

To All Members of Selborne Parish Council

You are hereby summoned to attend a Meeting of Selborne Parish Council to be held remotely on Wednesday 24th March 2021 at 7.30pm, using the Zoom video conferencing platform, for the purpose of transacting the following business.

J. Ives

Clerk, 18th March 2021



Joining Instructions

Click on link to join meeting: <https://us02web.zoom.us/j/82860977485>

Dial in to meeting: 0203 051 2874

Meeting ID: 828 6097 7485

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 17th February 2021 and the Extraordinary Council Meeting held on 11th March 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
6. **FINANCIAL REPORT:**
 - a) To receive a Financial Report from the Clerk
 - b) To note all payments and receipts since the 17th February 2021 and to approve payment schedule for current payments
 - c) To consider a grant request from Selborne PCC for £500 for churchyard grass cutting
 - d) To consider a grant request from Selborne PCC for £300 for parish magazine
7. **MEETING DATES:** To agree dates for the Annual Meeting and the Annual Parish Meeting
8. **MINUTES FROM MEETINGS HELD 2021/21:** To consider and agree to the Chairman signing all minutes for the current financial year after the resignation of the previous Chairman
9. **APPOINTMENT OF CLERK:** To hear an update from the Staffing Committee regarding the appointment of a Clerk
10. **CODE OF CONDUCT:** To consider the adoption of a new Code of Conduct based on EHDC's new code
11. **PLANTER TROUGHS IN SELBORNE:** To hear an update regarding the proposal to install planter troughs and agree any further actions
12. **NEWTON VALENCE ESTATE PLAN:** To hear a report from the working group appointed to respond to the SDNPA Whole Estate Plan, to hear recommendations and to agree any actions
13. **DEFIBRILLATOR CABINETS:**
 - a) To note the costs of replacing defibrillator batteries and pads
 - b) To consider replacing cabinets in Oakhanger and Blackmoor and approve costs

14. **PLAYGROUND AT SELBORNE RECREATION GROUND:** To consider options for public consultation regarding a new playground
15. **NOTICEBOARD REPLACEMENT:** To consider costs of a replacement noticeboard for Selborne and approve purchase
16. **ALLOTMENT REPRESENTATIVE:** To consider appointing an Allotment Representative for Selborne Recreation Ground Allotments
17. **PLESTOR WORKING GROUP:**
 - a) To consider recommendations for improvements at The Plestor
 - b) To consider carrying out a public consultation prior to any works taking place
18. **TRAFFIC WORKING GROUP:** To receive a report from the Traffic Working Group including updates on VAS data and village gateways and agree any actions
19. **COMMUNICATIONS POLICY:** To consider and adopt a Communications Policy
20. **ACTION LIST:** To note outstanding actions from previous meetings
21. **COUNCIL MISSION STATEMENT & OBJECTIVES:** To consider a mission statement and key objectives for the Council for 2021/22
22. **REPORTS FROM COUNCIL REPRESENTATIVES ON WORKING GROUPS/OUTSIDE BODIES:** To hear reports from councillors on working groups and outside bodies
23. **DISTRICT COUNCILLOR REPORT:** To receive a report on matters affecting the Parish
24. **DATE OF NEXT MEETING:** The next meeting is scheduled for Wednesday 21st April 2021. The next Planning Committee meeting is scheduled for Wednesday 7th April 2021.

Appendix 1: Financial Report

Bank Balances as at 28th February 2021

Current Account	£ 5,785.37
Deposit Account	£72,520.22
Total at bank	£78,305.59

Receipts since last meeting

EHDC grant for maps	£ 600.00
Magdalen College	£ 48.06
Allotment rents	£ 110.00
Total receipts	£ 758.06

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
Total EMR	£27,980.47

Total General Reserves £50,325.12

Bank Reconciliations

The bank reconciliations will be sent out and verified by a councillor prior to the meeting.

Appendix 2: Payment Schedule

Invoice date	Payee	Description	Net	VAT	Gross
	<u>PAYMENTS MADE</u>				
18/02/21	Citizens Advice Bureau	Grant 2021/22	£500.00	£0.00	£500.00
18/02/21	Imperative Training Ltd	Defibrillator supplies	£810.00	£162.00	£972.00
	<u>PAYMENTS TO BE MADE</u>				
26/03/21	Locum Clerk	Salary March '21	£791.44	£0.00	£791.44
26/03/21	HMRC	Tax/NI liability mth 12	£139.60	£0.00	£139.60
11/03/21	Edge IT Systems Ltd	AdvantEdge contract (year 4 of 5)	£282.00	£56.40	£338.40
		TOTALS FOR MONTH	£2,523.04	£218.40	£2,741.44

Appendix 3: Code of Conduct

The following letter was received from Mark Watkins, Deputy Monitoring Officer, at EHDC on 10th March 2021:

Dear colleague

Member Code of Conduct

On 30 January 2019, the Committee on Standards in Public Life (committee) published a report on local government ethical standards. The report follows a consultation by the committee in 2018 as part of its review of standards of behaviour by councillors. Please see the below link to the report.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/777315/6.4896_CO_CSPL_Command_Paper_on_Local_Government_Standards_v4_WEB.PDF

The report made a number of recommendations to improve ethical standards and general governance in a local authority context. It also identifies 'best practice' for councils as a minimum standard for ethical practice. For the purposes of this letter, I draw your attention to two of these:

☐ Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities

☐ Recommendation No 20: Section 27(3) of the Localism Act 2011 should be amended to state that parish councils must adopt the code of conduct of their principal authority, with the necessary amendments, or the new model code

You may be aware that East Hampshire District Council has recently reviewed and revised its code of conduct - see the below link.

<https://cdn.easthants.gov.uk/public/documents/EHDC%20Councillor%20code%20of%20conduct.pdf>

For the sake of completion I also provide a link to the associated complaints process.

<https://cdn.easthants.gov.uk/public/documents/Process%20for%20dealing%20with%20a%20complaint%20-%20EHDC%20Councillors.pdf>

Under the Localism Act 2011, much of the responsibility for standards in town and parish councils belongs to their principal authority; only a principal authority having the power to undertake a formal investigation and decision on an alleged breach of a parish council's code under section 28(6) of the Act.

The committee found that dealing with standards issues in parish councils can be onerous for Monitoring Officers in principal authorities. In the course of its evidence taking, the committee heard that the variation in parish codes within a principal authority area represents an additional burden on that authority when advising, investigating and adjudicating on code breaches.

They went on to consider the need to balance the autonomy of parishes with a recognition that ultimately the principal authority must continue to be responsible for investigating breaches. Although there are benefits of parishes being able to devise their own code, given the burden of this statutory obligation (moreover the confusion that often arises in the case of dual-hatted councillors) the committee decided that the costs of giving parish councils the option to adopt their own code of conduct, outweigh the benefits.

Although the Government continues to consider the recommendations made by the committee, for the above reasons I ask that you discuss with and or invite your members to formally adopt East Hampshire District Council's new Member Code of Conduct as your own.

I look forward to working with you all this year and to hearing from you in due course on the request made of you in this letter.

Clerk's Comments

I have sent out, with the agenda pack, a PDF version of the Code of Conduct. Councillors should review this document prior to the meeting and decide whether they wish to adopt it. The Code will need to be amended so that it refers to Selborne Parish Council.

Appendix 4: Planters in Selborne

Clerk's Comments

There was an action on me at the last meeting to talk to Highways about planters (offered by Cllr Ashcroft) at the buildouts at each end of the High Street.

Cllr Clay had already contacted Highways about this and their response is below.

Ian Janes comments below indicate that planters would not be acceptable but some kind of planting may be.

In order to take this project forward a CFI application would need to be made and the Council would need to resolve to do this. More information about this process can be found here:

<https://www.hants.gov.uk/landplanningandenvironment/sharedexpertise/cfhi-scheme>

In order to take part in this scheme I would suggest the Council resolve to submit a CFI application which will then come back with approval/amendment/refusal and will have a set of costs against it. You can then decide whether to go ahead or not.

My advice would be to meet a Highways engineer on site to discuss various options before putting the application in. This stops any time wasting on projects that are non-starters for safety or other reasons. The Highways engineer can also be helpful in suggesting alternative ideas and also help with the writing of the application.

As always, the Clerk would need to complete any application on behalf of the Council and I would advise that any meeting on site should involve the Clerk and one or two councillors.

Ian Janes email 2nd March 2021

I contacted the local highways team regarding your planting proposals for the build-outs on the B3006 at the northern and southern ends of the village.

Our main concern relates to vehicles overrunning the build-outs & colliding with the proposed planters and the subsequent potential for damage to vehicles & injury to vehicle occupants. In recent years, highway authorities have placed increased emphasis on passive safety generally and the use of passively safe street furniture (such as sign posts, lamp columns and traffic signal poles) adjacent to the carriageway specifically, so that the outcome of an incident involving a vehicle inadvertently leaving the carriageway is not made worse by colliding with solid, sizeable road side objects.

However, I appreciate your aim to improve the B3006 entry points to Selborne and, as an alternative, I wondered if you might instead consider smaller scale planting (not contained within a planter) adjacent to the build-outs. In the past, we have discussed the scope for further measures in the Parish via the County Council's community funded initiative (CFI) – I have attached a further copy of the CFI pamphlet for ease of reference. To date, we have progressed electronic speed signs (as per the eighth page of the attached pamphlet) across the Parish. However, CFI also includes new / improved village gateways (made up of a number of different elements for safety and/or environmental reasons) which may be appropriate for the northern and southern build-outs. Please note that CFI is due to be reviewed internally to take into account its development since its introduction in the mid/late 2010s including the use of planting and the identification of alternative sources of funding for progressing potential Parish/Town Council schemes.

Appendix 5: Newton Valence Estate Plan

At the last meeting, the Parish Council appointed a working group comprising Cllrs Carter, Clay and Masson to provide a response to the below survey:

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

The working group have reported that they have responded to the survey but would also like to recommend the letter below is sent to the owners of Newton Valence Estate as follows:

The SDNPA has requested that Selborne Parish Council (SPC) takes part in a short consultation regarding the process for the NV WEP. It is understood that the SDNPA are consulting on all areas near WEP's to aid the process for the future. Accordingly, SPC have responded direct to the SDNPA on the consultation.

On looking again at the WEP, SPC would like to raise some issues with you. In section 7.3 you state that "in Selborne, the WEP has been discussed with a member of the Selborne Parish Council and in Newton Valence a draft copy of the WEP has been given to the Newton Valence Parish Council." Could you kindly tell us who that member was, what was discussed, and why SPC was not given the opportunity to discuss the WEP, or given a copy of it, as was NVPC. Please can you also help with some of the footpath issues in our parish. In point 9 - Action Plan, Community Engagement, you state that you will "create links with existing footpaths and offer new access for local people/visitors."

As you are aware, Selborne residents have for many years walked along the perimeter of the of the field called Goslings. This is no longer possible because the fencing has been set so close to the woodland and hedges, so this route is denied to them. Selborne Parish council wrote to the NV Estate in September 2019 requesting that they leave a gap around the field boundary so that older residents of Goslings Croft could have access to a short flat walk. This was refused even though residents had been using this path for over forty years.

Residents have also walked in a straight line along the designated footpath by Goslings field, and instead of turning right down the Rifle Range footpath, have carried straight on up the hedge line of Grindstones before turning right onto Norton Farm's land. That forms a circular route. That path has recently been obstructed by a heavy tree trunk placed across it. Although SPC appreciates that this is not a designated footpath, it is an important circular route that links with other paths. The path crosses two other landowners' properties who have clearly accommodated local walkers over the last forty years by erecting gates and encouraging the walkers to adhere to the path. Could you please therefore consider that this be made into a permissive footpath.

Selborne Parish Council looks forward to hearing from you.

Appendix 6: Defibrillator Costs

The defibrillators have all now been serviced with new batteries and pads and the costs were noted on the payment schedule and approved prior to the spend being made earlier in the month.

The cabinets at Blackmoor and Oakhanger are of poor quality and in poor condition and I would recommend they are upgraded to a new steel cabinet such as the one that is on the outside of Selborne Village Hall. The current cabinets do not reliably open and have been temporarily fixed so that access can be made in the event of an emergency but I would not recommend they are left in that condition for too long.

The recommended cabinet can be viewed here: <https://www.defibshop.co.uk/aed-armor-stainless-steel-locked-cabinet-with-heating>

The cost of the cabinet would be £525.00 each (plus VAT) and there would be an installation cost. For two cabinets this cost should be no more than £500 in total.

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	18/03 Public consultation required
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.
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	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	20.212	Look into grant funding for Yellow Maps and order	Clerk	18/03 Monies received, Clerk to order

Feb-21	20.338	Cllrs to provide a photo of themselves for website and review content and send updates to Clerk	All	
Feb-21	20.240	Arrange a parish celebration for Queen's Platinum Jubilee 2022	Cllrs Ashcroft, Bennett, McMeekan, Roberts	Working party formed to action
Feb-21	20.241	Planter troughs in Selborne High St – contact Highways for advice	Clerk	18/03 Advice received, not acceptable but CFI application for alternative recommended
Feb-21	20.242	Clean & Green Proposal to arrange a litter pick in all 3 villages	Clerk/Cllrs O'Donnell, Masson +2 MOPs	Working party to arrange litter pick when lockdown eased. Cllr Ashcroft agreed to support with grant if needed.
Feb-21	20.246	Goslings Croft Play Area: Clerk to write to HLS to establish legal ownership	Clerk	

Appendix 8: 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