clerk

	Security of Data (IT systems and support)	Any confidential documents are securely destroyed. The Council's computers are password protected and have anti-virus software. The Council is registered with the Information Commissioner's Office and has Data Protection policies in place.	Existing procedure adequate.	LOW	Clerk/
	Failure to retain or secure the necessary number of members of the Council	Clerk to monitor attendance at meetings and note any failure to attend for six months. The Clerk should use the District Council's policy for casual vacancies in the case of failure to attend or resignation of councillor(s)	Existing procedure adequate.	LOW	Clerk
	Election Costs	Risk is higher in an election year. When a scheduled election is due, the Clerk will obtain an estimate of costs from the District Council. There are no measures which can be adopted to minimise the risk of having elections as this is a democratic process. The Council has earmarked funds to part fund any election costs. If this is insufficient at any time the shortfall will be met from general reserves.	Existing procedure adequate	LOW	Council
<b>Legal</b>	Freedom of Information	The Council should ensure it has adopted the ICO Model Publication Scheme which should be on the website and available to members of the public in hard copy form on request.	Updated this financial year. No FOI requests received	LOW	Clerk
	Governing policies not up to date	All policies are reviewed annually by the Council and Clerk	Policies have been reviewed and adopted over this year.	LOW	Clerk
	Failure to ensure that all employees are paid in accordance with Council regulations and are adequately monitored. Failure to comply with Inland Revenue and HMRC regulations	The Clerk has a contract of employment and job description. Salaries, Pensions and NI contributions and Tax are authorised by Council.	Errors during employment of Clerk are being corrected in terms of employment contract. Salary was corrected during the year.	LOW	Clerk/Council
	Declarations of Interest	Councillors are required to declare where they have an interest in any item of business and this is recorded in the Minutes.	Existing procedure adequate.	LOW	Councillors
	Members Register of Interests	All councillors must submit a Register of Interest form to EHDC within the required legal timescales. It is a councillor's responsibility to update their Register of Interests if necessary.	Existing procedue adequate	LOW	Councillors



Minutes, Agendas, Notices & Statutory Documents: Accuracy and legality; business conduct	Minutes and Agendas are produced in the prescribed method by the Clerk and adhere to the legal requirements and best practice guidelines. Minutes are approved and signed at the following meeting. Minutes and agendas are displayed according to the legal requirements.	Existing procedures adequate.	LOW	Clerk
Data Protection / GDPR	The Council must continue its registration with the Information Commissioner and review GDPR policies regularly	Renewed in year and policies reviewed	LOW	Clerk
Lack of knowledge of regulations and legislation	Ensure that a Code of Conduct, Standing Orders and Financial Regulations any other required policies are in place and are reviewed annually. The Clerk and other members of staff should be provided with relevant training, reference books and access to assistance and legal advice required to carry out their role.	Policies reviewed and adopted in year. Training offered on a regular basis.	LOW	Clerk/Council
Action by the Council of actions outside its powers according to legislation	Clerk to monitor relevant legislation and report to Council. Seek advice from other bodies where required.	Existing procedure adequate.	LOW	Clerk
Accuracy & Legality of Minutes	Minutes are presented to the next council meeting for approval. Minutes are produced for all meetings. Minutes are posted on the website.	All minutes have been approved.	LOW	Clerk
Written communication to third parties	All formal written communication/emails should be directed through the Clerk and may be signed by the Chairman or Vice Chairman when necessary.	Existing procedure adequate.	LOW	Clerk
Engagement by Members in the operation and activities of the Council	Take every opportunity to publicise the role of the Council through the Clerk using website, noticeboards, parish magazines and Facebook. Councillors are not permitted to speak on behalf of the Council.	All written communication takes place through the Clerk	LOW	Clerk
Inadequate insurance cover for members and Clerk	To be reviewed annually when insurance renewal is due making sure that any new assets are included and any assets disposed of are removed.	Insurance renewed in year	LOW	Clerk
Failure to identify, value and maintain all assets of the Council and ensure that asset and investment registers are complete	Record and maintain a record of all assets for which the Council is responsible and include in the year end accounts. Arrange for annual review of valuations where necessary and arrange for professional valuation where appropriate. Ensure the asset register includes new items purchased, and excludes items disposed of in year. Ensure Council reviews the Asset Register prior to year end on an annual basis.	Asset Register reviewed in year	LOW	Clerk

	Adoption and implementation of appropriate legislation	Clerk to have appropriate legislation available. Review liabilities and responsibilities periodically at Council meetings. Clerk to attend training and conferences and to read sector publications and keep up to date.	Existing procedure adequate.	LOW	Clerk
	Council unable to make decisions due to Covid-19 pandemic	Keep delegation scheme in place until such time as risk of Covid-19 is completely minimised.	Delegation scheme in place adequate	MEDIUM	Council
<b>Assets &amp; Property</b>	Loss or damage to Assets. Risk/damage to third party	Regular inspections should be made of all Council property and assets. Independent visual safety checks of equipment in the play areas undertaken monthly and annually by an Inspector. Any repairs undertaken by a competent person. Public liability insurance is in place.	Play inspections carried out in year and insurance in place	LOW	Clerk
	Poor maintenance of assets or amenities	All assets owned by the Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Council.	Existing procedure adequate.	LOW	Clerk
	Employment of Contractors	Ensure that all contractors hold sufficient public liability insurance and health and safety certificates.	Existing procedure adequate.	LOW	Clerk
	Adequacy of meeting location. Health & Safety.	Council meetings will be held in the village halls, which is a venue considered to have all the appropriate facilities for the Clerk, Councillors and general public.	All meetings this year have been held online due to Covid-19 pandemic.	LOW	Clerk
	Recreation Ground not adequately managed	Ensure the Council fosters and maintains a good relationship with the Recreation Committee who managed the land. Ensure that any problems are dealt with promptly and effectively. Ensure that the Council appoints a Recreation Ground representative each year who will attend Recreation Committee meetings and report back to Council after each meeting.	Existing procedure adequate	MEDIUM	Clerk
	Financial risks to Council due to Covid-19 pandemic	Financial loss due to Covid-19 pandemic	No losses incurred as Council does not own assets that are income generating	LOW	Clerk

## **Appendix 5: B3006 High Street Selborne Carriageway Resurfacing**

Letter below from Hampshire Highways to Selborne residents dated 15<sup>th</sup> December 2020

### **EH838 – B3006 High Street, Selborne – Carriageway Resurfacing – Night Working Advance Notification**

As part of Operation Resilience, Hampshire County Council's programme to make Hampshire's roads more resilient to the effects of extreme weather and heavy traffic, this letter is to advise you that we will be undertaking carriageway resurfacing on the B3006 High Street, Selborne, from approximately 100m south of the junction with Gosling Croft up to the junction with the Ketchers Field.

Currently the works are programmed for the end of February 2021, and are estimated to take up to 2 weeks to complete. Prior to this repair works will be carried out in preparation for the resurfacing scheme.

Due to the nature of the work, for safety reasons, and to minimise further impact on the economic recovery of the local businesses after a particularly difficult period, the works will be carried out under road closures at night, during which time the road will be closed to vehicular traffic between 20:00 and 06:00hrs. A signed diversion route will be in place.

As a resident, you are receiving this letter to inform you that, due to the close proximity of your property to the works, you are within an area which may experience some noise disturbance overnight. We are aware of the issues created by night working and will endeavour to keep noise to a minimum during the works.

Approximately 2 weeks prior to works commencing, you will receive a further letter confirming the start date and working hours.

Thank you for your co-operation, and if you need more information regarding these works, you can using any of the options below.

web - <https://one.network/?tm=GB118350381>

email - [roads@hants.gov.uk](mailto:roads@hants.gov.uk)

call - 0300 555 1388

## **Appendix 6: Footpath Maps**

Proposal for supply of maps to each household in the Parish.

Normal retail price	£3.99 each
Special price	£2.66 each

### **Properties in the Parish**

Oakhanger	118
Blackmoor	150
Selborne	310
<b>Total</b>	<b>578</b>

### **Costs**

578 x £2.66	£1,537.48
Letter printing	£ 150.00
<b>Total</b>	<b>£1,687.48</b>

Prices are based on maps being hand delivered by parish councillors to each household.

### **Clerk's advice**

The above item has not been included in this year's budget so would need to be paid from council general reserves. There is sufficient money in reserves to cover this cost.

## Appendix 7: 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	16/09 LR will discuss quotes with working party
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	19.147	Carry out repairs to historical map at The Old Vicarage	L Roberts	16/09 LR has map & glass. Will give costs for repair to Clerk.
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	15/10 HC & DA set up. JC outstanding. Other councillors still to be added
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		Nov - meeting held and follow up in January 2021
Jul-20	20.45	Review allotment agreement in March 2021 to follow standard agreement	Clerk	
Aug-20	20.65	Write to Tim Slaney re planning responses	M Palmer	
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	10/12 email
Nov-20	20.154	Set up list of community groups	Clerk & C McMeekan	
Dec-20	20.185	Publish VAS data on Facebook, website once unit accuracy checked	Clerk	