

DRAFT MINUTES OF THE ANNUAL MEETING (AGM) OF SELBORNE PARISH COUNCIL
HELD IN SELBORNE VILLAGE HALL
ON WEDNESDAY 15th MAY 2024 AT 8.15 PM



Present: Cllr D Ashcroft, Cllr S Bennett (Chair)
Cllr C Bridger, Cllr G Earney
Cllr S Heaselgrave, Cllr N O'Donnell
Cllr M Turner, Cllr D Webster-Jones

Absent: Cllr H Grosvenor, Cllr W Megeney

Also present: Liz Ford, Parish Clerk and 4 members of the public

24.19 Election of Chairman of Council for 2024/25

It was **RESOLVED** that Cllr Bennett would be the Chair of Selborne Parish Council for 2024/2025 (proposed by Cllr Turner and by seconded Cllr Webster-Jones with the majority voting in favour).

24.20 Declaration of Acceptance of Office signed by Chairman

Cllr Bennett signed the Declaration of Acceptance of Office.

24.21 Election of Vice Chairman of Council for 2024/25

It was **RESOLVED** that Cllr Turner would be the Vice Chair of Selborne Parish Council for 2024/2025 (proposed by Cllr Bennett and seconded by Cllr Heaselgrave with the majority voting in favour).

24.22 Apologies for Absence

It was **RESOLVED** to accept apologies from Cllrs Grosvenor and Megeney (proposed by Cllr Bennett and seconded by Cllr Earney with all voting in favour).

24.23 Declarations of Interest

Cllr O'Donnell declared an interest (under 9(2) of the Code of Conduct) in planning application SDNP/24/00382/FUL (see min 24.33) and elected to leave the meeting while the item was discussed. Cllr Ashcroft declared an interest in planning application SDNP/24/01759/PNCOUF (see min 24.33) as a neighbour of the development and elected to abstain.

24.24 Approval of Minutes

It was **RESOLVED** to approve the minutes of the meeting on 17th April 2024 (proposed by Cllr Bennett and seconded by Cllr Turner with all voting in favour).

24.25 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)

A member of the public, acting in a professional capacity for neighbours of the proposed development under planning application SDNP/24/00384/FUL, presented information relating to the application. A resident requested that the Parish Council considered the purchase of poppies to decorate Selborne village in the period before Remembrance Sunday.

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

It was decided to bring consideration of the planning application ref. SDNP/24/00384/FUL forward to this point in the meeting (see minute 24.34).

24.26 General Power of Competence

It was minuted that the Parish Council had eight elected members (Cllrs Ashcroft, Bennett, Bridger, Earney, Grosvenor, Megeney, O'Donnell and Turner) and a qualified Clerk and so was still eligible to hold the General Power of Competence.

24.27 Planning Committee

It was **RESOLVED** to form a Planning Committee made up of Cllrs Bennett, Bridger, Earney, Heaselgrave and Megeney (proposed by Cllr Bennett and seconded by Cllr Ashcroft with all voting in favour).

24.28 Staffing Committee

It was **RESOLVED** to form a Staffing Committee made up of Cllrs Bennett, Earney, Grosvenor, O'Donnell and Turner (proposed by Cllr Bennett and seconded by Cllr Turner with all voting in favour).

24.29 Chairman and Vice Chairman of Committees

It was **RESOLVED** that Cllr Earney would be Chairman of the Planning Committee with all voting in favour.

It was **RESOLVED** that Cllr Megeney would be Vice Chairman of the Planning Committee (proposed by Cllr Bennett and seconded by Cllr Ashcroft with all voting in favour).

It was **RESOLVED** that Cllr Grosvenor would be Chairman of the Staffing Committee (proposed by Cllr Bennett and seconded by Cllr Webster-Jones with all voting in favour. Cllrs Ashcroft and Bridger abstained).

It was **RESOLVED** that Cllr Earney would be Vice Chairman of the Staffing Committee (proposed by Cllr Ashcroft and seconded by Cllr Bridger with all voting in favour).

24.30 Representatives on Outside Bodies/Committees

It was **RESOLVED** that Cllr Webster-Jones would be Parish Council representative on the Selborne Recreation Ground Committee (proposed by Cllr Turner and seconded by Cllr Bennett with all voting in favour).

It was **RESOLVED** that Cllr Megeney would be Parish Council representative to Blackmoor Village Hall (proposed by Cllr Bennett and seconded by Cllr Earney with all voting in favour).

There was no decision on the Parish Council representative to Oakhanger Village Hall with a view to this being a role for one of the new Councillors to be co-opted to fill the two vacancies on the Council.

It was **RESOLVED** that Cllr Turner would be Parish Council representative to Selborne Village Hall (proposed by Cllr Bennett and seconded by Cllr Earney with all voting in favour).

It was **RESOLVED** that Cllr O'Donnell would be Parish Council representative to Selborne CofE Primary School (proposed by Cllr Bennett and seconded by Cllr Turner with all voting in favour).

It was **RESOLVED** that Cllr Megeney would be Parish Council representative to St Matthews CofE Primary School, Blackmoor (proposed by Cllr Bennett and seconded by Cllr Ashcroft with all voting in favour).

It was **RESOLVED** that Cllr Earney would be Parish Council representative to the East Hampshire Parish and Town Council Association (proposed by Cllr Bennett and seconded by Cllr Heaselgrave with all voting in favour).

24.31 Council Leads

It was **RESOLVED** that Cllr O'Donnell would be Parish Council lead for the Spring and Autumn Litter Picks (proposed by Cllr Bennett and seconded by Cllr Bridger with all voting in favour).

It was **RESOLVED** that Cllr Grosvenor would be Parish Council lead for the Vehicle Activated Sign, VAS (proposed by Cllr Bennett and seconded by Cllr Earney with all voting in favour).

It was **RESOLVED** that Cllr Earney would be Parish Council lead for the AutoSpeedWatch cameras (proposed by Cllr Bennett and seconded by Cllr Bridger with all voting in favour).

It was **RESOLVED** that Cllr Webster-Jones would be Parish Council lead for the Oakhanger playground (proposed by Cllr Ashcroft and seconded by Cllr Bridger with all voting in favour).

It was **RESOLVED** that a resident volunteer would be Parish Council lead for footpaths (proposed by Cllr Bennett and seconded by Cllr Earney with all voting in favour).

It was **RESOLVED** that Cllr Heaselgrave would be Parish Council lead for trees (proposed by Cllr Bennett and seconded by Cllr O'Donnell with all voting in favour).

It was **RESOLVED** that the three Parish Council defibrillator guardians would be as in the table below (proposed by Cllr Bennett and seconded by Cllr Earney with all voting in favour).

Location	Guardian	Back-up
Selborne Village Hall	Parish Clerk	Cllr O'Donnell
Oakhanger Village Hall	Cllr Webster-Jones	Parish Clerk
Blackmoor Village Hall	Resident volunteer	Parish Clerk

24.32 Meeting Schedule 2024/25

It was **RESOLVED** that the meeting schedule for 2024/25 would be for meetings on the third Wednesday of the month as listed in the table below, with an option to cancel the August Council meeting if business allowed (proposed by Cllr Bennett and seconded by Cllr Turner 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.

2024	20 th November
17 th April	18 th December
15 th May	2025
19 th June	15 th January
17 th July	19 th February
21 st August	19 th March
18 th September	16 th April
16 th October	21 st May – Annual Meeting/AGM

A provisional date of Wednesday 14th May 2025 was decided for the 2025 Selborne Parish Assembly.

24.33 Financial Report

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

Bank Balances as at 1st May 2024 (current) and 30th April 2024 (deposit)

Current Account		38,172.68	
Deposit Account		98,220.33	
Total at bank		136,393.01	
Earmarked Reserves			
Village Projects		3,000.00	
Traffic Projects		11,000.00	
Play equipment		-	
CIL&S106 (£565)		25,033.57	
CIL Selborne Village Shop		5,000.00	
Elections		2,000.00	
Total EMR		46,033.57	
Total General Fund		90,359.44	

It was noted that if the planned expenditure in the 2024/2025 budget was made the General Fund would be reduced to approximately £35,000. A list of receipts and payments since the last meeting has been included as Appendix A

b) To approve the proposed schedule of payments

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

Invoice Date	Payee	Description	Net	VAT	Gross
Future payments					
8/4/24	Selborne VH	Inv JR162, Open Days hall hire (2023)	150.00	-	150.00
8/4/24	Selborne VH	Inv JR163, PC Office 1Apr 24 to 31 Mar 25	1,600.00	-	1,600.00
23/4/24	Selborne Rec Grd Cttee	reimbursement 50% water bill	123.18	-	123.18
27/4/24	RS Fencing & Agriculture Ltd	Allotments fencing	5,578.25	1,115.65	6,693.90
7/5/24	PJ Grace	grass cutting April 24	840.00	168.00	1,008.00
7/5/24	Do the Numbers Ltd	Internal Audit YE 31 Mar 24	475.00	-	475.00
8/5/24	Sarah George Env Consulting	Assembly Speaker Fee	100.00	-	100.00
9/5/24	E Ford	receipted expenses	92.34	8.10	100.44
10/4/24	The Naked Grape Wine Ltd	Assembly refreshments	17.48	3.49	20.97
14/5/24	Selborne CofE Primary School	Donation for hosting Parish Assembly	100.00	-	100.00
14/5/24	Arthur J Gallagher Insurance	SPC and Recreation Ground Policy renewal	2,885.86	-	2,885.86
		TOTAL FOR 15th May 2024	11,962.11	1,295.24	13,257.35

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

The first application had been discussed after the Public Questions session.

Cllr O'Donnell, having declared an interest under min. 24.23, left the meeting

SDNP/24/00384/FUL, The Oast House Wick Hill Farm Lane Hartley Mauditt, GU34 3BP

Change of use, alterations and extension to existing agricultural barn to create a function space for wine tasting events together with parking landscaping and associated works

The application was discussed and it was **RESOLVED** to submit the comment that the Parish Council supported in principle the diversification of the winery for wine tasting events with a focus on local wines, but was concerned regarding the scale of the proposed development, and would like more information on the frequency and type of events, traffic impacts and noise levels (proposed by Cllr Bennett and seconded by Cllr Turner with all voting in favour. Cllr Ashcroft abstained on account of also being a District Councillor).

Cllr O'Donnell returned to the meeting

SDNP/24/01759/PNCOUF, Priory Farm Priory Lane Selborne, GU34 3BU

In accordance with The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2 Part 3 Class R, please find the requisite notification under section R.3-1(b). - changes of use from agriculture to a flexible commercial use (including mixed Class E (giii) Light Industrial Use and Class B8 Storage and Distribution Use) where the total floor area proposed is less than 150 sq.m

The application was discussed and it was **RESOLVED** to submit the response of no comment (proposed by Cllr Bennett and seconded by Cllr Earney with all voting in favour. Cllr Ashcroft having declared an interest under 24.23 abstained).

SDNP/24/01318/TCA, Rillet Cottage Fountain Road Selborne Alton Hampshire GU34 3LH

A No 2 through 8 Beech Tree Remove overhanging branches of the lowest branches and pollard within 3.5m providing an overall height of 6m. No 9 Hazel Tree Crown thin to a maximum height of 3m and pollard by 50 percent No 10 Sycamore Tree Prune to provide 2 metres clearance from garage roof

Cllr Bridger declared an interest as a neighbour. The application was discussed and it was **RESOLVED** to submit the comment to support the application (proposed by Cllr O'Donnell and seconded by Cllr Heaselgrave with all voting in favour. Cllrs Bridger and Turner abstained. Cllr Ashcroft abstained on account of also being a District Councillor).

20936/012, Former site of Springfield Nursey, Oakhanger Road, Oakhanger

The demolition of the existing buildings and removal of hardstanding (including two residential dwellings and commercial garden centre buildings) to provide 23 dwellings (including 10 affordable housing units), widening of existing access together with associated internal vehicular access track, car parking, landscaping, amenity space and biodiversity enhancement measures.

The application was discussed and it was **RESOLVED** to submit the comment to object based on there being too many houses and in light of a lack of information on traffic management, flood management, protection of the Dark Skies of the adjacent South Downs National Park and loss of mature oak trees (proposed by Cllr Bennett and seconded by Cllr Turner with all voting in favour. Cllr Ashcroft abstained on account of also being a District Councillor. Cllrs Bridger and Earney objected).

SDNP/24/01878/SCREEN, Sewage Works, Honey Lane, Selborne

Request for screening opinion – upgrade of Selborne STW

Cllr Ashcroft declared an interest as a neighbour of the development. The application was discussed and it was **RESOLVED** to submit the response of no comment (proposed by Cllr Bennett and seconded by Cllr Earney with all voting in favour. Cllr Ashcroft abstained).

SDNP/24/01483/SCREEN, Overhead Line Bradshott Lane Blackmoor Liss Hampshire

EIA screening - Replace 3 wooden poles and associated stays

The application was discussed and it was **RESOLVED** to submit the response of no objection (proposed by Cllr Bennett and seconded by Cllr Earney with all voting in favour. Cllr O'Donnell abstained. Cllr Ashcroft abstained on account of also being a District Councillor).

24.35 To note arrangements for the independent examination of the 2022/2023 Recreation Ground Charity Accounts

There had been an atypical turnover in the 22/23 financial year (year ending 31st May 2023) for the Recreation Ground Charity following expenditure on repairs due to a water leak. The Parish Council as sole trustee of the Recreation Ground charity was therefore required to submit additional accounting information to the Charity Commission. This included an independent examiners report on the charity's accounts. It was planned that this independent examination would be carried out by the Parish Council's own internal auditor as soon as possible.

24.36 Standing Orders, Financial Regulations & other governance documents

The Parish Clerk had provided a master list of governance and other Council documentation at the meeting and this was discussed. A Policy Working Group to review Council policy and other documents would be formed at a later meeting.

24.37 District Councillor Report

East Hampshire District Council had made a further request for proposals of brownfield sites for development in support of the ongoing revision of its Local Plan. The revision was hoped to be completed by the end of 2024 and submitted to the Planning Inspector at the beginning of 2025. On account of the District Council not being able to demonstrate a four year housing supply there were limited powers to refuse any new housing applications for areas outside of the National Park. The full EHDC Council meeting on Thursday 16th May would be held in The Maltings, Alton. A broadcast of the meeting was available on the EHDC website. The last EHDC Planning Committee meeting had decided on the second "Planning in Principle" application received by the District Council. This was a new form of planning application.

24.38 Date of next meeting

The next meeting would be on Wednesday 19th June at 7.30pm, venue to be confirmed.

The meeting closed at 10.25pm

Signed	
Chair of Selborne Parish Council	
Date	

Appendix A – List of Receipts and payments since the last meeting on 17th April 2024

Current Account 17/4/24 to 14/5/24			Payment or Receipt	Balance	state ment no.
22/4/24	EHDC GENERAL	first 24/25 precept payment	36,300.00	37,470.67	
25/4/24	SOUTH DOWNS NATION	23/24 Neighbourhood CIL payment	4,230.31	41,700.98	
29/4/24	B/P to: HALC	HALC & NALC annual subscription	-496.00	41,204.98	
29/4/24	B/P to: HMRC Shipley	Tax and NI April 24	-231.57	40,973.41	
29/4/24	Staff	April salary and expenses	-1,575.44	39,397.97	
29/4/24	B/P to: HCC Pension Fund	Pension contributions April	-421.49	38,976.48	
29/4/24	B/P to: EdgeIT Systems Ltd	Year 2 financial software contract	-335.80	38,640.68	
29/4/24	B/P to: P J Grace	Grass cutting March 24	-468.00	38,172.68	134
2/5/24	B/P to: Hampshire CC	S178 licence fee	-190.00	37,982.68	
2/5/24	Transfer to 20352822	internal transfer	-35,000.00	2,982.68	
7/5/24	Direct Debit (EE LIMITED)	mobile phone May 24	-18.34	2,964.34	
Deposit Account 17/4/24 to 14/5/24					
31/3/24	BBF			98,220.33	
30/4/24	No transactions			98,220.23	92
2/5/24	Transfer from 20352819	internal transfer	35,000.00	133,220.33	