

DRAFT MINUTES OF THE MEETING OF SELBORNE PARISH COUNCIL
HELD IN OAKHANGER VILLAGE HALL
ON WEDNESDAY 19th JUNE 2024 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 N O'Donnell, Cllr M Turner
Cllr D Webster-Jones

Absent: Cllr W Megeney

Also present: Liz Ford, Parish Clerk

24.39 Apologies for Absence

It was **RESOLVED** to accept apologies from Cllr Megeney with all voting in favour.

24.40 Chairmans Announcements

The Chair requested that Councillors reply to emails with requests regarding availability for future Council and Committee meetings as soon as possible. This was to save the time of the Clerk and the other Councillors.

24.41 Executive Officers Summary

The Clerk provided a list of work done since the last meeting.

24.42 Declarations of Interest

Cllr Turner declared an interest (under 8(a) of the Code of Conduct) in the grant application from the Selborne Recreation Ground Committee, as treasurer of this committee, and would leave the meeting while the business was discussed.

24.43 Approval of Minutes

It was **RESOLVED** to approve the minutes of the Annual Meeting (AGM) meeting on 15th May 2024. Cllr Grosvenor abstained on account of not having attended the meeting.

24.44 Co-option of new Councillor(s)

Two new Councillors were co-opted onto the Council by a majority of Councillors voting by secret ballot. The Parish Council welcomed new Councillors Sarah Hulbert and Ben Roger-Smith. The co-option filled the twelve available seats and there were no longer any vacancies on the Council. Cllr Roger-Smith signed the Declaration of Acceptance of Office and left the meeting. Cllr Hulbert had sent apologies that she could not attend the meeting and the Clerk would witness her signing of the Declaration of Acceptance of Office at a later date.

24.45 Public Questions – no members of the public had attended the meeting

24.46 Financial Report:

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

Bank Balances as at 1 st June 2024 (current) and 31 st May 2024 (deposit)	
Current Account	2,691.56
Deposit Account	118,220.33
Total at bank	120,911.89
Earmarked Reserves	
Village Projects	3,000.00
Traffic Projects	11,000.00
Play equipment	-
CIL&S106 (£565)	19,455.32
CIL Selborne Village Shop	5,000.00
Elections	2,000.00
Total EMR	40,455.32
Total General Fund	80,456.57

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 with all voting in favour.

Invoice Date	Payee	Description	Net	VAT	Gross
6/6/24	PJ Grace	grass cutting May 24	480.00	96.00	576.00
7/6/24	HALC	LCPD Membership April 24 to March 25	180.00	36.00	216.00
7/6/24	Playsafety Ltd	Annual Inspection of the two playgrounds	188.00	37.60	225.60
19/6/24	E Ford	receipted expenses: stationary & Microsoft 365	67.98	17.00	84.98
TOTAL FOR 19th June 2024			915.98	186.60	1,102.58

24.47 To Receive the Annual Internal Audit Report for 2023/2024 and decide any actions

The Annual Internal Audit Report for 2023/2024 had been circulated to Councillors before the meeting and was reviewed in detail. The following feedback to the internal auditor and actions were decided:

only the Clerk would be issued with a charge card; no problem had been found with downloading the Word version of the grant application document from the Parish Council website; the May 23 minutes were signed in advance of the June 24 Council meeting; the Parish Council only had two Committees, the Planning Committee and the Staffing Committee, and it was considered that these should continue; clearer terms of reference with specified tasks for completion were being introduced for Working Groups; a Policy Working Group would be tasked with progressively updating policies throughout 2024/2025; the Edge multiyear budget comparison report would be used for budget monitoring in preparation of the next year's precept; the budgeted spend for 2024/2025 would reduce the General Reserve/General Fund significantly and well within recommended limits; the Council noted the advice on NJC contract terms, would ensure that there was no ambiguity in employee contracts and would seek advice from HALC; members had already been taking turns to check the bank reconciliations in 2023/2024; the Edge bank reconciliations would be included

in meeting minutes (it should be noted that the new accounting year would be started on the Edge software after approval of the AGAR); an investment strategy would be prepared; a pdf version of the asset register would be included in the AGAR upload set on the Parish Council website; careful attention would be paid to the advice on the data protection requirements of the APNR data from the Council AutoSpeedWatch cameras and an operating protocol and Councillor declaration was under preparation and would hopefully be ready for approval by the July Council meeting; the dates for the public rights would be included in the minutes of the meeting at which the AGAR was approved; the Council was currently addressing a delay in the preparation of the Recreation Ground Charity Annual Return data.

24.48 To confirm that there are no Council conflicts of interest with the External Auditor BDO LLP

It was **RESOLVED** that there were no Council conflicts of interest with the external auditor BDO LLP. The Clerk would contact the two Councillors who were not at the meeting to check that they had no connection to the external auditor which might give rise to a conflict of interest.

24.49 To approve the Annual Governance Statement (Section 1) of the 2023/2024 AGAR

The Annual Governance Statement (Section 1) of the 2023/2024 AGAR was reviewed in detail at the meeting. It was agreed that all assertions under the governance statement should be ticked Yes with the decision to tick yes for GS Assertion 3 being agreed by voting on a formal resolution.

24.50 To approve the Accounting Statements (Section 2) of the 2023/2024 AGAR

The Accounting Statements (Section 2) of the 2023/2024 AGAR had been provided to Councillors on 1st May with detailed accounting reports on 21st May and a preliminary review of the accounts with Cllrs Bennett and Earney on 3rd June.

It was **RESOLVED** to approve the end of year bank reconciliation.

It was **RESOLVED** to approve the Accounting Statements (Section 2) of the 2023/2024 AGAR.

To accommodate the late clearance at the bank of the March 2024 payments (these had cleared after 1st April and so came under the 2024/2025 financial year accounts), it was **RESOLVED** to make the additions to the 2024/2025 expenditure budget as detailed in Appendix B

24.51 To minute the dates for the exercise of public rights

The Notice of Public Rights and Publication of Unaudited Governance and Accountability Return would be posted on Thursday 20th June with the period for the rights of inspection commencing on Friday 21 June 2024 and ending on Thursday 1 August 2024 (see the Parish Council noticeboards and the Parish Council website).

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

20070/008, Wrens Nest, Golf Lane, Whitehill

Demolition of conservatory to front. Single storey front side and rear extensions with balcony above front extension and raised steps with balustrade to front, Bordon, GU35 9EH

The application was discussed and it was **RESOLVED** to submit the response of no comment.

54567/001, 13 Plantation Way, Whitehill

Conversion of existing garage to habitable accommodation with extension to rear. Single storey side extension following demolition of existing conservatory

The application was discussed and it was **RESOLVED** to submit the response of no comment. Cllr Ashcroft abstained on account of also being a District Councillor.

SDNP/24/02160/PNCOUF, Priory Farm Priory Lane Selborne

Change of use from agriculture to a flexible commercial use (including mixed Class E (giii) Light Industrial Use and Class B8 Storage and Distribution Use).

The Planning Authority had made its decision on the application before the meeting and so no consultation response was discussed.

24.53 To receive the Annual Inspection Reports for the two Parish Council playgrounds and decide any actions

The annual inspection of the two playgrounds had been carried out on 3rd June 2024 and the reports had been circulated to Councillors before the meeting. The findings were discussed and it was agreed that the Clerk would arrange a dismantling inspection of the Recreation Ground zipwire as soon as possible. It was **RESOLVED** to approve a budget of £2,000 for the disposal of the rotten logs around the basket swing and replace with simple Robinia swing barriers at the Oakhanger playground. It was requested that this work was to be carried out in the next 4-6 weeks.

Cllr Turner having declared an interest under min 24.42 left the meeting

24.54 To consider a grant application from the Selborne Recreation Ground Committee for the provision of additional toddler play equipment at the children's play area

The application was discussed and it was **RESOLVED** to make a grant of £3,598.80 to the Selborne Recreation Ground Committee towards the cost of the provision of a specified set of additional play equipment specifically for children up to 6 years old at the Selborne Recreation Ground play area. The grant would be made using CIL funds and the additional equipment would be assets of the Recreation Ground charity. Councillors also asked that there was a consideration of a future provision of fencing around the children's play area and equipment for adults.

The Clerk would provide Councillors with a copy of the licence agreement between the Parish Council and the Recreation Ground Committee.

It was **RESOLVED** to extend the meeting by half an hour

Cllr Turner returned to the meeting

24.55 To consider the use of Community Payback Services for vegetation management at the Selborne Recreation Ground and along public footpaths in the Parish

It was **RESOLVED** to approve the use of Community Payback Services for vegetation management at the Selborne Recreation Ground and along public footpaths in the Parish. The Clerk would publicise the link to the HCC website page on which residents could report any problem on rights of way and find information on who was responsible for maintaining these paths.

24.56 To form a Policy Working Group and agree its Terms of Reference

A Policy Working Group was formed of Councillors Bennett, Earney and Turner. Councillors Hulbert and Roger-Smith would be invited to join the group. It was **RESOLVED** to approve a set of Terms of Reference for the group (see Appendix C).

24.57 To consider quotes for the survey of the trees on Parish Council owned land

Three quotes had been obtained for the survey of trees on Parish Council land. The quotes were discussed and it was **RESOLVED** to appoint TGB Tree Consulting to carry out the work as per the quote dated 10 June 2024 for a cost of £600 (no VAT).

The Clerk would provide Councillors with a copy of the last tree survey report and the land registry entries for the Parish Council owned land.

24.58 To consider the removal of one of the bollards alongside the path on the Plestor, Selborne village
Although there was sympathy for when a reversing car had accidentally hit the bollard, it was considered that the bollard was located so as to protect the adjacent listed property and it was **RESOLVED** that the bollard should not be removed.

24.59 District Councillor Report

The revision of the East Hampshire District Local Plan was on stream for the final consultation and then submission of the plan to the Planning Inspector by the turn of the year. It was noted that the general election might result in changes which would affect this programme. There had been changes in the EHDC Planning Department with the introduction of a new IT system which would increase the access to information and make it easier to speak to case officers.

24.60 Date of next meeting

The next meeting would be on Wednesday 24th July at 7.30pm in Blackmoor Village Hall (Meeting Room).

The meeting closed at 9.50pm

Signed	
Chair of Selborne Parish Council	
Date	

Appendix A – List of Receipts and payments since the last meeting on 15th May 2024

Date	Payee/Other	Description	Payment or Receipt	Balance	state ment no.
Current Account 15/5/24 to 13/6/24					
14/5/24	BBF reported to meeting 15th May			2964.34	
24/5/24	Transfer from 20352822		15000	17964.34	
28/5/24	Selborne 1ry Schoo	Donation for hosting Assembly	-100	17864.34	
28/5/24	Clerk	Staff Costs & receipted expenses (£100.44	-1482.81	16381.53	
28/5/24	The Naked Grape	refreshments Assembly	-20.97	16360.56	
28/5/24	P J Grace	grass cutting and footpath clear April	-1008	15352.56	
28/5/24	Sarah George Env	Fee for Assembly speaker	-130	15222.56	
28/5/24	Selborne Rec Groun	allotment payment 23/24	-123.18	15099.38	
28/5/24	Selborne VH	Office Hire 1 Apr 24 to 31 Mar 25	-1600	13499.38	
28/5/24	Selborne VH	hall hire meetings	-150	13349.38	
28/5/24	Do the Numbers Ltd	internal audit 23/24 accounts	-475	12874.38	
28/5/24	Came & Co	insurance 24/25	-2885.86	9988.52	
28/5/24	HCC Pension Fund	Pension contribution May 24	-421.49	9567.03	
28/5/24	HMRC Shipley	Tax and NI May 24	-231.57	9335.46	
28/5/24	RS Fencing & Agric	new fencings allotments	-6693.9	2641.56	
31/5/24	resident	23/24 allotment rental	50	2691.56	
31/5/24	BCF			2691.56	135
3/6/24	DD - EE LIMITED	mobile phone June 24	-18.34	2673.22	
Deposit Account 15/5/24 to 13/6/24					
14/5/24	BBF reported to meeting 15th May			133,220.33	
24/5/24	Internal Transfer	to cover May payments	-15,000.00	118,220.33	
31/5/24	BCF			118,220.33	93

Appendix B – Increases to the 2024-2025 Budget agreed at the meeting on 19th June 2024

	Agreed Increase	Revised 2024/2025 Budget
Staff Costs		
Salaries	1324.44	18,534.44
PAYE/NI	239.75	4,073.75
Pension contributions	420.28	6,177.28
Expenses		
Clerk's expenses	49.50	699.50
Councillors	-	200
Administration	16.82	536.82
Chair Allowance	-	250
Website	-	390
Repairs and Maintenance		
Grass cutting and grounds	-	15,000
Recreation Ground	-	2,500
Allotments	-	1,000
Lengthsman	-	2,000
Bins	51.10	651.10
Playgrounds	-	3,000
Other repairs and maintenance	-	5,000
Training		
Clerk	-	200
Councillors	-	2,000
Grants and Donations	500.00	5,500
Premises		
Hall hire	-	500
Office hire	-	1,600
Professional fees		
Audit fees	-	960
Insurance	-	3,500
Subscriptions	-	1,530
Publications	-	500
Village Projects	87.90	3,087.90
Covid Fund	-	-
Capital Equipment	-	5,000
Miscellaneous costs	-	3,000
Elections costs	-	250
Bank Charges	-	120
TOTAL EXPENDITURE		87,760.79

Selborne Parish Council
Policy Working Group – Terms of Reference

Purpose of the Working Group

The working group is an advisory group of council members to routinely review the Council governance and other policy documents through the council year.

Terms of Reference

1. The working group will consist of five council members and can include the Parish Clerk in an advisory capacity. Membership is determined at the annual meeting of the Council, or at a full council meeting.
2. At the first meeting of the working group, members shall:
 - a. Ensure that they are familiar with these terms of reference
 - b. Appoint a council member as Lead Member who will ensure all members of the working group are kept informed and involved with progress, and act as the primary contact to the Council and the Parish Clerk
3. In line with the purpose set by the Council, the remit of the working group is to:
 - i. Propose revisions to the policy and other council governance documents for review by the Parish Clerk before presentation to Council for consideration and approval
 - ii. Ensure that timings for the review of the policy and other council governance documents note the timings in the Governance Master List.
 - iii. Prepare new policy documents as requested by the Council and, where appropriate, with the assistance of other Council members
4. The working group does not have any delegated powers to make decisions for or on behalf of the Council and must not exceed its purpose or remit without the Council's permission.
5. The working group should provide reports to the Parish Clerk for inclusion in the business of a Council meeting.
6. Meetings of the working group are informal and therefore do not need to be held in public (unless the council/committee stipulates that they should) and may be held remotely.
7. Meetings of the working group do not need to be minuted, but proposed changes to policy and other documents should be carefully recorded.
8. Once the purpose of the working group has been fulfilled each Council year, the group will be disbanded.

The working group is an informal advisory group and any decisions made by the group cannot bind the Council. The Council will consider the advice provided by the working group but is under no obligation to accept the advice as a basis for any decisions made by full council.