

DRAFT MINUTES OF THE MEETING OF SELBORNE PARISH COUNCIL
HELD IN BLACKMOOR VILLAGE HALL
ON WEDNESDAY 18th JUNE 2025 AT 7.30PM



Present: Cllr S Bennett (Chair)
Cllr Webster-Jones (Vice Chairman)
Cllr D Ashcroft
Cllr G Earney
Cllr S Hulbert
Cllr Tom Merian
Cllr Nikki O'Donnell

Also present: Julie Flenley, Locum Parish Clerk, and one member of the public

25/22 Apologies for Absence

RESOLVED to receive apologies of absence for this meeting from Cllrs Bridger, Grosvenor, Megeney, Roger-Smith and Turner. Locum Clerk noted for the record.

25/23 Declarations of Interest

Councillors are reminded of their responsibility to declare any disclosable pecuniary interest or other interest as defined in the Code of Conduct which they have in any item on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have declared a disclosable pecuniary interest and some other interests. You must withdraw from the room/meeting when the meeting discusses and votes on the matter.

RESOLVED to receive the following interests: Cllr O'Donnell noted an interest in item 25/32 (C) (Payments). Locum Clerk noted for the record.

25/24 Approval of Minutes To approve the minutes of the Parish Council Meeting on 21st May 2025.

RESOLVED: Cllr Earney proposed that the minutes dated 21st May 2025 be agreed, seconded by Cllr Bennett. 6 votes in favour, Cllr O'Donnell abstained due to not being present at the meeting. Motion carried. Locum Clerk retained for the record.

25/25 Chairman's Announcements

Cllr Bennett noted the recent passing of former councillor Tom McMeekan who served the parish for many years. The councillors held a minutes silence in his memory.

25/26 Executive Officers summary

The Locum Clerk noted that the Internal Audit was completed by Do The Numbers on 17th June and a number of comments had been made in the accompanying report which needed to be addressed through the council year in time for next year's audit. The Locum Clerk requested that the councillors give due consideration to the comments. The Locum Clerk noted that the external audit paperwork was being prepared in advance of it being sent to BDO. She confirmed that Selborne Parish Council had been selected as a council within the 5% nationally which were being subjected to an intermediate audit which required further information to be prepared and sent to BDO. Finances were being started for the 25/26 financial year and paperwork would be following.

The Locum Clerk noted that allotment contracts had been sent out for the year and that the application for a new standing tap at Goslings Croft had been applied for and that South East Water would be in touch with next steps. She confirmed that roadworks were an ongoing issue, and that all endeavours would be made to ensure that residents were kept informed.

25/27 Public Questions

RESOLVED: No questions were received from members of the public.

25/28 To discuss and agree the Recording of Meetings Policy

The Locum Clerk noted that the policy had been drafted with a clause regarding retaining meeting recordings for 6 years. Following a discussion, the councillors noted that the 6 months proposed was in line with EHDC current practice; both the Internal Auditor who undertook the SPC Audit in 2025 and the Locum Clerk recommended to the parish council that no recording kept after the minutes were approved. Cllr Ashcroft proposed that the timescale be amended to 6 months. Seconded by Cllr Earney. Agreed by 5 councillors, with two abstentions. Cllr Bennett called for a named vote. Locum Clerk noted that Cllrs Marien, O'Donnell, Hulbert, Ashcroft and Earney voted in favour of the policy as amended. Cllrs Bennett and Webster-Jones abstained from the vote.

RESOLVED: Motion carried by majority vote, Recording of Meetings Policy was adopted following the amendment to retain recordings for 6 months.

25/29 To discuss and agree whether to retain the office space at Selborne Village Hall

It was noted that the office space at the village hall traditionally ran from April to March of each year. The office space required clearing out and documents needed to be reviewed to determine whether they were still needed in line with the Document Retention Policy. A discussion needed to be had with the Pavillion Committee to explore broadband options and storage space, to allow the office space to be moved to the Pavillion at the Recreation Ground.

RESOLVED: Cllr Earney proposed that Selborne Parish Council give notice of their intention to vacate Selborne Village Hall office space in advance of 1st September 2025 and pay the pro rata'd outstanding amount to then (Clerk to request the invoice to be reissued for 5 months usage). Seconded by Cllr Bennett. Agreed unanimously, motion carried. Locum Clerk to write to Selborne Village Hall giving notice and requesting a reissued invoice. Cllrs Webster-Jones and Turner to speak to the Pavillion Committee to look at Wifi options and office space.

25/30 To discuss and agree the venues for the Parish Council surgeries for the next 12 months: To agree venues for parish council surgeries which meets the requirements of both villagers and adheres to the Local Government Act 1972. Councillors acknowledged that the proposed schedule to Christmas 2025 included using licenced venues in all three villages in the parish. In order to assist continuity for residents, it was agreed that the venue schedule would be retained but re-evaluated in advance of December to ensure that venues were inclusive and a broader range of unlicensed locations were utilised.

RESOLVED: Cllr Bennett noted the value in having surgeries and proposed that the schedule be maintained and revised in December to include non-licensed venues in the parish. Seconded by Cllr Earney, agreed unanimously, motion carried. Locum Clerk to note for the December agenda.

25/31 Planning: To consider and agree a response to the following planning application(s):

- SDNP/25/00889/HOUS - Swifts, 3 Gracious Street, Selborne, Alton, Hampshire, GU34 3JB. 0.5m high wall clunch/brick running along front of three cottages to secure the cottages from flood damage. Decision due: 11th July 2025.

RESOLVED: Cllr Earney proposed that the council do not object to the application. Seconded by Cllr Hulbert. Agreed by 6 councillors, Cllr Ashcroft abstained from the vote. Motion carried, Locum Clerk noted for the record.

- SDNP/25/01521/LIS - 6 Blackmoor House, Sotherington Lane, Selborne, Alton, Hampshire, GU33 6DA. Listed building consent - General restoration and improvement works to refit kitchen, change lighting, create new utility, shower room and WC, rectify damp, overhaul windows, and modify bedrooms, install underfloor heating to lower-level rooms. Decision due: 18th July 2025.

RESOLVED: Cllr Earney proposed that the council do not object to the application. Seconded by Cllr Bennett. Agreed by 6 councillors, Cllr Ashcroft abstained from the vote. Motion carried, Locum Clerk noted for the record.

RESOLVED: Cllr Bennett noted that the Planning Committee meetings required scheduling going forward and noted that this could be once a quarter for large applications (if applicable), smaller applications can be considered as normal in monthly full council meetings. Cllr Bennett proposed that the Planning Committee meetings be set by the Locum Clerk and the Terms of Reference be drafted to reflect the same. Seconded by Cllr Earney, agreed unanimously, motion carried, Locum Clerk to write ToR for the Planning Committee and table for agreement at the September Full Council meeting.

25/32 Financial Report:

- a) To note bank balances, earmarked reserves (EMR's) and payments and receipts since the meeting on 21st May 2025.

RESOLVED: Cllr Earney proposed to note the bank balances and defer the noting of EMR's, seconded by Cllr Bennett. 4 councillors voted in favour, 3 abstentions. Motion carried. Locum Clerk noted the items for the July agenda.

- b) To approve March, April and May's bank reconciliation.

RESOLVED: Cllr Bennett proposed to defer the item, seconded by Cllr Earney. 6 councillors voted in favour, 1 abstention. Motion carried. Locum Clerk noted the items for the July agenda.

- c) To approve the proposed schedule of payments.

It was noted that Cllr Hulbert would speak to the Oakhanger Village Hall Committee and request that the hall reissue the invoices minus the defibrillator electric amounts (2 x £12 historic amounts). The invoices would then be presented for payment at the next meeting. It was also noted that in lieu of the decision regarding moving the parish office from Selborne Village Hall to Selborne Recreation Ground Pavillion, that the SVH invoice for annual rent be reissued at a cost of 6 months rent to be presented at a future meeting for payment.

RESOLVED: Cllr Earney proposed that the Oakhanger Village Hall invoice be reissued minus the 2 x £12 amount and the Selborne Village Hall invoice for annual office rental be reissued reflecting the notice period and then to be paid once received. Seconded by Cllr Bennett. Agreed by 6 councillors with 1 abstention. Motion carried. Locum Clerk noted the items for the July agenda.

Receipts and Payments for Approval at Full Council Meeting 18th June 2025

	Description	Invoice no.	Method of Payment	Gross Invoice Amount (£)
Paid – expenditure previously approved at Council meeting/regular payments/payments under Clerk's delegation				
Unity Trust Bank	Service Charge		DD	7.35
EE Limited	Telephone Charges		DD	18.34
Nikki O'Donnell	Refund – Annual Parish Assembly		BACS	36.29
For approval				
Wendy Megeney	VE80 Refund	Receipt	BACS	30.00
Wendy Megeney	VE80 Refund	Receipt	BACS	20.00
Charlie Bridger	VE Celebrations Refund	Receipts	BACS	147.34
Hannah Evans	VE Celebrations – Set	Inv. 1	BACS	120.00
Southern Plumbing and Engineering	Recreation Allotments tap leak	Inv. 1262	BACS	96.08
DoTheNumbers	Internal Audit Fee 24/25	Inv. 12/1883	BACS	475.00
PJ Grace	Grass cutting – April	Inv. 07639	BACS	594.00
PJ Grace	Grass cutting – May	Inv. 07691	BACS	480.00

Selborne Recreation Ground	Annual maintenance fee	Inv. 2025-05	BACS	1,675.00
Julie Flenley	Locum Fees June 2025 & Expenses	Inv. 22	BACS	2,832.06
Receipts				
N/A				

25/33 To note the annual Internal Auditors report for 2024/25

Councillors discussed and noted for the record the previously circulated Internal Auditors report from DoTheNumbers for the 2024/25 financial year. Locum Clerk noted for the record.

25/34 To approve Section 1 of the Annual Governance and Accountability Return

Annual Governance Statement 2024/2025 – Section One responses of the Annual Governance & Accountability Return were agreed by all present. Cllr Earney proposed that Section 1 was agreed and signed by the Clerk and Chairman. Seconded by Cllr Bennett.

RESOLVED: It was agreed by 6 councillors (with 1 abstention) that the Chairman and Locum Clerk sign the Annual Governance Statement 2024/2025. Clerk and Chairman duly signed. Locum Clerk noted for the record.

25/35 To approve Section 2 of the Annual Governance and Accountability Return

Accounting Statements 2024/2025 Section Two of the Annual Governance & Accountability Return - Cllr Bennett proposed that Section 2 was agreed and signed by the Chairman following agreement from the Locum RFO. Seconded by Cllr Earney.

RESOLVED: It was agreed by 6 councillors (with 1 abstention) that the Chairman and Locum Clerk sign Annual Accountancy Statement 2024/2025. Chairman duly signed following the Locum RFO's signature previously. Locum Clerk noted for the record.

RESOLVED: The Locum Clerk reported that additional information needed to be sent to the External Auditor in support of the Annual Governance & Accountability Return 2024/2025 by the submission date of 1st July 2025. This was noted by all present. Councillors further noted and agreed that the public inspection period for the 2024/2025 Annual Governance & Accountability Return was Monday, 23rd June to Friday, 1st August 2025.

25/36 To receive District Councillor report

RESOLVED: Members were asked to receive and note a report from the District Councillor, Cllr. David Ashcroft who gave a devolution update, noted that both he and Cllr Hulbert were to visit the Jalsa Salana at the end of June (with an update on appropriate traffic measures) and that issued remained with the planning portal at EHDC which is causing frustration amongst both councillors, staff and other parish councils.

25/37 Date of next meetings:

RESOLVED: to note that the Parish Council meetings will be held on the following dates:

- Wednesday 16th July 2025 – Oakhanger Village Hall, 8pm

Signed Date

Chairman