

**DRAFT MINUTES OF THE MEETING OF SELBORNE PARISH COUNCIL
HELD IN THE PAVILION, SELBORNE RECREATION GROUND
ON WEDNESDAY 8TH NOVEMBER 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 N O'Donnell
Cllr M Turner

Absent: Cllr C Joyce, Cllr W Megeney

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

23.138 Apologies for Absence

Cllrs Joyce and Megeney had sent apologies to the meeting.

23.139 Chairman's Announcements

The Chair announced that it was the seventh meeting since the May elections and that all Councillors had completed Basic Skills and Planning training. Councillors were requested to assist the Chair in progressing the work of the meeting. It was noted that the Clerk would be making a recording of the meeting.

23.140 Executive Officer's Summary

The Clerk provided a summary of the work carried out since the last meeting.

23.141 Declarations of Interest - None

23.142 Approval of Minutes

Subject to the agreed changes to minutes numbers 23.113, 23.118 and 13.119 it was **RESOLVED** to approve the minutes of the meeting on 13th September 2023 (proposed by Cllr Earney and seconded by Cllr Bennett with all voting in favour).

It was **RESOLVED** to approve the minutes of the meeting on 18th October 2023 (proposed by Cllr Earney and seconded by Cllr Bennett with all voting in favour. Cllr Ashcroft abstained).

23.143 To co-opt a new councillor to fill the Casual Vacancy on the Council

It was **RESOLVED** to co-opt David Webster-Jones as a new Councillor. Cllr Webster-Jones signed the Declaration of Acceptance of Office and took his seat on the Council.

23.144 Public Questions

It was RESOLVED to adjourn the meeting for public questions (proposed by Cllr Bennett and seconded by Cllr Turner with all voting in favour)

There were no public questions.

It was RESOLVED to reconvene the meeting (proposed by Cllr Bennett and seconded by Cllr Turner with all voting in favour)

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

SDNP/23/04357/FUL Park Farm Dairy, Blackmoor Road, Blackmoor Liss Hampshire, GU33 6BJ Removal of open sided cattle shed and replace with new forestry building including area of hardstanding.

There was a general discussion regarding the carrying out of site visits prior to the consideration of planning applications and the use of a projector in the meeting to enable application documents to be viewed. The application was discussed. Cllr Ashcroft declared an interest on account of being a neighbouring landowner. It was **RESOLVED** to submit the comment of no objection but to request that, in the event that the planning authority was minded to grant permission, the following conditions were considered:

- the provision of landscape screening around the development;
- the approval of the type and colour of building materials prior to construction to minimise the landscape impact;
- limits on hours of working including no Sunday working and no night-time working;
- lighting design to protect the Dark Skies;
- all HGV vehicles to access the site from the A325 with no left turn from the access to the site onto the Blackmoor Road to minimise traffic impacts on Blackmoor village;
- management of surface water so that there was no increase in surface run-off from the site;
- consideration of whether an archaeological watching brief was required during site works.

(proposed by Cllr Bennett and seconded by Cllr Earney with all voting in favour. Cllrs O'Donnell, Turner and Webster-Jones abstained. Cllr Ashcroft abstained on account of also being a District Councillor).

23.146 Financial Report:

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

Bank Balances as at 31st October 2023

Current Account	£ 8,531.03
Deposit Account	£ 94,021.83
Total at bank	£ 102,552.86

Earmarked Reserves

Village Projects	£ 3,000.00
Traffic Projects	£ 11,000.00
Play Equipment	nil
CIL	£ 20,803.26
CIL Selborne Village Shop	£ 5,000.00
Elections	£ 2,000.00
Total EMR	£ 41,803.26

Total General Fund £ 60,749.60

b) **To approve the October bank reconciliations**

It was **RESOLVED** to approve the October bank reconciliations (proposed by Cllr Turner and seconded by Cllr Bennett with all voting in favour. Cllr Webster-Jones abstained).

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

The schedule of payments presented for approval was as follows:

Invoice Date	Payee	Description	Net	VAT	Gross
Already paid					
20/10/23	Wildly Upbeat	Open Days docs	11.29	2.26	13.55
	Printers				
			11.29	2.26	13.55
Future payments					
26/10/23	HALC Ltd	Cllr Planning training 7 Nov 23 (GE)	48.00	9.60	57.60
1/11/23	HALC Ltd	Cllr Finance training 2 Nov 23 (SB, GE, CMcM)	90.00	18.00	108.00
3/11/23	E Ford	receipted expenses - software	198.68	39.74	238.42
8/11/23	SRGC	pavilion hire 16/9 until 21 Oct inc	85.00	-	85.00

An additional invoice, for £85.00 and payable to the Selborne Recreation Ground Committee, had been received just before the meeting. The invoice was for a part payment of the grant for children's drama classes (see minute 23.74). Cllr Earney declared an interest as the husband of one of the applicants and did not take part in the decision to approve payment of the invoice.

It was **RESOLVED** to approve the invoice (proposed by Cllr Bennett and seconded by Cllr Ashcroft with the majority voting in favour. Cllrs McMeekan and O'Donnell abstained. Cllr Earney having declared an interest abstained).

It was **RESOLVED** to approve the remaining invoices on the above payment schedule (proposed by Cllr Bennett and seconded by Cllr Turner with all voting in favour. Cllr Webster-Jones abstained).

23.147 To consider the Draft 2024/2025 Budget in advance of agreeing the Budget and setting the Precept at the December Council meeting

A draft budget for 2024/2025 had been circulated to Councillors prior to the meeting and discussed in detail at a Finance Working Group meeting on Monday 6th November where some changes were requested. The revised draft budget was discussed. It was **RESOLVED** to approve a 2024/2025 budget involving a total expenditure of £85,071 (proposed by Cllr Bennett and seconded by Cllr Earney with all voting in favour. Cllr Webster-Jones abstained). It was proposed that the budget would be supported by an increase of £2,000 in the precept payment to a total of £66,300. This would involve an increase of 3.11% in the amount payable by a Band D dwelling if the tax base remained the same as for 2023/2024. The precept would be considered for approval at the December Council meeting. The approved 2024/2025 budget has been included as Appendix A.

23.148 To consider a proposal for the live streaming of Council meetings

Cllr Grosvenor presented a proposal for the live-streaming of Council meetings in audio or visual form. It was confirmed that there was internet connection at all the meeting venues although this was limited to 4G for some locations. Live-streaming would also need to be limited to audio form if there was insufficient band width or, alternatively, a record of the meeting could be transmitted afterwards. Cost of the equipment would be minimal on account of using the Parish Council laptop, the option of using a donated webcam, the purchase of a mic/speaker (approx. £120) and the use of the Parish Council Zoom account. An approach to the procedure for the streaming at meetings was presented and there was an initial discussion of the approach to the retention of recording and other considerations. It was **RESOLVED** to carry out the livestreaming of meetings (proposed by Cllr Grosvenor and seconded by Cllr Ashcroft with all voting in favour).

23.149 Update and discussion of the Parish Priority Statement

The preparation of the final version of the Parish Priority Statement was discussed. The Clerk would provide the set of residents' comments by the evening of Thursday 9th November. It was important that all Councillors, or as a minimum all members of the PPS Working Group, reviewed the document and considered whether any necessary changes should be made. A PPS Working Group meeting, to which all Councillors were welcome, would be held on Tuesday 14th November. The programme for the preparation included that PPS documents were delivered to Council six days before any meeting to review and the revised draft would therefore be provided to Councillors by Thursday 16th November. An additional Council meeting would be held to consider the final draft and approve the final statement on Wednesday 22nd November. It was planned that the submission would be made to the SDNPA by 30th November 2023.

23.150 To consider a Councillor request for a sabbatical

It was **RESOLVED** that apologies would be accepted for Cllr Megeney to be absent from Council meetings for a period of five months, after which she would be required to attend a Council meeting or submit apologies afresh (proposed by Cllr Bennett and seconded by Cllr Turner with all voting in favour).

23.151 To consider the planned closure of the B3004 from January 2024 for SSEN cabling works

Closure of the B3004 from its junction with Mill Lane in Alton to the Oakhanger Road in the stages listed below was discussed.

Mill Lane, Alton	9/1/24 until 16/3/24
B3004, Wilsom Road: junction with Mill Lane to Alton by-pass (A31)	16/3/24 until 24/4/24
B3004, Caker Lane to Three Horseshoes PH, East Worldham	1/4/24 until 28/4/24
B3004. Worldham Hill	28/4/24 until 21/6/24
B3004, Green Street (Bottom Worldham Hill to Oakhanger Lane)	11/6/24 until 12/8/24

The Clerk would liaise with the Hampshire County Highways Safer Roads officer for advice on how the resulting increase traffic through the Parish could be mitigated and also write to the relevant Hampshire County Councillors, the South Downs National Park Authority and the Hampshire and Isle of Wight Constabulary for support during the works.

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

23.152 To consider a response to the EHDC review of polling districts and polling places

It was **RESOLVED** that a request to retain all three Parish village halls as polling stations would be made as the response to the public consultation in the EHDC review of polling districts and polling places (proposed by Cllr Bennett and seconded by Cllr Turner with all voting in favour).

23.153 To consider the Employer consultation on changes to the Hampshire Pension Fund's statutory policies – closing date by 27 November 2023

This item was deferred.

23.154 To consider a proposed change of date for the December Council meeting

It was **RESOLVED** to change the date of the December Council meeting to Thursday 14th December at 7.30pm in Selborne Village Hall (proposed by Cllr Bennett and seconded by Cllr Turner with the majority voting in favour. Cllrs Ashcroft and Earney objected. Cllrs Bridger, Grosvenor and Webster-Jones abstained).

23.155 Date of next meeting

The next meeting would be the Council meeting to finalise the Parish Priority Statement PPS and would be held on Wednesday 22nd November 2023 at 7.30pm in Oakhanger Village Hall.

23.156 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 be excluded from the meeting by reason of the confidential nature of the business to be transacted (proposed by Cllr Bennett and seconded by Cllr Turner with all voting in favour).

23.157 Confidential item - Report on Staff Appraisal on Thursday 31st August 2023

The Clerk left the meeting and a report on the Staff Appraisal on Thursday 31st August 2023 was presented by Cllr Grosvenor and discussed at the meeting.

The meeting closed at 10.10pm

Signed	
Chair of Selborne Parish Council	
Date	

Appendix A: Agreed Budget for 2024-2025

Receipts	Agreed Budget
Precept	66,300
Allotments	488
St Thomas's Day Bread	70
Deposit Acct Interest	1,400
Insurance reclaim	
Grants	
S106 funds	
CIL funds	
TOTAL RECEIPTS	68,258
Payments	
Staff costs	
Salaries	17,210
PAYE/NI	3,834
Pension contributions	5,757
Recruitment	-
Expenses	
Clerk	650
Councillors	200
Administration	520
Chairman's Allowance	250
Website	390
Repairs&Maintenance	
Grass cut & grds maint.	15,000
Recreation Ground	2,500
Allotments	1,000
Lengthsman	2,000
Bins	600
Playgrounds	3,000
Other rep/maint.	5,000
Training	
Clerk	200
Councillors	2,000
Grants&Donations (+S137)	5,000
Premises	
Hall Hire	500
Office Rental	1,600
Professional Fees	
Audit Fees	960
Insurance	3,500
Subscriptions	1,530
Publications	500
Village Projects	3,000
Covid Fund	-
Capital Equipment	5,000
Miscellaneous costs	3,000
Election costs	250
Bank Charges	120
TOTAL EXPENDITURE	85,071