

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 17th February 2021 at 7.30pm, using the Zoom video conferencing platform, for the purpose of transacting the following business.

J. Ives

Clerk

11th February 2021



Joining Instructions

Click on link to join meeting: <https://us02web.zoom.us/j/84201422076>

Dial in to meeting: 0203 901 7895

Meeting ID: 842 0142 2076

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 20th January 2021
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 note the following application (applicant: Selborne Parish Council):
SDNPA/21/00361/TCA Land at The Plestor, High Street, Selborne **Comments by 03/03/21**
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.
8. **FINANCIAL REPORT:**
 - a) To receive a Financial Report from the Clerk
 - b) To note all payments and receipts since the 20th January 2021 and to approve payment schedule for current payments
9. **GRANT APPLICATION:** To consider a grant application request for 2021/22 for £500 from Citizen's Advice Bureau
10. **WEBSITE:** To hear an update about the new Parish Council website and agree any actions
11. **PLANNING VICE CHAIRMAN:** To appoint a Vice Chairman to the Planning Committee
12. **QUEENS PLATINUM JUBILEE 2022:** To consider how the Parish Council may mark the event (Cllr Ashcroft)
13. **PLANTER TROUGHS IN SELBORNE:** To consider installing planter troughs at pinch points in village (Cllr Ashcroft)
14. **CLEAN AND GREEN PROPOSAL:** To consider a proposal for a communal litter pick across the parish (Cllr O'Donnell)

15. **HAMPSHIRE LOCAL TRANSPORT PLAN:** To consider and agree a response to the consultation
16. **NEWTON VALENCE ESTATE PLAN:** To consider and agree a response to SDNPA regarding the consultation process on the Estate Plan
17. **PLESTOR WORKING GROUP:** To hear an update from the working group and agree any actions
18. **GOSLINGS CROFT PLAY AREA:** To consider ongoing maintenance of this area (Cllr Ashcroft)
19. **ACTION LIST:** To note outstanding actions from previous meetings
20. **REPORTS FROM COUNCIL REPRESENTATIVES ON WORKING GROUPS/OUTSIDE BODIES:** To hear reports from councillors on working groups and outside bodies
21. **DISTRICT COUNCILLOR REPORT:** To receive a report on matters affecting the Parish
22. **PLAYGROUND AT SELBORNE RECREATION GROUND:** Consider a proposal to replace the playground at the Recreation Ground including consideration of specification and funding
23. **PARISH CLERK ROLE:** To note and agree the following:
 - a) To note the resignation of the current Clerk with a leaving date of 28th February 2021
 - b) To note the annual appraisal recently carried out for the Clerk
 - c) To consider amending the job title to Executive Officer & Parish Clerk
 - d) To agree to fund CiLCA training for a new Clerk
 - e) To appoint an interview panel to carry out interviews and make recommendations to Council
24. **APPOINTMENT OF A LOCUM CLERK:**
 - a) To approve an hourly rate, number of hours and expenses for a Locum Clerk
 - b) To delegate authority to a working group to appoint a Locum Clerk
25. **MEETING DATES:** To consider changes to meeting dates up until the Annual Meeting in May 2021
26. **DATE OF NEXT MEETING:** The next meeting is scheduled for Wednesday 17th March 2021. The next Planning Committee meeting is scheduled for Wednesday 3rd March 2021.

Appendix 1: Financial Report

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.

Appendix 2: Payment Schedule

Invoice date	Payee	Description	Net	VAT	Gross
	<u>PAYMENTS MADE</u>				
25/01/21	King's World Magazine	Grant 2020/21	£240.00	£0.00	£240.00
	<u>PAYMENTS TO BE MADE</u>				
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

Appendix 3: Website

Thank you to Cllr McMeekan, Cllr Carter and Cllr Clay who have provided some feedback on the website and for providing content rewrites on some of the pages.

There is quite substantial work still to be done particularly with regards to historical agendas and financial documents. I will work on this as much as I am able and this work should be ongoing for any future Clerk.

Councillors should review the website and submit any suggested amendments to the Clerk. It may be that councillors can take on particular aspects for review.

The councillor page needs to be updated with photos of each councillor.

Appendix 4: Clean and Green Proposal

Proposal from Cllr O'Donnell

Suggestion to have communal litter picks in the 3 locations of Blackmoor, Oakhanger and Selborne.

Why?

To encourage care of our natural surroundings.

To bring residents together.

To promote parish in a positive manner.

To facilitate councillors being accessible to residents.

How?

The suggestion is to have 3 separate times (so could do all 3!) for litter picking for one hour.

The equipment apparently can be provided by East Hants, including grabbers. They also will come and collect the rubbish.

The 3 events could be advertised in our local magazines, on the parish website, village face book pages, posters and in the 2 local schools.

Potential issues?

Is there a need for a risk assessment?

When would be suitable dates? Maybe April time?

Name? – BOS Clean and Green! (Blackmoor, Oakhanger, Selborne Clean and Green!)

Clerk's Comments

- A risk assessment would need to take place which would include general safety guidelines ie being careful on roads, supervising children etc.
- The names of those taking part should be taken in order to satisfy our insurance company.
- Litter picking equipment and bags can be borrowed from EHDC and they will collect the bags after the event from a designated place. Before a date is agreed they should be contacted to check when the equipment is available
- The event cannot take place until Covid-19 guidelines allow. Council should be aware that volunteers are treated as employees for the purposes of such an event.

Appendix 5: Hampshire County Council Local Transport Plan

The County Council is asking for views on a vision, desired outcomes and the guiding principles behind a NEW Hampshire Local Transport Plan. This is the start of a conversation, that will go live in the new year, that we want to have with as wide a group of interested parties as possible to help develop a new transport strategy and plan.

Since 2001, Hampshire's Local Transport Plan has set the objectives, policies and strategy for transport across the County, helping people to maintain their quality of life and go about their daily business. Seven years have now passed since the Plan was last updated, and there is a need to review outcomes and design principles in the changed context of new technologies, the pandemic and increased focus on active lifestyles and the challenges of climate change.

You are invited to influence the early development of the new Local Transport Plan by sharing your views on the emerging:

- **Vision:** What will our transport system look like in 2050?
- **Outcomes:** What are we trying to achieve in terms of climate change, economy, the environment and society?
- **Guiding Principles:** How we will change the way in which we plan and deliver transport?

To view more information and leave your feedback, visit:

<https://www.hants.gov.uk/transport/localtransportplan>

Feedback must be submitted by 28 February 2021

Appendix 6: Newton Valence Estate Plan

Have your say on your local Whole Estate Plan

LUC (Land Use Consultants – <https://landuse.co.uk>) has been appointed to assess the process and development of Whole Estate Plans (WEPs) for the South Downs National Park Authority (SDNPA).

For further information about WEPs, please visit:

<https://www.southdowns.gov.uk/planning-policy/whole-estate-plans/>

To understand the impact that the Newton Valence Estate plan has had on the people who live and work on (or near) the Estate, we are inviting you to take part in a short online survey. This will take no more than 5 – 10 minutes of your time.

The survey will run for 6 weeks from **Monday 8th February – Sunday 21st March**.

The communities local to the Newton Valence Estate are likely to have been consulted during the production of the plans and we would like to understand if and how you were included in the consultation, and how effective you felt this process was.

Your feedback on your experience will help us to assess the impact and challenges of the current process, and will inform any recommendations for future changes in approach.

We look forward to hearing your feedback.

To complete the survey, please visit the below website which will be live from

Monday 8th February – Sunday 21st March.

https://www.surveymonkey.co.uk/r/SDNPA_WholeEstatePlan_Evaluation

If you have any queries regarding this evaluation, please contact Verity Roberts:

Verity Roberts

Principal Landscape Manager, LUC

Verity.Roberts@landuse.co.uk

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	20/01 this will be on Feb PC meeting agenda
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	20/01 LR will give quote 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		01/02 Clerk chased meeting date. Will take place in March.
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	
Jan-21	20.202	MOP questions to TWG for responses	Clerk/TWG	Emailed & waiting for response

Jan-21	20.202	Clerk to write to HCC re blocked gullies	Clerk	22/01 reported. Work to be carried out in March 2021.
Jan-21	20.209	Invite 2 members of Speedwatch to join TWG	Clerk	01/02 emailed invite. 1 new member has come forward.
Jan-21	20.210	Publish risk management schedule	Clerk	01/02 published
Jan-21	20.212	Look into grant funding for Yellow Maps and order	Clerk	28/01 secured £600 from DA