

**MINUTES OF THE MEETING OF SELBORNE PARISH COUNCIL**  
**HELD IN OAKHANGER VILLAGE HALL**  
**ON WEDNESDAY 13<sup>TH</sup> SEPTEMBER 2023 AT 7.30 PM**



**Present:** Cllr D Ashcroft, Cllr S Bennett (Chair)  
Cllr C Bridger, Cllr G Earney  
Cllr H Grosvenor, Cllr S Heaselgrave  
Cllr C McMeekan, Cllr M Turner

**Absent:** Cllr C Joyce, Cllr D Littell, Cllr W Megeney, Cllr N O'Donnell

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

**23.105 Apologies for Absence**

Apologies were accepted from Cllrs Joyce, Littell, Megeney and O'Donnell. Cllr Littell had also submitted her resignation as a Parish Councillor before the meeting and the Clerk was asked to send a letter of thanks for her work as a Parish Councillor.

**23.106 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. The Chair clarified again the roles of Councillor and Parish Clerk and advised that the wording of all resolutions would be read back to Councillors before the vote was taken on whether to approve that resolution.

**23.107 Executive Officer's Summary**

The Clerk reported the work done since the meeting on July 26<sup>th</sup> in addition to the work servicing Council meetings, the Parish Council's work as a statutory consultee and the routine monthly financial processes. A short verbal report (2-3mins) would be provided at future Council meetings based on the four key areas of work discussed in the recent staff appraisal.

**23.108 Declarations of Interest**

Cllr Ashcroft declared an interest in the item to report on the EHDC Appraisal Report on a Code of Conduct complaint (see minute 23.118) and would leave the meeting whilst the item was discussed.

**23.109 Approval of Minutes**

It was **RESOLVED** to approve the minutes of the Council meeting on 9<sup>th</sup> August 2023 (proposed by Cllr Bennett and seconded by Cllr Earney with all voting in favour. Cllr Heaselgrave abstained as she had not been present at the August meeting).

**23.110 Public Questions:**

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

A resident provided information on the designation of the three Selborne village Local Green Space sites in the SDNPA Local Plan and expressed concern that a request for removal of this protected designation for only one specific site, and a site which was considered to be at risk of development, had been made at the time of the preparation of the Parish Priority Statement. The resident asked that the Parish Council did not represent the views of individuals at the expense of the village.

***The meeting was reconvened***

### 23.111 Financial Report:

a) The bank balances and earmarked reserves were noted as:

#### Bank Balances

Current Account (as at 01/09/23)	£ 1,024.42
Deposit Account (as at 31/08/23)	£ 70,493.75

**Total at bank** **£ 71,518.17**

#### Earmarked Reserves –

Traffic Projects	£11,000.00
Play Equipment	nil
CIL	£16,572.95
Village Projects	£ 3,000.00
Elections	£ 2,000.00
Selborne Village Stores Ltd	£ 5,000.00

**Total EMR** **£37,572.95**

**Total General Fund** **£33,945.22**

b) **To approve the July and August bank reconciliations**

It was **RESOLVED** to approve the July and August reconciliations subject to the Clerk correcting a mistake in the August reconciliation for the current account and circulating this again to Councillors (proposed by Cllr Earney and seconded by Cllr McMeekan with all voting in favour).

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

It was **RESOLVED** to approve the 3 payments as listed in the schedule below and to confirm that the invoices were in order (proposed by Cllr McMeekan and seconded by Cllr Grosvenor with all voting in favour).

Invoice Date	Payee	Description	Net	VAT	Gross
<b>Payments to be approved Council Meeting 13/9/23</b>					
1/9/23	BDO LLP	external audit	420.00	84.00	<b>504.00</b>
6/9/23	P J Grace	grass August 23	675.00	135.00	<b>810.00</b>
7/9/23	Mulberry and Co	Cllr training (2 no.)	95.00	19.00	<b>114.00</b>
		<b>TOTAL FOR 13 September</b>	<b>1,190.00</b>	<b>238.00</b>	<b>1,428.00</b>

d) **To consider the use of a Parish Council charge card**

It was **RESOLVED** to apply for a Selborne Parish Council charge card with Lloyds Bank as soon as possible (proposed by Cllr McMeekan and seconded by Cllr Earney with all in favour).

The Clerk would check with the internal auditor about the use of a second card.

e) **To agree a fifth signatory for the Parish Council bank accounts**

It was **RESOLVED** that Cllr Grosvenor would be the fifth signatory on the bank account (proposed by Cllr Bennett and seconded by Cllr Ashcroft with all voting in favour).

f) **To note completion of the external audit**

The report on the completed external audit had been received on Tuesday 5<sup>th</sup> September. The external auditor found that the information submitted was in line with Proper Practices and that there were no other matters of concern.

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

**SDNP/23/02533/HOUS, Hanger Croft Gracious Street Selborne GU34 3JB, Create a wild life pond in paddock. Closing date for comment 18/9/23**

The application was discussed and it was **RESOLVED** to submit the comment to positively support the application to provide a pond at Hanger Croft (proposed by Cllr Earney and seconded by Cllr Bennett with all voting in favour. Cllr McMeekan abstained. Cllr Ashcroft abstained on account of also being a District Councillor).

**23.113 To consider the role of Working Groups**

The HALC advice on the roles of Working Groups had been circulated to Councillors prior to the meeting. The advice was discussed and a query was raised regarding the Parish Council submission of a comment on the recent SDNPA validation list consultation. The Clerk would check the process and report back to Council at the October or November meeting. Cllr Grosvenor suggested an approach for consideration of that report.

**23.114 To note the additional Council meetings to be held in the programme for the preparation of the Parish Priority Statement, PPS, for submission to the South Downs National Park Authority by 30<sup>th</sup> November 2023**

A programme for the preparation of the Parish Priority Statement had been provided to Councillors prior to the meeting. The timing for the work was discussed and could not start until the scans of all the received survey responses had been circulated to all Councillors.

It was **RESOLVED** to approve the sequence of events as listed below with a fixed date for the submission of the final statement to the SDNPA of 30<sup>th</sup> November 2023, recognition that there would be two additional Council meetings and that Councillors would receive the information for discussion six days in advance of the meeting (proposed by Cllr Grosvenor and seconded by Cllr Ashcroft with all voting in favour).

- PPS survey form returns by 8th September
- Working Group collation/post survey meeting
- Ordinary Council Meeting 13th September – update and agreement methodology etc.
- Working group preparation on draft
- Draft delivery to Council six days before meeting to discuss
- Ordinary council meeting Weds 11th October
- **Additional Council meeting to approve draft PPS Wed 18th October tbc**
- Public open meetings 21st/22nd October
- Working group meeting w/c 23rd Oct to rationalise draft, date tbc
- PPS delivery to Council six days before meeting to discuss
- Ordinary Council meeting Weds 15th November
- **Additional Council meeting to approve Final PPS Weds 22<sup>nd</sup> November tbc**
- Submission to SDNP by 30<sup>th</sup> November 2023

**23.115 To report the number of responses received in the “Have Your Say” survey, consider the methodology for the evaluation of the survey and the approach to the preparation of the Draft Parish Priority Statement, the next stage of public consultation and the preparation of the final document**

The Chair repeated again that the preparation of the Parish Priority Statement was an important piece of work for the Parish Council. A master list of the forms received had been made but would not be published as this did not follow the stated GDPR provisions in the privacy declaration on the form. Residents should contact the Clerk if they wanted to check whether their form had been received.

The Clerk reported that 92 survey responses had been received, an approximately 10% response rate, but some forms had been delivered after the 6pm Friday 8<sup>th</sup> September deadline.

The methodology for the evaluation of the survey and the approach to the preparation of the Draft Parish Priority Statement was discussed.

It was **RESOLVED** that the Parish Council would include anonymous forms in the evaluation of the survey (proposed by Cllr Bennett and seconded by Cllr Earney with all voting in favour).

It was **RESOLVED** to accept all the forms received by Wednesday 13<sup>th</sup> September and as listed in the spreadsheet presented to Council at the meeting (proposed by Cllr Bridger and seconded by Cllr Bennett with all voting in favour).

The requirement for Councillors to consider any requirements to make declarations of interest in the preparation of the PPS was outlined in relation to the division of work between Councillors as noted in the minutes of the meeting of the Working Group on 2<sup>nd</sup> August 2023. No declarations of interest were made at the meeting.

It was **RESOLVED** that Council approved the division of the drafting of the different sections of the PPS to be carried out as on the listing in the minutes of the PPS Working Group meeting on the 2<sup>nd</sup> August 2023 (proposed by Cllr Bennett and seconded by Cllr Earney with all voting in favour).

The Clerk advised that the drafting of the PPS should include appreciation of the other designations and planning related information for the Parish such as the Selborne Conservation Area designation, Selborne Village Design Statement, Shortheath Common European status SSSI etc.

A report on the evaluation of the issues raised in survey responses would be carried by the PPS Working Group (including an audit trail of which survey responses raised which issues) and this would be provided to Council along with a draft Parish Priority Statement for review.

**23.116 To consider the Parish Council adoption of the new village gates to be installed by Hampshire County Council as part of the Oakhanger village traffic calming scheme**

It was **RESOLVED** that the Parish Council would adopt all Selborne and Oakhanger village gates installed as part of community funded traffic calming and place them under the Parish Council insurance policy (proposed by Cllr Bennett and second by Cllr McMeekan with all voting in favour).

**23.117 To consider the creation of a second disabled parking space at the Plestor, Selborne Village**

Residents had presented views in writing before the meeting both in support and against the creation of a second disabled parking space at the Plestor, Selborne village. Decision on the proposal was deferred until further information had been obtained on alternative options for additional disabled parking provision including the road marking of disabled parking bays on either side of the entrance to the Wakes Museum.

### **23.118 To Consider the EHDC Appraisal Report on a Code of Conduct Complaint against Cllr Ashcroft in his role as a Parish Councillor**

*Cllr Ashcroft, having declared an interest under min 23.108, left the meeting while the item was discussed*

The Clerk had been in contact with the Information Commissioners Office for advice after a complaint had been received on a possible personal data breach following the circulation of the Appraisal Report on a Code of Conduct complaint against Cllr Ashcroft without the complainant's information being redacted. Councillors were requested to ensure that they erred on the side of caution when forwarding any material which contained personal data until after the October meeting and adopt a precautionary approach in redacting personal data unless specific written consent had been obtained and copied to the Clerk. The review of the Council Data Protection Policy would be included on the agenda of the October meeting and would include approval of a specific privacy statement for Councillors in their roles which clarified how documents including personal data should be managed.

The Clerk advised that the EHDC appraisal report prepared by the previous Deputy Monitoring Officer had been completed before she had had time to provide requested comment. The appraisal report included factually incorrect information in the rebuttal of the complaint and the Clerk would be writing to EHDC to put this on record even though it did not re-open the complaint. The report included information, for example, that two formal complaints had been made against the Clerk which was not the case.

The Clerk had also contacted the EHDC Monitoring Officer for confirmation on the form of an apology to be made and been advised just before the issue of the meeting's agenda that the apology would take the form of a written apology to Councillors.

It was **RESOLVED** to extend the meeting for half an hour (proposed by Cllr Bennett and seconded by Cllr Earney with all voting in favour. Cllr Bridger abstained).

A written apology had been provided to Councillors by Cllr Ashcroft before the meeting and the complaint, report and apology were discussed.

*Cllr Ashcroft returned to the meeting.*

### **23.119 To consider the Parish Clerk's report on the Local Green Space designation of Church Meadow and Dowlings Mead**

This item had been included on the agenda following discussion of whether revision of the LGS designation of Church Meadow and Dowlings Mead should be considered by the PPS Working Group. One measure of whether revision of the designation would be a priority was if the process for Parish Council proposal of the LGS had not been conducted properly. The process started in mid 2015. The Clerk showed Councillors the minutes of the properly called Council meeting of 26<sup>th</sup> October 2015 in which a formal resolution was made to submit to the SDNPA a provided list of proposed LGS sites, which included the areas of the Church Meadow and Dowlings Mead. The process for the proposal of the LGS site was therefore shown to have been conducted properly.

### **23.120 To consider a proposal for a Transport Working Group**

A proposal by Cllr Earney for a Transport Working Group had been circulated to Councillors prior to the meeting and was discussed. It was **RESOLVED** to form a Transport Working Group of four Councillors plus parishioners and that Council would agree at the next meeting on three issues for the Working Group to cover with a quarterly review by Council of the scope of work of the group (proposed by Cllr Bennett and seconded by Cllr Heaselgrave with all voting in favour).

**23.121 Date of next meeting**

The next meeting is scheduled for Wednesday 11<sup>th</sup> October 2023 at 7.30pm in Blackmoor Village Hall (Committee Room).

**23.122 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**

This item was deferred.

**23.123 Confidential item - Report on Staff Appraisal on Thursday 31<sup>st</sup> August 2023**

This item was deferred.

The meeting closed at 10.04 pm

Signed	
Chair of Selborne Parish Council	
Date	

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