

DRAFT MINUTES OF THE MEETING OF SELBORNE PARISH COUNCIL
HELD IN SELBORNE VILLAGE HALL
ON TUESDAY 23RD MAY AT 7.30 PM



Present: Cllr Guy Masson (Outgoing Chair)
Cllr D Ashcroft, Cllr S Bennett (Newly elected Chair)
Cllr C Bridger, Cllr H Grosvenor, Cllr D Littell
Cllr N O'Donnell, Cllr W Megeney, Cllr M Turner

Absent: Cllr G Earney

Also present: Liz Ford, Parish Clerk and 6 members of the public

23.15 Election of Chair of Council for 2023/24

It was **RESOLVED** that Cllr Bennett would be the Chair of Selborne Parish Council for 2023/2024 (proposed by Cllr Grosvenor and by seconded Cllr Turner with an equality of votes and the casting vote by Cllr Masson in favour).

Cllr Masson left the meeting.

23.16 Declaration of Acceptance of Office by Chair

Cllr Bennett signed the Declaration of Acceptance of Office.

23.17 Election of Vice Chair of Council for 2023/24

It was **RESOLVED** that Cllr Turner would be the Vice Chair of Selborne Parish Council for 2023/2024 (proposed by Cllr Bennett and seconded by Cllr Grosvenor with an equality of votes and the casting vote by Cllr Bennett in favour).

23.18 Declarations of Acceptance of Office for 2023/2027 by Councillors

Eight of the Councillors elected at the May 4th uncontested election had signed the Declaration of Acceptance of Office for 2023/2027 before the start of the meeting. These were for the Selborne Oakhanger ward: Cllrs David Ashcroft; Seema Bennett; Charlie Bridger; Gren Earney; Howard Grosvenor; Debs Littell; Nikki O'Donnell; Matt Turner and for the Blackmoor Edge ward: Cllr Wendy Megeney. All eight Councillors had already completed the Register of Interests form. The ninth Councillor elected was unable to take up the role on the Council and so there was a Casual Vacancy on the Council.

23.19 Apologies for Absence

Apologies for absence were accepted from Cllr Earney (proposed by Cllr Bennett and seconded by Cllr Grosvenor with all voting in favour).

23.20 Chair's Announcements

The Chair asked attendees to note that the meeting may be filmed or recorded and anyone wishing to record a meeting was requested to let the Chair of the meeting know prior to, or at the start of, the meeting. The Clerk would record all meetings in future. Cllr Guy Masson was thanked for his work as Chair up to the end of the last term of the Council. The other retiring Cllrs Jo Clay, Mary Irwin Brown, Carol McMeekan and Lara Roberts were also thanked for their years of hard work on different projects for the Council.

Candidates at the May 2023 Parish Council elections were reminded to return their expenses declarations to the EHDC Elections Team by 1st June.

The Clerk was organising for all Councillors to receive a file with a hard copy of the key Council documents for reference. The Chair emphasised that Councillors should pay careful attention to the rules of the Council and especially the conduct expected of Councillors as set out in the Code of Conduct. It was important as well to avoid predetermination in all Council decisions. To support this Councillors were asked to avoid or take great care in any comments on social media.

Finally the Chair asked that all Councillors respect each other and the Parish Clerk, as the employee and Proper Officer of the Council

23.21 To note arrangements regarding the three vacancies on the Council

There were two vacancies on the Council following the local election which would be filled by co-option at the June Council meeting.

For the Casual Vacancy on the Council (see under 23.18), a Casual Vacancy notice had been posted on Thursday 18th May to advise on the right of residents to claim an election and how this request should be made. If no election was requested by Thursday 8th June then the Council would fill this vacancy by co-option at the June Council meeting.

There were currently no residents from the villages of Oakhanger and Blackmoor on the Parish Council.

23.22 Declarations of Interest

Cllr Turner declared an Other Interest, 8. 1(a), in the grant application for £250 by the Selborne Recreation Ground Committee, SRGC, as Treasurer of SRGC and would leave the meeting whilst the item was discussed (see min. 23.35).

23.23 Approval of Minutes

It was **RESOLVED** to approve the minutes of the Planning Committee Meeting on 13th April 2023 subject to Cllr Ashcroft's name being added as one of the volunteers for the future Working Group for the preparation of the SDNPA Parish Priority Statement under min. 23.07 (proposed by Cllr Megeney and seconded by Cllr Grosvenor with all in favour. Cllrs Bridger, Littell and O'Donnell abstained as not present at the meeting).

Cllr Ashcroft asked that the minutes of the meeting on Wednesday 19th April included a record of the resident question as to why the minutes of the Planning Committee meeting on Thursday 13th April were not available at the meeting. Subject to addition of this question, it was **RESOLVED** to approve the minutes of the Council Meeting on 19th April (proposed by Cllr Bennett and seconded by Cllr Grosvenor with all in favour. Cllrs Bridger, Littell and O'Donnell abstained as not present at the meeting).

The meeting was adjourned for public questions

23.24 Public Questions

A resident read a statement on behalf of the Selborne Speedwatch Group requesting that there was more cohesive and collaborative working on traffic issues with the Parish Council and invited the members of the Council to observe Speedwatch sessions and/or join the Group. Cllr Bennett responded that the Council looked forward to collaborating more closely with Selborne Speedwatch in the future.

The meeting was reconvened

23.25 General Power of Competence

It was **RESOLVED** that the Council was eligible to exercise the General Power of Competence (having 8 elected members and an appropriately qualified Clerk) with recognition that any project using this power would first need to be approved at Council (proposed by Cllr Ashcroft and seconded by Cllr Bennett with all voting in favour. Cllr Megeney abstained).

The Clerk would purchase the latest edition of the Parish Council "Yellow Book".

23.26 Planning Committee

Appointment of members to form a Planning Committee was deferred until the June meeting.

23.27 Staffing Committee

The appointments of the Chair and Vice Chair of the Staffing Committee were brought forward to be included under this item.

It was **RESOLVED** to appoint Cllr Grosvenor as Chair of the Staffing Committee (proposed by Cllr Turner and seconded by Cllr Bennett with an equality of votes and the casting vote by Cllr Bennett in favour).

It was **RESOLVED** to appoint Cllr Earney as Vice Chair of the Staffing Committee (proposed by Cllr Littell and seconded by Cllr Grosvenor with all voting in favour. Cllr Turner abstained).

It was **RESOLVED** to appoint Debs Littell, Nikki O'Donnell and Matt Turner to join Seema Bennett, Gren Earney and Howard Grosvenor on a Staffing Committee of six members (proposed by Cllr Bennett and seconded by Cllr Turner with all voting in favour).

23.28 Chair and Vice Chair of Committees

See min 23.27 for the appointment of the Chair and Vice Chair of the Staffing Committee. Appointment of the Chair and Vice Chair of the Planning Committee was deferred to the next meeting.

23.29 Working Groups

Cllr O'Donnell requested that the minutes of the meeting recorded that the written comments made by Cllr Earney in the email to the Council forwarded on 18th May included inaccuracies and judgements which were of concern. Cllr O'Donnell noted that the Climate and Nature Working Group operated under an agreed Terms of Reference. This TOR was not intended to be all encompassing but to focus on achievable "Smart" targets. Cllr O'Donnell asked that such views as in the email were discussed at Council meetings rather than sent in written form and that care was taken of any written evaluation of Working Groups which were not the result of a whole Council process but were from an individual Councillor.

Cllr Bennett added that it was very important that going forward Councillors should not discuss Council business by email with any discussion on Council business to be conducted at Council meetings. This was the correct way of working and important to avoid discord between Councillors.

It was decided that Cllrs Bennett and Littell would join the Finance Working Group. A named former Councillor would be also be invited to join, with a meeting to be held on or after the 14th June to review the 2022/2023 Annual Accounts before the next Council meeting.

Appointments to other Working Groups were deferred to the next meeting.

Councillors were welcome to circulate a "Skills Bio" to other Councillors but this was not mandatory and should not be considered as a deterrent to standing for any role on the Council.

23.30 Representatives on Outside Bodies/Committees

Appointments of representatives to Outside Bodies/Committee were deferred to the next meeting.

23.31 Council Leads

Appointments of Council Leads were deferred to the next meeting.

23.32 Meeting Schedule 2023/24:

It was **RESOLVED** to amend the proposed meeting schedule so that the June and July Council meetings were as proposed and Council meetings from August 2023 were held on the second Wednesday of the month (proposed by Cllr Ashcroft and seconded by Cllr Bennett with all voting in favour). It was noted that on the occasions where it was necessary to change a meeting date that this would be done. No other meeting dates were agreed.

23.33 Financial Report

a) To note bank balances

The Bank Balances as at the 31st March 2023 were:

Current Account	£2,143.04
Deposit Account	£78,030.50

Detailed Review of the Parish Council 2023/2024 Accounts would be carried out at the June Council meeting.

b) **To approve the proposed schedule of payments**

It was **RESOLVED** to approve the following payments (proposed by Cllr Bennett, seconded by Cllr O'Donnell with all voting in favour. Cllr Bridger abstained):

Invoice Date	Payee	Description	Net	VAT	Gross
9/5/23	HALC Ltd,	LCPD Bronze Membership to March 24	165.00	33.00	198.00
12/5/23	Gallagher	premium for second year of Hiscox insurance LTA	2,675.98	-	2,675.98
9/5/23	PJ Grace,	grass cutting April 23	355.00	71.00	426.00
19/5/23	Green Play Project Ltd	15% interim invoice	10,574.40	2,114.88	12,689.28
23/5/23	E Ford	receipted expenses	66.66	13.33	79.99
		TOTAL	13,837.04	2,232.21	16,069.25

c) **To approve purchase of three replacement pads for the Parish defibrillators**

It was **RESOLVED** to approve the purchase of the three replacement pads for the Parish defibrillators at a cost of £265.20 inc VAT (proposed Cllr Ashcroft and seconded Cllr O'Donnell with all voting in favour. Cllr Turner abstained).

d) **To agree two new signatories for the Council bank accounts**

Cllr Littell would be a new bank signatory. Cllr Earney would be asked if he wanted to be a bank signatory.

e) **To consider an increase in the 2023/2024 Councillor training budget from £750 to £1,200**

It was **RESOLVED** to increase the Council training budget for 2023/2024 to £2,000 (proposed by Cllr Littell and seconded by Cllr Ashcroft with all voting in favour).

23.34 To confirm acceptance of the quote for the renewal of the five year contract with Edge IT Systems Ltd for the continued provision of the Council accounting software

It was **RESOLVED** to accept the quote and renew the contract with Edge IT Systems Ltd for five years for the continued provision of the Council accounting software (proposed by Cllr Ashcroft and seconded by Cllr O'Donnell with all voting in favour). The Cost for 2023/2024 would be £46.80 with annual payments of £305 exc. VAT thereafter.

Cllr Turner having declared an interest under min. 23.18 left the meeting

For this first meeting of the Council it was **RESOLVED** to suspend Standing Orders regarding the limit on time allowed for the meeting (proposed by Cllr Bennett and seconded by Cllr Megeney with all voting in favour).

23.35 To Consider a Grant Application from the Selborne Recreation Ground Committee for £250

It was **RESOLVED** to make a grant of £250 to the Selborne Recreation Ground Committee to cover the excess payable on the recent insurance claim for the repairs to the pavilion (proposed by Cllr Bennett and seconded by Cllr O'Donnell with all voting in favour).

Cllr Turner returned to the meeting

23.36 To Consider a Grant Application for £500 from Citizens Advice East Hampshire

It was **RESOLVED** to make a grant of £500 to Citizens Advice East Hampshire (proposed by Cllr Bennett and seconded by Cllr Megeney with all voting in favour).

23.37 To Consider a Grant Application for £50 from Victim Support

It was **RESOLVED** to make a grant of £50 to Victim Support (proposed by Cllr Bennett and seconded by Cllr Turner with all voting in favour).

23.38 Planning Applications: To consider and agree a response to the following planning applications:

21878/024	Chapel Farm, Oakhanger Road, Oakhanger, Bordon	Prior Approval for the change of use of two agricultural barns (barns 5 & 7) to provide a total of five new dwellings within the barns at Chapel Farm	Closing Date 6/6/23
The application was discussed and it was RESOLVED to submit the response of no comment (proposed by Cllr Turner and seconded by Cllr Bennett with all voting in favour. Cllr Ashcroft abstained on account of being a District Councillor. Cllr Littell also abstained).			
SDNP/23/01495/LIS	The Old Thatch, Sotherington Lane, Selborne	Proposed localised timber frame/sole plate repairs	Closing Date 12/6/23
The application was discussed and it was RESOLVED to submit the comment to support (proposed by Cllr Megeney and seconded by Cllr Grosvenor with all voting in favour. Cllr Ashcroft abstained on account of being a District Councillor. Cllr Turner also abstained).			
21878/023	Chapel Farm, Oakhanger Road, Oakhanger, Bordon	Listed Building consent - Repair and insulate the main section of the roof at Chapel Farmhouse	Closing Date 31/5/23
The application was discussed and it was RESOLVED to submit the comment of no objection (proposed by Cllr Turner and seconded by Cllr Bennett with all voting in favour. Cllr Ashcroft abstained on account of being a District Councillor).			
SDNP/23/01417/ADV	The Wakes, Gilbert Whites House & Gardens High Street Selborne	1 x sign - 600X800mm mounted on an existing signage pole 4 x sign2 - 600800mm mounted on new wooden signage poles 1 x sign 3 - 600600mm mounted on new wooden signage pole	Closing Date 26/5/23
The application was discussed and it was RESOLVED to submit the comment of no objection (proposed by Cllr Bridger and seconded by Cllr Littell with all voting in favour. Cllr Ashcroft abstained on account of being a District Councillor. Cllrs Megeney and Turner also abstained).			
SDNP/23/01416/FUL	The Wakes, Gilbert Whites House & Gardens High Street Selborne	Installation of a car park management system consisting of 1 x wooden column mounted ANPR camera and 5 x non-illuminated signs	Closing Date 26/5/23
The application was discussed and it was RESOLVED to submit the comment of no objection (proposed by Cllr Bridger and seconded by Cllr Grosvenor with all voting in favour. Cllr Ashcroft abstained on account of being a District Councillor. Cllrs Bennett, Megeney and Turner also abstained).			
SDNP/23/00699/HOUS	Old Albury Farm Honey Lane Selborne	Extensions and alterations to dwelling (renewal of planning permission 19/01370) and the retention of 3 no. dormer windows recently installed (Amended description)	Closing Date 11/5/23. No answer to request for extension.
The application was discussed and it was RESOLVED to submit the comment of no objection (proposed by Cllr Megeney and seconded by Cllr Turner with all voting in favour. Cllr Ashcroft abstained on account of being a District Councillor).			

SDNP/23/01399/LIS	The Old Thatch Sotherington Lane Selborne	Proposed replacement single storey rear infill extension with revised fenestration	SPC Closing Date extended until 24/5/23
The application was discussed and it was RESOLVED to submit the response of no comment (proposed by Cllr O'Donnell and seconded by Cllr Bennett with all voting in favour. Cllr Ashcroft abstained on account of being a District Councillor. Cllr Megeney also abstained).			
SDNP/23/01398/HOUS	The Old Thatch Sotherington Lane Selborne	Proposed replacement single storey rear infill extension with revised fenestration	SPC Closing Date extended until 24/5/23
The application was discussed and it was RESOLVED to submit the response of no comment (proposed by Cllr O'Donnell and seconded by Cllr Bennett with all voting in favour. Cllr Ashcroft abstained on account of being a District Councillor. Cllr Megeney also abstained).			

23.39 To consider the nomination of a Selborne Parish Council candidate as a Parish Member of the SDNPA

Selborne Parish Council would send a note of gratitude to retiring member Doug Jones for his years of service representing the Parishes of East Hampshire on the South Downs National Park Authority. No nomination of a candidate for the forthcoming elections was made.

23.40 Standing Orders, Financial Regulations & Other Governance Documents

It was noted that the Policies Working Group review the Standing Orders, Financial Regulations and Other Governance Documents for future approval by Council.

23.41 District Councillor Report

No single party had won an overall majority at the recent District Council elections. The Conservative Party members had joined with the Whitehill and Bordon Community Party members to lead the Council. The Council would represent all constituents and the whole community in all areas. The District Council head office was in the process of moving to Bedford Road in Petersfield. Cllr Ashcroft was Vice Chair of the Licensing Committee and a member of the Planning Committee and the Planning Policy Committee. Cllr Ken Clarke had retired as District Councillor and the second District Councillor for the Binsted, Bentley and Selborne ward was now Cllr Phillip Davies.

23.42 Date of Next Meeting

The next meeting would be on Wednesday 21st June 2023 at 7.30pm in Oakhanger Village Hall.

The meeting closed at 10.06pm