

**DRAFT MINUTES OF THE MEETING OF SELBORNE PARISH COUNCIL**  
**HELD IN OAKHANGER VILLAGE HALL**  
**ON WEDNESDAY 21<sup>ST</sup> JUNE 2023 AT 7.30 PM**



**Present:** Cllr D Ashcroft, Cllr S Bennett (Chair)  
Cllr C Bridger, Cllr H Grosvenor, Cllr G Earney  
Cllr D Littell, Cllr N O'Donnell, Cllr W Megeney  
Cllr M Turner

**Absent:** None

**Also present:** Liz Ford, Parish Clerk and 3 members of the public

**23.43 Apologies for Absence:** None

**23.44 Chairman's Announcements**

The Chair advised on the Council Recording of Public Meetings policy and that the Clerk would be making an audio recording of the meeting. A proposal would be made later in the meeting to resolve to consider the planning application ref 34313/028 under confidential session. Members of the public would still be able to provide information on the application under the "Public Questions" session of the meeting.

**23.45 Declarations of Interest**

Cllr O'Donnell declared that she was a governor of the Selborne primary school. Cllrs Bennett and Grosvenor both declared an "Other Interest" (under 9(2) of the Code of Conduct) in planning application ref. SDNP/23/01735/FUL as neighbours of the site and elected to leave the meeting while the item was discussed. Cllr Turner would chair the meeting for that item. (see min 23.50).

**23.46 Approval of Minutes:**

It was **RESOLVED** to approve the minutes of the Confidential Session of the Parish Council Meeting on 17<sup>th</sup> August 2022 (proposed by Cllr Bennett and seconded by Cllr Ashcroft with all voting in favour).

It was **RESOLVED** to approve the minutes of the Confidential Session of the Parish Council Meeting on 15<sup>th</sup> March 2023 (proposed by Cllr Grosvenor and seconded by Cllr Turner with all voting in favour).

It was **RESOLVED** to approve the minutes of the Confidential Session of the Parish Council Meeting on 19<sup>th</sup> April 2023 (proposed by Cllr Turner and seconded by Cllr Bennett with all voting in favour).

It was **RESOLVED** to approve the minutes of the Council meeting on 23<sup>rd</sup> May 2023, the Annual Meeting/AGM, (proposed by Cllr Bennett and seconded by Cllr Grosvenor with all voting in favour).

***The meeting was adjourned for public questions***

**23.47 Public Questions:**

The applicant for planning application ref. SDNP/23/01735/FUL presented information on the proposed development.

***The meeting was reconvened***

**23.48 Co-option of New Councillors to fill the Three Vacancies on the Council**

It was **RESOLVED** to co-opt Sam Heaselgrave to fill one of the three vacancies on the Council (proposed by Cllr Bennett and seconded by Cllr Earney with all voting in favour).

It was **RESOLVED** to co-opt Carol McMeekan to fill one of the three vacancies on the Council (proposed by Cllr Ashcroft and seconded by Cllr Earney with all voting in favour).

Cllrs Heaselgrave and McMeekan signed the declarations of acceptance of office and moved to sit with the other Councillors.

It was **RESOLVED** to co-opt Clare Joyce to fill one of the three vacancies on the Council (proposed by Cllr Bennett and seconded by Cllr Ashcroft with all voting in favour).

As Cllr Joyce did not attend the meeting it was **RESOLVED** that Cllr Joyce would sign the declaration of acceptance of office at a later date (proposed by Cllr Megeney and seconded by Cllr Bennett with all voting in favour).

#### 23.49 Financial Report:

The Clerk would obtain information on options for a Parish Council debit card for the September Council meeting. Cllr McMeekan would contact other Parish Councils to obtain information on what cards were in use.

#### a) To note all payments and receipts since the 23<sup>rd</sup> May 2023 and to approve the payment schedule

The report on payments and receipts since the meeting on 23<sup>rd</sup> May was deferred to the July meeting.

It was **RESOLVED** to approve the following payments (proposed by Cllr Earney and seconded by Cllr Bennett with all voting in favour):

Invoice Date	Payee	Description	Net	VAT	Gross
31/5/23	Edge IT Systems Ltd	5 Year Contract Renewal - Yr 1 to 21/5/24	39.17	7.83	<b>47.00</b>
1/6/23	Playsafety Ltd	Oakhanger playground annual inspection	82.00	16.40	<b>98.40</b>
2/6/23	HALC Ltd	Core skills training 1 no. Cllr	98.00	19.60	<b>117.60</b>
2/6/23	Mulberry & Co	Core Skills & Chair training 2 no. Cllrs	130.00	26.00	<b>156.00</b>
2/6/23	Do the Numbers Ltd	Internal audit for YE 31 Mar 23	475.00	-	<b>475.00</b>
7/6/23	PJ Grace	2023 tree works	5,045.00	1,009.00	<b>6,054.00</b>
7/6/23	PJ Grace	May grass cutting	480.00	96.00	<b>576.00</b>
9/6/23	HALC Ltd	Core skills training 1 no. Cllr	98.00	19.60	<b>117.60</b>
19/6/23	HALC Ltd	Core skills training 3 no. Cllrs	294.00	58.80	<b>352.80</b>
21/6/23	E Ford	receipted expenses	381.94	45.91	<b>427.85</b>
		<b>TOTAL FOR 21 June 2023</b>	7,123.11	1,299.14	<b>8,422.25</b>

#### b) To receive internal audit report for 2022/2023 and decide any actions

The internal audit for year ending 31<sup>st</sup> March 2023 had been carried out on 2<sup>nd</sup> June and the report which included advisory notes had been circulated to Councillors prior to the meeting. The following actions following the internal audit were: the minute template had been changed to support correct signing of minutes in future; corrections had been made where minutes had been incompletely signed; an improved procedure for confidential sessions of meetings had been implemented; a schedule of policy review would be prepared by the new Policy Working Group; and reporting requirements for the Parish Council website would be checked. The Clerk would also liaise with the Selborne Recreation Ground Committee to confirm that the Charity had correctly disclosed the pavilion building.

#### c) To receive and approve 2022/2023 Accounts

The Finance Working Group had met on Wednesday 14<sup>th</sup> June to review the 2022/2023 annual accounts and had confirmed the accuracy of the figures in the Accounting Statements of the Annual G&A Return (AGAR). The accounts had been previously circulated to Councillors and were discussed at the meeting. It was **RESOLVED** to approve the annual bank reconciliation (proposed by Cllr Bennett and seconded by Cllr McMeekan with all voting in favour). It was **RESOLVED** to approve the 2022/2023 Accounts (proposed by Cllr Bennett and seconded by Cllr Earney with all voting in favour. Cllrs Ashcroft, Heaselgrave and Megeney abstained).

It was **RESOLVED** to approve the following changes to the 2023/2024 budget (proposed by Cllr McMeekan and seconded by Cllr Earney with all voting in favour. Cllrs Heaselgrave and Megeney abstained):

<b>PAYMENTS</b>	<b>Budget 2023/24</b>	<b>Proposed Revision</b>
<b>Repairs&amp;Maintenance</b>		
Grounds maint.	<b>8,000</b>	<b>13,045</b>
Allotments	<b>1,000</b>	<b>5,228</b>
Lengthsman	<b>1,500</b>	<b>500</b>
<b>Audit Fees</b>	<b>800</b>	<b>900</b>
<b>Insurance</b>	<b>3,500</b>	<b>2,700</b>
<b>Publications</b>	<b>50</b>	<b>191</b>
<b>Capital Equipment</b>	<b>500</b>	<b>14,600</b>

**d) To confirm that there are no conflicts of interest with the external auditor BDO LLP**

It was confirmed that there were no conflicts of interest with the external auditor BDO LLP.

It was **RESOLVED** to bring forward consideration of planning application ref. SDNP/23/01375/FUL to this point in the meeting (proposed by Cllr Bennett and seconded by Cllr Grosvenor with all voting in favour). Cllr Heaselgrave declared an "Other Interest" (under 9.(2) of the Code of Conduct) as a neighbour of the application site and elected to leave the meeting while the item was discussed. See min. 23.50.

**e) To receive and approve Section 1 of the 2022/2023 Annual G&A Return**

Section 1 of the 2022/2023 Annual G& A Return (AGAR) had previously been circulated to Councillors and was reviewed in detail at the meeting. It was **RESOLVED** that the agreed Council response was Yes to all nine assertions in Section 1 of the AGAR (proposed by Cllr Bennett and seconded by Cllr Turner with all voting in favour. Cllr Heaselgrave abstained). The completed statement was signed by the Chair and the Clerk.

*Cllr Grosvenor left the meeting*

**f) To receive and approve Section 2 of the 2022/2023 Annual G&A Return**

Section 2 of the 2022/2023 Annual G& A Return had been checked for accuracy at the Finance Working Group on Wednesday 7<sup>th</sup> June and circulated to Councillors prior to the meeting. The accounting statements were reviewed in detail at the meeting and it was **RESOLVED** to approve the document (proposed by Cllr Bennett and seconded by Cllr Earney with all voting in favour. Cllr Heaselgrave abstained). The completed statement was signed by the Chair.

**23.50 Planning Applications:** To consider and agree a response to the following planning application(s):

<b>34313/028</b>	Land Adjacent to, Oak Tree Farm, Gibbs Lane, Shortheath Common, Bordon	Siting of 2 residential static caravans, construction of utility building/day room to provide accommodation for a traveller family	Comment by 29/6/23
<p><b><i>Cllr Ashcroft left the meeting</i></b></p> <p>It was <b>RESOLVED</b> in Accordance with the provisions of Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 that the press and public be excluded from the meeting by reason of the confidential nature of the business to be transacted following advice related to the development site received from East Hampshire District Council.</p> <p>The application was discussed and it was <b>RESOLVED</b> to submit a comment to object on account of the limited red line area of the application site, the potential for adverse impact on the European status SSSI, issues associated with land contamination and concerns regarding the ongoing enforcement at the wider site.</p> <p><b><i>Cllr Ashcroft returned to the meeting</i></b></p>			
<b>36018/006</b>	21 Plantation Way, Whitehill, Bordon, GU35 9HD	Removal of overhanging branches of 2No. Oak Trees (Land to the South of Eveley Lane, Whitehill) (E.H.20) Tree Preservation Order 1975	Comment by 29/6/23
<p>The application was discussed and it was <b>RESOLVED</b> to submit the response of no objection.</p>			
<b>SDNP/23/0 1735/FUL</b>	Barn Field, (Land To The West of Selborne High Street,) Accessed Between Copper Beech House and Half House Selborne GU34 3LG	Demolition and replacement of existing field store and shelter	Comment by 27/6/23
<p>This application had been brought forward and discussed after item d) under min. 23.49</p> <p><b><i>Cllrs having declared an interest left the meeting</i></b></p> <p>The application was discussed and it was <b>RESOLVED</b> to submit the comment to support with a request for further ecological information, the application of a Section 106 agreement preventing further development for twenty years and conditions to 1) limit the use of the site to animal housing and foodstuff storage in perpetuity and 2) regarding control of the removal of asbestos if found on the site.</p> <p><b><i>Cllrs having declared an interest returned to the meeting</i></b></p>			
<b>38477/002</b>	Elm Villa, Oakhanger Road, Oakhanger, GU35 9JH	First floor extension to rear	Closing date postponed to after mtg on 21/6/23
<p>The application was discussed and it was <b>RESOLVED</b> to submit the comment to support (Cllr Ashcroft abstained on account of being a District Councillor).</p>			

**23.51 To approve the wording changes in the Selborne Village Design Statement following the first stage of public consultation ending Monday 5th June 2023**

The proposed wording changes were discussed and it was **RESOLVED** to agree to them in full and approve the latest version of the document to go ahead to the next round of public consultation (proposed by Cllr Bennett and seconded by Cllr McMeekan with all voting in favour. Cllrs Bridger, Heaselgrave and Megeney abstained).

*Cllr McMeekan declared an "Other interest", under 9.1.a) of the Code of Conduct, as the Chair of the Village Hall Committee, and left the meeting while the item was discussed*

**23.52 To Consider a grant application for £1,988.25 from Oakhanger Village Hall for the provision of an broadband internet connection to the hall**

The application was discussed and it was **RESOLVED** make a grant of £1,988.25 to Oakhanger Village Hall for the provision of a broadband internet connection to the hall (proposed by Cllr Bennett and seconded by Cllr Ashcroft with all voting in favour).

*Cllr McMeekan returned to the meeting*

**23.53 To Consider Public Consultation on the Review of the South Downs National Park's Local List for Validation of South Downs National Park Development Management Applications – closing date 14<sup>th</sup> July 2023**

It was **RESOLVED** to form a Planning Working Group to draft the Parish Council response to the public consultation on the SDNPA Local List for Validation with members Cllr Bennett and two named residents (proposed by Cllr Bennett and seconded by Cllr McMeekan with all voting in favour. Cllrs Bridger, Heaselgrave and Megeney abstained).

**23.54 Planning Committee:** To appoint members to form a Planning Committee (maximum 11 members) It was **RESOLVED** to form a Planning Committee with the following members: Cllrs Bennett; Earney; Grosvenor; Heaselgrave; Megeney; and Turner (proposed by Cllr Bennett and seconded by Cllr Earney with all voting in favour. Cllr Ashcroft abstained on account of being a District Councillor).

**23.55 Chair and Vice Chair of Committees:** To appoint members to the following roles:

**a) Chair of Planning Committee**

It was **RESOLVED** that Cllr Megeney would be the Chair of the Planning Committee (proposed by Cllr Bennett and seconded by Cllr Earney with all voting in favour. Cllr Ashcroft abstained on account of being a District Councillor).

**b) Vice Chair of Planning Committee**

It was **RESOLVED** that Cllr Earney would be the Vice Chair of the Planning Committee (proposed by Cllr McMeekan and seconded by Cllr O'Donnell with all voting in favour).

The next meeting of the Planning Committee would be on Wednesday 28<sup>th</sup> June.

**23.56 Working Groups:** To confirm and appoint members

**a) Finance Working Group**

It was **RESOLVED** to reform the Finance WG with members: Cllrs Bennett; Earney; and McMeekan (proposed by Cllr Bennett, seconded by Cllr McMeekan with all voting in favour. Cllr Megeney abstained).

**b) Policies Working Group**

It was **RESOLVED** to form a Policies Working Group with the following members: Cllrs Earney; McMeekan; O'Donnell; and Turner and that a quorum of three members would be required for any meeting (proposed by Cllr Bennett and seconded by Cllr Ashcroft with all voting in favour).

**c) Transport Working Group – deferred**

It was **RESOLVED** to suspend Standing Orders with respect to the time limit of the meeting (proposed by Cllr Bennett and seconded by Cllr Megeney with the majority voting in favour).

**d) Playground Working Group** – deferred

**e) Climate (&Nature) Working Group**

It was **RESOLVED** to hold a first meeting of the Climate (&Nature) Working Group in public on Tuesday 27<sup>th</sup> June 2023 (proposed Cllr O'Donnell and seconded Cllr Bennett with all voting in favour).

**f) Planning Working Group – SDNPA Parish Priority Statement and Open Space Assessment** – deferred

**g) Queen Elizabeth II Legacy and Coronation Commemoration Working Group** - deferred

**23.57 Representatives on Outside Bodies/Committees:** - deferred

**23.58 Council Leads:** - deferred

**23.59 Action List** – deferred

**23.60 District Councillor Report:** - deferred

**23.61 Date of Next Meeting**

The next meeting would be on Wednesday July 26<sup>th</sup> 2023 at 7.30pm in Blackmoor Village Hall.

**23.62 To Resolve in Accordance with the Provisions of Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 that the Press and Public be Excluded from the Meeting by Reason of the Confidential Nature of the Business to be Transacted**

It was **RESOLVED** in accordance with the provisions of Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 that the press and public would be excluded from the meeting by reason of the confidential nature of the business to be transacted i.e. secret ballot for SDNPA Parish Representative elections 2023 (proposed by Cllr Bennett and seconded by Cllr Bridger with all voting in favour).

**23.63 To consider Selborne Parish Council vote(s) in the South Downs National Park Authority – Parish Representative Elections 2023 – East Hampshire**

The three candidates were discussed and one candidate was selected by majority vote

**23.64 Code of Conduct Complaint** – deferred

The meeting closed at 10.03pm

<b>Signed</b> <b>Chair of Selborne Parish Council</b>	
<b>Date</b>	