

MINUTES OF THE PARISH COUNCIL MEETING

Hursley Parish Council meeting

Parish Hall, Hursley

Monday 1st July 2024

Hursley Parish Hall

Present	In attendance	Apologies
Cllr Guest	Clerk – E Billingham	Cllr Killeen
Cllr Bell	6 members of the public	Cllr Chik
Cllr Edgoose		
Cllr Gregory		
Cllr Hanna		
Cllr Turvey		
Cllr Waldron		

	<u>Minutes of the meeting of the Hursley Parish Council</u>	<u>ACTION</u>
24/28	Public Participation	
	Shorelands Farm – Battery Storage – Local residents attended and noted the following: Explained the background and previously objected. More documents online but no changes. Inappropriate and destructive site. Report sent prior to the meeting. Southern Water will be putting a water main. Cllr Warwick will ask for it to be called in to Committee as a sensible option. ACTION Cllr Warwick ACTION Parish Council to also request. Meredun Close – 11 residents attended – They wished to talk to IBM and agree an action plan and on-going management plan for the trees along their property lines. No work since 2011. Encourage residents to write – A tree management report had been completed by Richard Baker and it was ready to submit to IBM. Tree work in Rec – approved licence to do the work. Will relocate the orchard in new location HVCA meeting – Will be early September Fete – Postponed Fete and have not found another date. So will be next year. Bonfire night will occur.	Cllr Warwick HPC
24/29	Meeting resumed:	
24/30	To approve the minutes of the last meeting – 13th May and 24th June	
	RESOLVED to approve	
24/31	District Councillor report	
	Apologies were sent ahead of the meeting	
24/32	County Councillor report	
	Report sent out ahead of the meeting Cycling – consultation – consider Badger Farm Road.	Clerk

	ACTION Clerk to put on the noticeboard and website.	
24/33	Police and Crime report	
	Report of a burglary in Otterborne Lib Dem sign stolen Meet your police event – 20 th July 9:30 – 10:30 – Hursley Community shop Pitt – burglary – a shotguns and other items	
24/34	Finance and Council matters	
24/34.1	To agree to pay for the repair to the water fountain at the Parish Hall	
	The cost for the repair to DS Mills Plumbing is £234 Inc. VAT	
	RESOLVED to agree	
24/34.2	To approve payments	
	To approve that the Clerk apply for a multipay card with a maximum spend of £500 RESOLVED to approve ACTION Clerk	Clerk

PAYMENTS					
July 2024					
24/06/24	BACS	x	WCC	Dog Bins	£65.94
24/06/24	BACS	x	Melon Engineering	SLR Movements June x 3	£750.00
24/06/24	BACS	x	Grass and Grounds	Fence repair	£118.50
24/06/24	BACS	x	E Billingham	Pay June	£593.14
21/05/24	BACS	x	Mr Rebbeck	Bus stops	£120.00
21/05/24	BACS	x	UK Community	Insurance renewal	£1,425.36
21/05/24	BACS	x	B Steele	Maintenance	£1,400.00
31/06/24	BACS		Toby Guest	Exp Village Sign	£105.00
31/06/24	BACS		Town and Country websites	Domain	£180.00
31/06/24	BACS		DS Mills Plumbing and Heating	Water Fountain repair	£234.00
31/06/24	BACS		ROSPA	Play Inspection	£127.20
31/06/24	BACS		Clerk	Exp Clerk	£193.98
Clerk Expenses					£5,194.62
Office 8 weeks		£80.00			
Mobile		£45.84			
Miles		£23.00			
ink		£20.85			
Paper		£23.99			
		£193.68			

24/34.3	Internal audit report - To review and agree the actions needed				
	Sent prior to the meeting Clerk will explain comments and notes:				
	Subject	Note	Advice	Action	Complete

	Clerks expenses	The clerk has incurred significant expenses on her own card that can wait two months to be reimbursed. This is not a reasonable burden on the proper officer.	The council could look at the Lloyds multipay card that can be linked to the Unity Trust account to improve transparency, VAT records and resilience.	Agenda item to approve on 1 st July meeting Clerk will then arrange		
	Grant application	The grant application form and policy is not published on the council website	These should be uploaded and included on the new website.	New website will display grant app.		
	Minute authorisation	Not all sets of minutes have been signed and dated on the last page, as required by law.	The minute template should be amended to include a prompt on the footer for meeting chairs.	There will be a new box at end of minutes and Clerk will ensure Chair signs and dates before leaving the meeting		
	Public session	Members of the public have been named in the minutes, which is not in accordance with GDPR practice	Please ensure that all resident names are removed from the minutes before they are signed.	This was in one set of minutes and will be redacted.		
	Audit reports	It is good practice to publish all reports and management letters from internal and external	Please ensure that such reports are included on the new website and action plans minuted from 2024.	Reports were on website but not an action plan. It will be agreed and added to new website		

		auditors along with any action plan.				
	Risk assessment	The document on the website does not appear to be the most recently approved.	Please ensure that all documents are up to date. Web publishing review dates can be useful.	Date had not been updated in error – these will be checked prior to the new website		
	Burial records	The council does not appear to have an up to date Burial Register book as required in legislation.	Membership of and advice from the ICCM will add compliance and resilience to the councils records	Clerk is already booked into the ICMM training. ACTION Council will join ICMM Clerk keeps a record already but will ensure that it is all updated into ICMM format.		
	Earmarked reserves	The council has three reserves whose total value, exact location and spend date are unclear.	In advance of budget setting, the exact purpose of each reserve should be clarified.	The date for an earmarked reserve will be added to all reserves.		
	MUGA	The council is considering expending significant sums on a MUGA, for which VFM and value for money have not been quantified.	Use can be made of the Facebook page and other channels to ascertain which groups would make expected use levels use of it for at least 40 hours per week – to give VFM.	This is a discussion point for the council – to ascertain the VFM and what income can be generated from the MUGA		
	Allotment income	The collection of allotment fees is delegated to a resident, but checking	Ensuring best practice can be simpler if the council is a member of the National Society	Council to join the National Society		

		terms a council duty.				
	Clerks salary	When the clerk received the NJC award, no clear minute of terms was made.	It is good practice to clearly minute employee terms – including pension – annually.	This was minuted in Confidential minutes not the public minutes.		
	LGPS contributions	The council has been paying in to the LGPS but the clerk's scheme does not appear to be properly linked.	This should be closely monitored by the council until all funds are allocated to the correct LGPS section	LGPS have noted that despite pension contributions being made they had not set up scheme – Chair and Clerk are already dealing with this situation		
	Asset register	The asset register is not published on the website	This is good practice and should be included on the new site.	Will put on new website		
	Agenda header	The header of the agendas on file does not state that members are summoned to the meeting.	Please ensure that the meeting summons is properly publicised.	Amended headers of Agendas		
	Members DPI forms	The council had an election in 2023 but the DPI forms of all members have not been updated.	The council website should link to this page and all DPI forms properly updated.	Forms will be updated and sent in to WCC		
24/34.4	To discuss the woodland area adjacent to Meredun Close / IBM and agree any action					
	RESOLVED to write to IBM and support – All agreed. ACTION – Clerk It was noted that there was leaf matter on the path – Get removed ACTION Clerk IBM Contact - Neary Spencer – Coordinate with residents					Clerk
24/34.5	To note the correspondence relating to the Meredun Close roundabout and agree any action					

	Maps had been emailed to Councillors previously It was noted it was not the HPC responsibility No 34 owns roundabout. RESOLVED not responsible and right to them. ACTION Clerk	Clerk
24/34.6	To discuss applying for grants and agree best approach for any applications.	
	Cllr Gregory – Three grant funds Parish and Town Council investment fund - £1000 - £30,000 – Solar panels to hall, heat pump etc. Parish Hall, Partnership with pubs for EV plugs. Rural Communities Fund and another. – Flood alleviation funding. Funding for a feasibility study. Working group – Cllr Hanna and Cllr Gregory – for a proposal ACTION to contact the fund and ask if relevant	Cllr Gregory
24/34.7	To note the winner of the Village Sign contest and agree next steps. – Cllr Guest	
	Cllr Guest – Judging is tomorrow – then will follow on. Ink and prizes APPROVED	
24/34.8	To note the Public Rights of Notice for the AGAR was displayed on 25th June – for dates 26th June -	
	Done	
24/35	Planning and Planning matters	
24/35.1	Matters arising – Item 25/ - 24/00654/FUL - Four Dells Farm – ACTION Update on any public meeting – Cllr Bell	
24/35.2	Planning Applications 24/00915/FUL Location: Yew Tree Cottage Romsey Road Pitt Winchester Hampshire SO22 5QP Proposal: Proposed replacement dwelling 24/01007/FUL Location: Land at Silkstead Farm Poles Lane Hursley Hampshire Proposal: Construction and operation of a battery energy storage system (BESS) facility, associated infrastructure, access provision and ecological enhancement for a temporary period of 30 years. In relation to Enforcement action the two applications below were invited to retroactive applications 24/00494/FUL Address Silkstead Stables Silkstead Lane Hursley Winchester Hampshire SO21 2LG Proposal Partial change of use of existing staff room to dwelling 24/00496/FUL Address Silkstead Stables Silkstead Lane Hursley Winchester Hampshire SO21 2LG Proposal Partial change of use of existing Holiday lets to dwelling	
	RESOLVED to seek planning report from Cllr Bell and agree.	Cllr Bell
24/35.3	Neighbourhood Plan – No update	
24/35.4	Winchester Local Plan – No update	
24/36	Regular Reports of Council Representatives	
24/36.1	Village Shop – Cllr Bell	
	No report	
24/36.2	Parish Hall - Cllr Guest	
	Matters arising – Item 24/78.2 – Space in area used by preschool. ACTION Clerk to look at the archives to clear some out. <i>On going and will do once audit season over.</i>	
	It was noted that there was an opportunity for a brass band to use hall. It was noted that the Parish Hall needs to approve.	
24/36.3	WVT report – J Barnes	
	None	
24/36.4	Grants research report – To find a Councillor to lead Grant research.	
	See previous minute above – Cllr Gregory	
24/36.5	Flood report – Cllr Hanna	
	Matters arising – 25/16.4 ACTION Cllr Hanna – arrange Flood Group meeting. Complete report and actions	
	Meeting will be held lessons learned etc. AGENDA next meeting	AGENDA

24/37	Highways	
24/37.1	ACTION – on going in relation to the Triangle – Cllr Edgoose Alastair McAdam – bank details ACTION Clerk to contact again - This is now in HCC hands and they will process payment Item 25/18.1 Speed limit proposal on A3090 and working with Ampfield PC – ACTION Clerk to respond – Noted	
24/37.2	To discuss sponsorship of Enmil Lane/Pitt triangle – Cllr Edgoose	
	Complete	
24/37.3	Hampshire Highways report – Cllr Killeen / Cllr Edgoose	
	Send out SLR to all councillors – Summary to be sent it out. ACTION Cllr Edgoose Cllr Killeen	Cllr Edgoose
24/37.4	Bus stop (and other highway) maintenance report – Cllr Waldron	
24/37.5	Footpath from Standon to Hursley – update from Cllr Edgoose	
	On going – asking highways to clear. Quote Standon to IBM – needs scrapping off with a mini – digger – ACTION Clerk	Clerk
24/38	Recreation Ground & Environment	
	Matters arising – Item 25/17.1 Note relating to the two pillars/replica chimneys – Plan is to re build the pillars and rebuild a seat. ACTION Cllr Chik to ask Richard Baker about what would happen. Item 25/17.5 – Wedding confetti - ACTION Cllr Edgoose will contact family	
	All done	
24/38.1	To note that the Wellingtonia Tree has been moved from the Recreation Ground	
	Confirmed this has been relocated – hose will be set up for regular watering	
24/38.2	Tennis Courts - Update on proposed MUGA and to note the survey results.	
	Full supportive – show stats. ACTION Cllr Turvey to compile results To bring forward proposals. ACTION Cllr Turvey AGENDA	Cllr Turvey AGENDA
24/38.3	To discuss current grass cutting regime and agree approach into summer months.	
	Cllr Turvey reported that the councillors met and reviewed the cutting in June Top half left and bottom cut. RESOLVED to agree – continue but mow more paths on Recreation ground Meet and agree where the paths should go and manage and display on map To meet with Chris/Grass and Grounds – ACTION Cllr Turvey and Cllr Chik There was some concern about ragwort – Ask G&G on a regime to manage it. A councillor raised the original agreement when the land was handed over. There was discussion about mowing more paths next year into the wild area. Try and align with No mow May and Bloom in June RESOLVED To agree a managed programme and review in next meeting – All agreed – One against AGENDA item to review and agree a managed time table of cutting which might alter dependant on time of year.	Cllr Turvey Cllr Chik AGENDA
24/38.4	Recreation Ground report and review actions taken from ROSPA report – Cllr Chik Matter arising – Item 25/17.4 ROSPA report - Cllr Chik and Cllr Turvey – will go through and address any issues.	
	ROSPA – Maintenance of the ground. – pressure washing and cleaning.	
24/38.5	Tree Survey – update Cllr Waldron	
	Nothing additional	
24/38.6	Hedge Project update – Cllr Turvey	
	No update	
24/38.7	Wilding spaces – Cllr Turvey – Update on survey	
	No update	
24/38.8	Footpaths – Cllr Turvey Matters arising –	
	No update	
24/38.9	Update on Path to cemetery – Cllr Chik Matter arising –.	
	Complete	
24/38.10	Cemetery report – Cllr Waldron Matters arising –	
	It was noted it was tidy– grass recovered.	

	Hedges trimmed	
24/38.11	Allotment report – Cllr Waldron	
	Allotments given up and have been reassigned	
24/39	Next meeting – 16th September	
	20:08 Thanks from the Council to Cllr Waldron for his 25 years of service	