

DRAFT MINUTES OF THE MEETING OF SELBORNE PARISH COUNCIL
HELD IN THE OAKHANGER VILLAGE HALL
ON WEDNESDAY 18th SEPTEMBER 2024 AT 7.30 PM



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

Absent: Cllr H Grosvenor, Cllr S Heaselgrave, Cllr W Megeney and Cllr B Roger-Smith

Also present: Liz Ford, Parish Clerk

24.114 Apologies for Absence

It was **RESOLVED** to accept apologies from Cllrs Grosvenor, Heaselgrave, Megeney and Roger-Smith.

24.115 Chair's Announcements

The Chair thanked a resident for suggested locations along Selborne High Street to place eight large poppies in the run-up to Remembrance Sunday.

Councillors were reminded of the three minute time limit and requirement to focus on the business of the meeting in their contributions to any debate at the meeting.

The Clerk would be recording the meeting.

24.116 Executive Officer's Summary

The Clerk provided a list of work done since the meeting on the 21st August.

24.117 Declarations of Interest

Cllr Turner declared an interest (under 8, 1(b) of the Code of Conduct) as Treasurer of the Recreation Ground Committee in the approval of the report and payment for the independent examination of the Recreation Ground charity accounts. Cllr Turner would leave the meeting for the approval of the invoice (see min 24.120) but would answer questions before leaving the meeting for the discussion and decision on the report (see min 24.123).

Cllr Webster-Jones also declared an interest on the above items but, as the Parish Council Representative on the Recreation Ground Committee, would take part in the determination of both items of this Council business.

24.118 Approval of Minutes

It was **RESOLVED** to approve the minutes of the meeting on 10th September 2024. Cllrs Ashcroft, Bridger (left meeting early), Earney, Heaselgrave, Megeney, O'Donnell, Roger-Smith, Turner and Webster-Jones abstained on account of not having attended the meeting.

24.119 Public Questions

There were no public questions. Two letters had been received but were not available at the time of the meeting and would be read to the October Council meeting.

Cllr Turner, having declared an interest under min 24.117, left the meeting

24.120 Financial Report:

(a) The bank balances as at 1 September (current) and 31st August (Deposit) and EMR were noted as below:

Current Account	6,837.29
Deposit Account	101,003.74
Total at bank	107,841.03
Earmarked Reserves	
Village Projects	3,000.00
Traffic Projects	11,000.00
Play equipment	-
CIL&S106 (£565)	15,856.52
CIL Selborne Village Shop	5,000.00
Elections	2,000.00
Total EMR	36,856.52
Total General Fund	70,984.51

(b) It was **RESOLVED** to approve the following schedule of payments

Invoice Date	Payee	Description	Net	VAT	Gross
Payments to be approved at Council Meeting 18/9/24					
Retrospective approval					
2/9/24	BDO LLP	External Audit YE 31 Mar 2024	315.00	63.00	378.00
Future payments					
5/9/24	PJ Grace	August grass cutting	480.00	96.00	576.00
5/9/24	Do The Numbers Ltd	independent review Recreation Ground Charity	250.00	-	250.00
TOTAL FOR 18th September 2024			1,045.00	159.00	1,204.00

Cllr Turner returned to the meeting

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

SDNP/24/03478/TCA, The Old Stables Gracious Street Selborne GU34 3JD

Application for tree works in a Conservation Area: Tree no 460 - Holly - Fell. Tree 461 - Common Lime - Prune canopy spread by approx. 4m leaving a finished spread of approx. 5m in the SE radius. Reduce canopy spread in NW, NE & SW radii of approximately 5 metres. 0462 - Holly - Remove primary leaning stem. 0463,0464,0473 - Ash - Fell. 0465,0466,0469,0470,0472 - Oak - Raise canopies to approx 3m from ground level. 0467,0468,0471 - Oak - Fell. 0474 - Common Lime - Raise canopy to approx 3m from ground level.

The application was discussed and it was **RESOLVED** to submit the comment of no objection but, because the amount of work being undertaken would alter the treescape in this area and in line with previous tree felling applications, the Parish Council would ask for appropriate replacement native trees to be planted where possible.

24.122 To approve and sign the revised Selborne Parish Council Discretions Policy

The policy was discussed and it was **RESOLVED** to approve the draft document and for Cllrs Bennett, Earney and Turner to sign the document on behalf of the Council. The Clerk was requested to look into whether indemnity insurance was available in the event that any of the discretions were applicable on the retirement of an employee.

24.123 To receive and sign the independently audited accounts of the Recreation Ground Charity (No. 301940) for which the Parish Council is sole trustee

Cllr Turner, having declared an interest under min 24.117, left the meeting

The report was discussed. It was **RESOLVED** to approve the report and for it to be signed by Cllr Bennett on behalf of the Council.

Cllr Turner returned to the meeting

24.124 To confirm the salary range and hours to be advertised for the Staffing Committee recruitment of a new Parish Clerk and RFO

The recruitment of a new Clerk was discussed and it was **RESOLVED** to approve a salary range of SCP 18 to SCP30 and average of 18-20 hours per week in the advert to be placed for the new Parish Clerk and RFO.

It was **RESOLVED** that any future employment contract included a three month notice period to protect the business continuity of the Council.

24.125 To approve the expenditure for the placing of an advert for a new Parish Clerk and RFO on the SLCC website

It was **RESOLVED** to approve a cost of £324 plus VAT for the placement of an advert on the Society of Local Council Clerks website for four weeks. The advert would also be placed on the Hampshire, Berkshire, Surrey and West Sussex Associations of Local Councils websites (free of charge).

24.126 To approve the budget available for the Staffing Committee recruitment of a Locum Clerk

It was **RESOLVED** to approve a four weekly budget of a maximum of £2,000 for the appointment of a locum Clerk from 1st November 2024 until a new Clerk was in place.

24.127 To receive an update and consider the approach to the next phase of Community Funded Initiative road safety improvements for Selborne village

It was noted that no additional white lining had been carried out outside White Hart Cottage and Pleasance Cottage.

The Clerk had met with the Hampshire County Council, Safer Roads Team, Traffic Engineer on Wednesday 11th September to discuss the next phases of community funded road safety improvements for Selborne village. The Clerk presented information on the resulting proposals to Councillors at the meeting including a copy of written notes for each Councillor (revised notes have been included as Appendix A).

Cllr O'Donnell declared an interest (under 8 1 (b) of the Code of Conduct) as a governor of the Selborne CofE Primary School and took part in the initial discussion of the options

Ongoing problems with road safety in Selborne village and possible improvements which would be achievable under the CFI process were discussed.

Cllr O'Donnell left the meeting

It was **RESOLVED** to request Hampshire County Council to:

- a) Progress the design of a proposal to improve the layout of the pavement on the school side of the crossing to Selborne CofE primary school at the junction of School Lane with the B3006.
- b) Progress the design of a proposal to install larger school warning signs in the location of the existing signs.

The Parish Council would liaise with the school regarding requirements for both of these options including the availability of a School Travel Plan.

- c) Define constraints for the provision of a build-out into the B3006 in front of the Village Hall.
- d) Define constraints for improvements to the definition of the highway at the junction of the B3006 with the entrance to the car park to the rear of the Selborne Public House
- e) Define constraints for improvements to the junction of the B3006 with Honey Lane

The Clerk was also requested to ask Hampshire County Council to:

- make a consideration of whether additional improvements to the junction of School Lane with the B3006 could be made when progressing the design for a)
- consider the implications of the 5 to 10 year HCC highway plans on the CFI works;
- ask HCC to consider the use of “country kerbs” i.e. high kerbs along sections of the High Street to deter traffic from over-running the pavement;
- urgently progress the repair of the highway retaining wall on the B3006 opposite the junction with School Lane and authorise the Parish Council to obtain a quote for the repair from authorised HCC contractors.

Cllr O'Donnell returned to the meeting

24.128 To receive an update on the flooding problems on Gracious Street and Nine Acres Lane and to consider future Parish Council action

This item was deferred to the next meeting.

24.129 To consider the proposed policy and procedure for the deployment of the Parish Council's AutoSpeedWatch cameras

The proposed policy and procedure documents with notes on amendments by the Clerk had been provided to Councillors prior to the meeting and were discussed. It was **RESOLVED** to approve the documents with the amendments suggested by the Clerk and to nominate three Councillors, being Cllrs Ashcroft and Earney plus one other, to be the responsible AutoSpeedWatch co-ordinators carrying out the daily validation of the data which was necessary for data protection purposes and that these Councillors also sign the declaration to abide by the policy.

24.130 To consider a request from East Meon Parish Council to write to Hampshire County Council to request increased controls on problem vehicular traffic use of BOATS

Cllr Ashcroft outlined a proposed approach, and its advantages, for Parish Councils to monitor the condition of By-ways Open to All Traffic (BOATs) and alert the County Council to take any necessary urgent action to minimise further deterioration. It was **RESOLVED** to write to Hampshire County Council to request improved control of problem vehicular traffic use of BOATS.

24.131 To agree the two representatives to next SDNPA Parish meeting on 2nd October 2024

It was **RESOLVED** that Cllr Earney would attend the SDNPA Parish meeting on 2nd October 2024. The Clerk would circulate details of the meeting to all Councillors.

24.132 To receive District Councillor report

A new improved EHDC website was being launched which would be more interactive, improve resident contact with the District Council and improve access to information on services. There was an ongoing Government consultation on planning controls including a proposal to increase the number of houses to be provided annually in the East Hampshire District from 560 to over 1024 (the closing date for the consultation was 11.45pm on Tuesday September 2024).

24.133 Date of next meeting

It was **RESOLVED** to change the date of the next meeting to Thursday 17th October, venue and time to be confirmed. Cllr Ashcroft requested that his objection to this change in meeting date be included in the minutes.

The meeting closed at 9.20pm

Signed	
Chair of Selborne Parish Council	
Date	

Appendix A – Notes on road safety improvements using the Community Funded Initiative, CFI, process and of the meeting with HCC Safer Roads engineer on 11th September 2024

Community Funded Initiative, CFI, schemes are small scale projects (up to £25K) of community funded road safety improvements, requested and paid for by local community groups and to a design agreed with HCC Highways

To facilitate implementation of these schemes, which includes the County Council highway safety auditing and approval of the designs, there is a limited range of works which can be included

Review of the whole CFI format is underway which may add more types of works in (e.g. TRO's), but can also be expected to increase the design and management costs chargeable to the "customer" community groups to be more in line with commercial levels

In the Parish Council decision on the next phase it is important to note that there will be a lower level of HCC manpower resource available for the discussion and design of the CFI and HCC can be expected to focus on more readily achievable options

The Selborne village CFI Phase 1 has been completed and used almost all £15K of SDNPA CIL which was applied for by HCC on behalf of the Parish

The funds still available are the approved £40K of SDNPA CIL - this will need to be used by Autumn 2025 and the Parish Council earmarked reserve of £11K for traffic calming.

During CFI phase 1, various additional works were identified and these are included in the notes on the design drawings following resident feedback on 11/3/23 and presented to the Parish Council meeting on 15/3/23. The CFI Phase 1 design was then approved at the April 2023 Council meeting.

The Clerk met the HCC CFI engineer on Wednesday 11th September 2024 and looked at possible options for the next CFI phases:

Readily achievable – **proposal** to focus design time on these to start with:

1. Improving road safety at school - improving the layout of the pavement on the school side of the B3006 crossing to give a larger area for pedestrians, those both waiting to cross the road and those walking towards the school, along with a better school sign closer to the edge of School Lane at the junction and tall enough to hold a vehicle activated sign - £10K.
2. Improving road safety at school - Providing bigger school warning signs in the two current sign locations –would need to be supported by a school travel plan.

The Parish Council to liaise with the school regarding both the above options

Intermediate options – just define constraints at this time

3. Build-out at Selborne Village Hall. Road width limitations mean that limited to village hall side. A minimum option was to spend money on reducing clutter and improving surfacing in the existing pedestrian space outside the hall. Any build-out on the hall side would currently be expected to fail HCC internal approval process unless other improvements to visibility along road were achievable. This was explored and a solution identified.
4. Improve definition edge of highway at junction to car park to the rear of the Selborne Arms PH

Other options considered before meeting on 11th September included

5. Widen pavement on wakes side as approach junction with Gracious Street – limited space and does not provide benefit?
6. Improve junction of Honey Lane with B3006