

**DRAFT MINUTES OF THE MEETING OF SELBORNE PARISH COUNCIL, VIRTUAL MEETING,
HELD ON WEDNESDAY 17th FEBRUARY 2021 AT 7.30PM**



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

Also present: Jane Ives, Clerk
1 member of the public

20.228 Apologies for Absence: Cllr M Smith

20.229 Chairman's Announcements: The Chairman noted the resignation of the Clerk and thanked her for her contribution to the Council over the past 15 months. He also thanked Cllr Ashcroft for his grant, as a District Councillor, towards the cost of footpath maps for residents. He further advised the Council that he would soon be moving away from the Parish.

20.230 Declarations of Interests: There were none

Cllr Ashcroft joined the meeting at 7.37pm

20.231 Approval of Minutes: It was **RESOLVED** to approve the minutes of the Parish Council meeting held on 20th January 2021

The meeting was adjourned for public questions

20.232 Public Questions: There were none

20.233
The meeting was reconvened

20.234 Planning Applications: The following planning application submitted by Selborne Parish Council was noted:
SDNPA/21/00361/TCA Land at The Plestor, High Street, Selborne
T105 Sycamore – Pollard further to reduce pollard points up to 1m lower/less than previous points. Pollard 1-1.5m above crown break leaving lateral scaffold limbs of no longer than 1.3m. T106 Oak – remove dead wood and crown lift over footpath to 2.5m.

20.235 Financial Report: The Clerk provided balances and receipts since the last meeting in January as follows:

Bank Balances as at 31st January 2021

Current Account	£ 6,534.25
Deposit Account	£72,520.22
Total at bank	£79,054.47

Receipts since last meeting

£0

Bank Transfers

Deposit to Current £0

Earmarked Reserves

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

Total General Reserves £51,074.00

Bank Reconciliations

The bank reconciliations were checked and agreed by Cllr McMeekan for January 2021.

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

Invoice date	Payee	Description	Net	VAT	Gross
	PAYMENTS MADE				
25/01/21	King's World Magazine	Grant 2020/21	£240.00	£0.00	£240.00
	PAYMENTS TO BE MADE				
26/01/21	Parish Online	Mapping service	£100.00	£20.00	£120.00
08/01/21	Parish Council Websites	Balance for website/hosting charges	£682.30	£136.46	£818.76
03/02/21	HALC	Planning Training D Ashcroft/E Briggs	£90.00	£18.00	£108.00
26/02/21	Clerk	Salary Feb '21 (final payment)	£1,418.96	£0.00	£1,418.96
26/02/21	HMRC	Tax/Ni liability mth 11	£629.60	£0.00	£629.60
26/02/21	Hampshire Pension Services	Pension mth 11 'EE & 'ER	£478.21	£0.00	£478.21
11/02/21	Clerk	Expenses (mileage & stationery)	£121.37	£8.04	£129.41
		TOTALS FOR MONTH	£3,760.44	£182.50	£3,942.94

- 20.237 Grant Application:** It was **RESOLVED** to approve a grant application for 2021/22 for Citizens Advice Bureau for £500.
- 20.238 Website:** The Clerk reported that the new website is up and running but requires a lot of content updating, including photographs. The Chairman thanked Cllrs Carter, Clay & McMeekan for their contributions to date. The Clerk requested councillors review the website and send any updates. Cllr Carter had already sent some photographs but Cllr Bennett will try and source some more.
- 20.239 Planning Vice Chairman:** It was **RESOLVED** to appoint Cllr Roberts as the Vice Chairman of the Planning Committee until the next Annual Meeting in May 2021.
- 20.240 Queen's Platinum Jubilee 2022:** It was **RESOLVED** to set up a working party consisting of Cllrs Ashcroft (lead member), Bennett, McMeekan and Roberts to look at options for celebrating the Jubilee across the Parish. Recommendations will be brought back to Council.
- 20.241 Planter Troughs in Selborne:** Cllr Ashcroft offered some wooden troughs to be used for flower planting at the buildouts at either end of Selborne. The Clerk will speak to Highways about seeking permission for the locations and maintenance costs would also need to be assessed.
- 20.242 Clean & Green Proposal:** It was **RESOLVED** to set up a working party consisting of Cllr O'Donnell (lead member) and Cllr Masson to investigate carrying out litter picks in all 3 villages on the same day once Covid-19 restrictions allow. The working party could also include the two people who currently litter pick in Selborne. The Clerk will find out from EHDC about borrowing litter picking equipment and a risk assessment will need to be carried out. Cllr Ashcroft offered to support through a District Council grant in the new financial year. The working party should report back to Council.
- 20.243 Hampshire Local Transport Plan:** It was **RESOLVED** to delegate authority to the Traffic Working Group to provide a response to the consultation.
- 20.244 Newton Valence Estate Plan Consultation:** It was **RESOLVED** to delegate authority to Cllrs Carter, Clay and Masson to provide a response to the SDNPA consultation on the estate plan. Separately, the working group will also review the footpaths across the estate and bring their recommendations back to Council.

- 20.245 Plestor Working Group:** The working group reported that they would recommend investigating options to make the Plestor more 'green' with no clear road across to deter drivers. Quotes should now be obtained for this work. No parking signs should be installed where appropriate. The working group recommended consulting the village and in particular residents living on the Plestor. The oak tree grass sown last year has failed and the Clerk will ask the tree surgeon to give some advice when he is on site. Additionally, the Clerk will write to the tree surveyor to see if he has any suggestions for the best way of maintaining the health of the tree.
- 20.246 Goslings Croft Play Area:** Cllr Ashcroft advised councillors that this area was maintained until approximately 6 years ago. The issue regarding ownership of the land needs to be properly investigated. The Clerk will write to Hampshire Legal Services to ask them to help with establishing ownership.
- 20.247 Action List:** The action list was noted.
- 20.248 Reports from Representatives on Working Groups/Outside Bodies:** Cllr McMeekan reported that the renovation works on Oakhanger Village Hall are on target for completion end February.
- 20.249 District Councillor's Report:** Cllr Ashcroft confirmed he had allocated £600 from his grant pot for the Parish Council for footpath maps for residents. He advised about upcoming EHDC meetings. Cllr Ashcroft also encourage the Council to adopt the new Code of Conduct at the earliest opportunity.
- 20.250 Playground at Selborne Recreation Ground:** Cllr Roberts provided an update from the working group and advised that the playground was deteriorating and needed extensive repairs or ideally replacement. She had provided some indicative designs and suggested the cost for replacement, including surfacing, would be approximately £50k.
It was **RESOLVED** in principle to replace the playground but funding would need to be secured. A design/specification will be agreed in consultation with residents. The working group would look into this and make recommendations to Council.
- As the meeting had reached 2 hours, it was **RESOLVED** to extend by 30 minutes*
- 20.251 Parish Clerk Role:** The resignation of the Clerk was noted and her leaving date is 28th February 2021. It was also confirmed that the annual appraisal had been carried out by Cllrs Bennett & Pallmer.
- 20.252 Job Title:** It was **RESOLVED** to amend the job title for the Clerk to Executive Officer & Parish Clerk.
- 20.253 CiLCA Training:** It was **RESOLVED** that the Parish Council would fund CiLCA training for a new Clerk, including training days, but this should not commence until the 6 month probationary period had been successfully completed. A payback arrangement should be agreed whereby a sliding scale of costs should be repaid if the Clerk left within a given period. The Clerk would be expected to complete the qualification within their contracted hours and/or their own time.
- 20.254 Interview Panel:** It was **RESOLVED** to appoint Cllrs Bennett, McMeekan and Roberts to carry out interviews for the Clerk and Locum Clerk roles. Cllr Briggs would be a reserve should one of the others not be able to attend.
- 20.255 Locum Clerk Costs:** It was **RESOLVED** to set a maximum budget of £25 per hour for the costs of a Locum Clerk with mileage expenses paid.
- 20.256 Date of next meeting:** The Chairman advised that the next Council meeting will be held on 24th March 2021, and a Planning Committee meeting on 3rd March 2021.

The meeting closed at 10pm