MICHELMERSH & TIMSBURY PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 28th September 2005 at 7.30 p.m. in the Jubilee Hall, Timsbury.

Present: Parish Councillors, Mr. P. Pritchett-Brown (Chairman), Mr. D. Cowling, Mrs. C. Evans, Dr. M. Subramanyam, Mr. R. Vie, Parish Clerk, Mr. P. Buist, TVBC Councillor, Mr. D. Bidwell, and 2 members of the public

Action

1. Apologies
Apologies were received from Dr. J. Glasspool.

2. Open Period
No matters were raised.

3. Declarations of Interest
None

4. Election of Vice Chairman
The Chairman **proposed** Richard Vie for the vacant position of Vice-Chairman, this was seconded by Donald Cowling and **agreed unanimously**.

5. Confirmation of Minutes of the Parish Council Meeting held on 27 July 2005.
The minutes were **agreed** as a true record and signed by the Chairman.

Richard Vie joined the meeting at this point.

6. Matters Arising from meeting of 27 July 2005.

6.1 Items still to be completed.

- Jubilee Hall Insurance – this would be taken up now new Secretary was in post. — PPB
- Parish Plan – Richard Vie and Nick Bone would be meeting to discuss. — RV
- Disaster Plan – The Chairman would review the work already done. — PPB
- Repair work on village assets. — PBu
- Amendments to Standing Orders. — PBu

7. Confirmation of Minutes of the Parish Council Meeting held on 31 August 2005.
The minutes were **agreed** as a true record and signed by the Chairman.

8. Matters Arising from meeting of 31 August 2005.
All actions had been completed.

9. Release of Confidential Minutes
It was **agreed** that, as the court proceedings had been terminated and the lease with the Sports Club surrendered, the confidential tag on item 17.2 of the minutes of the 24 November 2004 could be removed. — PBu

10. Planning

10.1 Applications
Renewal of permission to operate a household recycling centre at Casbrook, no objection.

10.2 Determinations
Replacement dormer window, Timsbury Manor, permission.
Erection of a conservatory, Fern Cottage, St. Andrew's Close, permission.
Removal of shed and erection of outbuilding, Thatched Cottage, Hill View Road, permission.

10.3 Appeals – Hunts Farm
It was noted that the appeals in relation to Hunts Farm would be heard on 25 October 2005, in the Crossfield Hall, starting at 10.00 am.

10.4 Housing & Community Development
The letter from Howard Hutton and Associates was noted. It was **agreed** that there was no action required.

10.5 Public Consultation on House Building Targets
It was **agreed** to allow individuals to comment if they wished, but there would be no comment from the Parish Council.

10.6 Salvidge Farms Site Visit
The Chairman reported on the visit. He had raised the issues that the building to hold the crusher was not sound proofed, that the grading area was in the open air and that there was a requirement for a bund between the grading area and the village. Lorry movements were also a major consideration. The Hampshire planning committee would be considering the application in November.

11. Financial Matters

11.1 Current Financial Situation
The statement of income and expenditure against budget and bank account reconciliation was **noted**. This paper is attached to the minutes.

11.2 Invoices for Payment
The following invoices were approved for payment:

P. Buist (Salary & Expenses)	£380.10
Data Protection Registrar (direct debit)	£35.00

11.3 Report on Internal Audit Findings.
The Clerk reported on the comments and suggestions made by the Internal Auditor. The proposed actions were **agreed**. A copy of the suggestions and actions is attached to the minutes. The Council **approved** in retrospection the payment of £80 court fee (cheque 707).

12. Recreation Ground

12.1 Playground Inspection
The playground equipment had been inspected and no deterioration was noticeable. It was **agreed** to ask Keith Ninnim to replace the piece of wood at the top of the slide that RoSPA had noted needed repair. PPB

12.2 Playground Repairs & Correspondence
Following the last PC meeting it had been agreed with Playground Services to use plastic security fencing rather than metal with a saving of £150. The new wet pour surface had been laid and an acceptance sign off requested. However on inspection, it was noted that the timber surround had not been replaced. Playground Services could replace the surround or were prepared to offer a discount of £550. It was **proposed** by Carol Evans, PBu seconded by Donald Cowling that as the timber was in a poor state it was replaced. This was agreed unanimously.

The Council **noted** the correspondence between Robin Goodland and the Clerk.

12.3 Playground Accident.
The letter from Nick Cooper detailing the accident to his daughter while playing on the slide was **noted**. It was **agreed** to copy his letter to RoSPA PBu for their comments.

12.4 Pre-school Shed & Garden
It was agreed to place this matter on the agenda for the next meeting. PBu

13. Highways & Environment

13.1 Cycle-way Plans

The plan to extend the cycle-way from Stoneymarsh to Hunts Farm Sports Ground was **noted**.

13.2 Footpath & Stiles

It had been reported that the footpath running along the Waterworks boundary was overgrown. This would be investigated. PBu

The stile at the church end of the path running parallel to Haccups Lane was reported to be in a poor state of repair. The Chairman would establish ownership of the stile. PPB

13.3 A3057 Gateway

It was **noted** that the gateway had been re-built using new style bollards. Additional reflector boards were still awaited.

13.4 New Road Closure

It was **noted** that New Road would be closed from it's junction with the A3057 to Mannyngham Way to allow resurfacing work to be done. The road would be closed for about 3 days from 19 October.

14. Correspondence

14.1 Grant to St. Mary's Church

The letter from Michelmersh PCC thanking the Council for the donation was **noted**.

14.2 Appeal for grant from Vitalise

The letter from Vitalise was **noted**. The Council **agreed** they were unable to make a grant. PBu

14.3 Consultation on diversions of rights of way

The consultation document was **noted**. Dr. Subramanyam will respond on behalf of the Council. MS

14.4 HAPTC AGM

The date of the HAPTC AGM was **noted** as Saturday 8 October. Dr. Subramanyam would attend. MS

14.5 Invitation to Romsey CAB AGM

The invitation to the Romsey CAB AGM was **noted**. There was no one available to attend. PBu

15. Risk Assessment Actions for September

15.1 Parish Stiles, Inspection and Insurance.

The Chairman would carry out inspection. PPB

15.2 Financial Records.

Review completed.

15.3 Budget Review.

Review completed.

15.4 Bank Reconcilliation

Reconciliation completed.

15.5 Asset Register Review

The Clerk would carry out a review. PBu

16. Meetings Attended

16.1 BKP

The Chairman, Dr, Subramanyam and the Clerk had attended a meeting on 1 September. They were briefed on dry waste sorting plans, waste electrical and electronic plans, with a visit to the Newbury site arranged for

25 October and gasification plans. The Council would meet BKP again on 5 April.

16.2 TVAPTC
The Chairman and Dr. Subramanyan had attended this meeting and heard a presentation on the TV Partnership.

16.3 Old Redland Tile Site
Pro-Vision had given a presentation on the development proposed for the Old Redland Tile Site and were requesting views on the development. Most interest was generated in the access route to the site and the impact the additional traffic would have on New Road and Rudd Lane. Pro-Vision explained that this was not in their brief. An application for the site must be submitted by January 2006.

17. Aerial Pictures of Michelmersh & Timsbury
The aerial pictures of the village displayed in the Jubilee Hall required re-framing. The Council was grateful to Tim Davis for offering to carry out the repair work at no cost. PPB

18. Jubilee Hall Extension
The matter had been discussed with the Solicitor. There was a need to re-voke the deed of variation to the Jubilee Hall lease to allow the development. The solicitor could prepare a document to do this for about £25. It was **agreed** to go ahead. PBu

19. Parish Council Election
There was only one nomination for the vacancy on the Parish Council, therefore, Nick Cooper was elected and would join the Council after 13 October 2005.

20. M&T Sports Club
The Chairman stated that several of the Sports Club sections had made approaches to him to find out what was happening. He was therefore disappointed to read in correspondence from the Club that he had approached sections. This was not the case. He expressed further disappointment that information that he had given to the Sports Club Chairman had not been relayed to sections of the club. In particular, that games could continue to be played while we agreed a licence for the future use of the facilities. It was also noted that Kirklands were no longer acting for the Club.

The Clerk, with the Chairman's agreement, had made a decision, as a matter of urgency, that the Club should be offered the use of the facilities for a month, without charge, to allow sufficient time for the new licence to be agreed.

20.1 Lease Surrender
It was **noted** that both parties had now signed the surrender document. The Club had vacated the premises and the keys had been returned.

Prior to discussing items 20.2 and 20.3, it was **proposed** by the Chairman and seconded by Donald Cowling that:
Pursuant to Section 1 (22) of the Public Bodies (Admission to Meetings) Act 1960, it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of the subject of the future use of the Parish Council's sports facilities, as it could prejudice any future arrangements and agreements.

This was **agreed** unanimously.

Cllr. Bidwell and the two members of the public left the meeting.

20.2 Sports Club Correspondence
The following letters from and to the Sports Club were noted:
Dated 2/9/05 from Club re. Post lease surrender.
Dated 5/9/05 to Club re. Post lease surrender.

Dated 9/9/05 from Club re. Post lease surrender.
Dated 8/9/05 from Club to service companies, cancelling services.
Dated 25/9/05 from Club re. Lease surrender – 28 September 2005.

The letter dated 26 August 2005 from Nick Cooper on behalf of the M&T Cricket Club offering to maintain the cricket square over the autumn, winter and early spring was **noted**. The Chairman had thanked Mr. Cooper for the offer.

20.3 Consideration of Draft Licence for use of Sports Facilities.
The draft licence was considered. It was emphasised that cost comparison between the old lease and the new licence was not appropriate as it was not comparing like with like.

Some minor amendments were requested to the draft. PBu

It was **proposed** by the Chairman and seconded by Donald Cowling that the licence be accepted with the minor amendments discussed. This was **agreed unanimously**.

In the event that the licence was rejected, it was **agreed** that the facility would be advertised in the local press.

It was also **agreed** that the Chairman and Clerk should carry out an inspection of the facilities to see if any maintenance work was required. PPB & PBu

21. Chairman's Mandate
The Chairman was mandated to speak on behalf of the Parish Council on the items contained in these minutes.

22. Any Other Business

22.1 Urgent Decisions
It was **requested** that if any urgent decisions were taken, then these should be relayed to the Councillors at the earliest opportunity. This point was **noted**.

22. Dates of future meetings.

It was agreed to move the date of the October meeting forward by one week. Parish Council – Wednesday 19 October 2005, Wednesday 23 November 2005 and Wednesday 25 January 2006.

All meetings in the Jubilee Hall, starting at 7.30 p.m.

The meeting closed at 9.35 p.m.

Peter Buist
Parish Clerk
4 October 2005.

Michelmersh & Timsbury Parish Council - Financial Report
Actual Amounts are as at 31 August 2005

INCOME	2005/6 Budget £	2005/6 Actual £
Precept	14000.00	7000.00
Sports Club Rent	60.00	4772.5
Jubilee Hall Rent	5.00	5.00
VAT Recovered	160.00	
Interest on Bank Account	120.00	80.30
Grants/Donations	4500.00	
Newsletter Advertising	100.00	327.00
Transfer from Reserves	12050.00	12050.00
Total	**30995.00**	**24234.80**
EXPENDITURE		
ADMINISTRATION		
Unavoidable Costs		
Clerk's salary & expenses	3800.00	1504.02
Stationery + Refreshments	100.00	36.05
Election Costs [data ex TVBC]		
Insurance	2800.00	2479.54
Audit	600.00	140.00
Pocket Park rent	10.00	
Bank charges	25.00	
Village Hall hire	275.00	45.73
Legal / Professional Fees	6000.00	2415.38
L/P Fees voted 24/11/04		
ADMINISTRATION		
Avoidable Costs		
SLCC/CPRE/HAPTC subs	220.00	
Newsletter	825.00	490.10
Web Hosting Fee	110.00	105.16
Deliveries	90.00	30.00
Training	100.00	
Framing Picture		
GRANTS & DONATIONS		
Unavoidable Costs		
Jubilee Hall	6500.00	
GRANTS & DONATIONS		
Avoidable Costs		
Grants	1000.00	300.00
Parish Plan	500.00	
Donations	250.00	
REC GROUND & PAVILION		
Unavoidable Costs		
Fire alarm maintenance	420.00	94.06
Electrical inspection	100.00	
Maintenance	0.00	561.85
REC GROUND & PAVILION		
Avoidable Costs		
Grass cutting	0.00	
Playground	6050.00	69.33
Fences	0.00	
Seats	0.00	
ENVIRONMENT		
Avoidable Costs		
Grass cutting/Tree Warden	350.00	31.73
Bus shelter/signs		
Other (Inc. N. Hecks on B. Plan)		
Dog Stiles	0.00	197.69
Total	**30125.00**	**8500.64**

Current Financial Statement as at 31 8 05

Gold Account	24614.05
Current Account	2021.35
Petty Cash	2.93
Cheques written but not cashed	1701.75
Invoices awaiting payment	415.10
Funds available	24521.48

Invoices to be paid

P. Buist Sal & Expns	380.10
Data Protection Fee (DD)	35.00
Total	415.10

Michelmersh Parish Council

Internal Audit of Accounts for year ended 31 March 2005.

Suggestions and comments made by the Internal Auditor, Mr. John K Murray and actions taken by the Parish Council.

Suggestion or Comment	Action to be taken	Status of action
1. Fidelity Guarantee: Current level is £20,000. Formula recommended is year end balance + half the precept. This would result in figure of £28,000. However, plans to spend in 2005 will reduce the balances and no further action other than to keep under review is recommended.	Keep balances and fidelity guarantee under review.	Agreed.
2. Data Protection Act: Recommended that PC continues to register under the act.	PC continues to register. Payments are by direct debit.	No further action required.
3. Accounts: One item not minuted, cheque 707 for £80.00 paid to Crown Court. A further note should be added to the supporting notes under the heading contingent liabilities to cover the requirement for legal fees in connection with the dispute with the Sports Club.	Retrospective approval to be sought. An additional note to be added.	Approved 28/9/05. Completed.
4. Custody of documents: Legal documents currently kept by Lloyds TSB at cost of £15 per year. Suggested that our solicitors may keep documents free of charge.	Approach Bells Solicitors to see if they will hold documents without charge.	Bells have agreed to hold documents free of charge.
5. Confidential Minutes: Any items discussed in closed meeting should be minuted. This can be a one liner recording the decision taken. If required, an extra confidential briefing note can be produced for councillors. This would avoid the production of confidential minutes.	Adopt suggestion.	Implemented in minutes of meeting held on 31 August 2005.

Peter Buist
Clerk to Michelmersh & Timsbury Parish Council
29 September 2005.