MICHELMERSH & TIMSBURY PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Wednesday 22nd May 2013 at 7.30 p.m. at the Jubilee Hall, Timsbury.

Present:
Parish Councillors, Mr. R. Davis, Mr. J. Rhodes, Mr. D. Cowling, Mr. R. Fitzgerald, Mr. B. Lucas and Parish Clerk, Mrs. K. Hardy
Parishioner, John Lawson

1. Election of Parish Council Chairman and Vice Chairman
Councillor, Donald Cowling nominated and Rory Fitzgerald seconded John Rhodes as Vice Chairman.
Councillor John Rhodes duly accepted the position of Vice Chairman.
Councillor, Donald Cowling nominated and Councillor Rory Fitzgerald seconded Bob Davis as Chairman.
Councillor, Bob Davis duly accepted the position of Chairman.

2. Apologies
Peter Clarke and Helen Palmer

3. Declarations of interest.
Cllr. B. Davis declared a Code of Conduct interest in planning application 13/00902/FULLS

Open Period

In light of Cllr B. Davis declaring a Code of Conduct interest in planning application 13/00902/FULLS, he handed over the meeting to Vice Chairman, John Rhodes in order to give a statement during the Open Period regarding the said planning application.
Cllr. Bob Davis stated that he had no objection to the planning application.
Cllr. John Rhodes then handed the meeting back to Cllr. Bob Davis.

Open Period Closed

4. Confirmation of the Minutes of Parish Council Meeting held on 24th April 2013
Approved.

5. Clerk's Report
a. Ditch Clearances
It was agreed that the Clerk send a follow up letter to residents along New Road who have not yet responded to the original letter. The follow up letter will state that the Parish Council will be clearing out the ditches unless it receives an objection from the residents. KH

b. Audit Report
The Clerk informed the meeting that the internal auditor had made the following suggestions for the Parish Council to consider in the coming year: ALL

- Review all policies and procedures and agree at the Annual Meeting of the Parish Council
- Adopt a Recruitment Policy
- Ensure all cheque stubs are signed
- Ensure employee payments are logged in Real Time on the HMRC PAYE system

The Accounting Statements and the Annual Governance Statements were duly approved.

Chairman, Bob Davis left the meeting

6. Planning

6.1 Applications
6.1a 13/00902/ FULLS
Proposal: Single Storey front extension and single storey rear extension with replacement balcony
Site: Willow Cottage, Rudd Lane, Upper Timsbury, Romsey
No objection

Chairman, Bob Davis returned to the meeting

6.1b Proposed Certificated Site ref: 185/005

Chairman, Bob Davis informed the meeting that he has received a number of concerns raised by local parishioners with regards to the proposed small camp site 1/10 of a mile along Manor Farm Lane, Michelmersh, Romsey, Hampshire. He stated that a resident has written to The Camping & Caravanning Club, primarily concerned with access issues to the proposed site along narrow country lanes. The meeting agreed that this issue of access was of concern.

In light of the concerns surrounding access to the site, the meeting agreed to invite the Camping & Caravanning Club to visit the proposed site to assess the potential traffic issues which may arise by creating a camping site in this location.

The Parish Council also agreed to suggest that The Camping & Caravanning Club, as a matter of policy, inform relevant Parish Councils of any proposed camping site in order for them to have a chance to comment and provide any local advice/knowledge which may be useful to their organisation when considering applications for camping sites in the future. KH

6.1c Re: Change of Use to retain and extended recycling facility with ancillary development and activities at RFSF Recycling, Bunny Lane, Timsbury, Romsey SO51 0PG (Planning Permission APP/Q1770/A/11/2161324)

Schemes relating to Condition 6

It was agreed to send the response produced on behalf of the Parish Council by Cllr. Helen Palmer to Ms. Fay Eames of Hampshire County Council, Development Management/Monitoring and Enforcement Officer, County Planning, Economy, Transport & Environment Department. KH

(see attachment)

6.2 Determinations

See Clerk's Report

7. Financial Matters.
7.1 Current Financial Situation.
See Clerk's report

7.2 Invoices for Payment.
See Clerk's report

8. General Correspondence

M&T Sports Club

It was agreed that the Clerk request that the Sports Club provide a quote for repairing the flag pole, painting as required and for an annual cleaning. **It was also agreed** that the Parish Council would like to see the flags being flown on behalf of the Parish Council and the Village. **It was agreed** that the Clerk return the flags to Mr. Robin Goodland. KH

It was agreed the Clerk identify the TVBC's cost for emptying the dog bin on the recreation ground and offer the work to the Sports Club at a cost to be agreed. KH

Jubilee Hall Boiler

The Clerk informed the meeting that TVBC has now agreed to pay a grant towards the replacement boiler at the Jubilee Hall. It was agreed that the Clerk request the exact costs from the Jubilee Hall Management Committee for the gas installation and boiler in order for the 12.5% grant to be agreed by the Parish Council. KH

9. Policies and Procedures – A Sub Committee

It was agreed that a Governance Committee be formed in order to review the Parish Council's policies and procedures. Cllr. Rory Fitzgerald agreed to Chair the Committee. Cllr's John Rhodes and Helen Palmer will also sit on this Committee, along with Parish Clerk Katie Hardy, and parishioner, John Lawson in an advisory capacity.

It was agreed that all policy amendments would be agreed at a full Parish Council meeting.

It was agreed that the Clerk arrange a first meeting of the Committee before the next Parish Council meeting. KH

10. Jubilee Hall Lease update BD

Cllr. Bob Davis to pursue with Bells Solicitors this month.

11. Recreation ground related issues

The bollards and gate are to be installed on Saturday 25th May.

12.Village Improvements

A3057 Tree Planting

Cllr. Ben Lucas informed the meeting that he is to meet with HCC on site this Friday to determine where the trees are best placed and which species are the most appropriate. BL

Millennium Sign

It was agreed that the Clerk ask Mr. Matthew Chalk for a quotation for cleaning and treating the Millennium sign. KH

13. Lengthsman Contract

It was agreed that the Clerk clarify with the Lead Council items 1.9 and 2.1 on the Lengthsman Contract. KH

14. Meetings attended or to be attended

Cllr. Ben Lucas to attend site meeting with Jeff Hallwood, HCC Arborist re: A3057 trees on Friday 25th May.

15. Chairman's Mandate

Agreed.

16. Agenda items for next month's meeting

17. Dates of future meetings

26th June 2013

The meeting closed at 9.15pm

Katie Hardy

Parish Clerk,

25th May 2013

Michelmersh & Timsbury Parish Council
Clerk's Report to PC Meeting of 22nd May 2013

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1. Lengthsman Tasks

Ditch Clearances
I have issued the Ditch Clearance notification letter to the relevant residents along New Road. I have received permission from most, but am still awaiting a reply from two properties.
Further to my email, I met with the recommended Ditch man. He is putting together a quote and will submit it to the Lengthsman Scheme Administrator for action.

2. Recreation Ground Bollards
We are still waiting for Chris Sparks to install the recreation ground bollards. After a couple of cancellations, I have been assured that the job will be done on Saturday 25th May.

3. Village Blog
In order to float the idea of a village blog to the village organisations, I have arranged a coffee morning at my house on Friday, 7th June, 11am for several of the village newsletter contributors. I will be able to show them how the blog works, how to add comments, photos etc. and explain the benefits of contributing to an on-line blog for their organisation. Please feel free to join us!

4. Internal Audit
I met with John Murray, our internal auditor, who duly signed off the 2012/13 Audit Commission Return.

5. Determinations
None.

6. Monthly Financial Summary 24th April - 20th May 2013

Invoices Paid and cleared as of 20.05.13	
SPP – Planning Consultation	(£609.79)
M&T Jubilee Hall – room hire	(£119.35)
Five Star cleaning – grass cutting	(£36.00)
HALC – Training (Annual Conference)	(£96.00)
Katie Hardy – April Salary	(£370.00)
The Studio – newsletter printing	(£182.13)
Came & Company – insurance	(£996.10)
M&T Sports Club - 1st Quarter maintenance fee	(£287.50)
Total	**(£2,696.87)**
Payments Received and cleared as of 20.05.13	
Bank interest on 30 day account (May)	£00.36
Plus Uncleared funds as of 20.05.13	
Newsletter subscriptions	£40.00
Total	**£40.36**

Bank Balances as of 20.05.13	
Current Account	£11,357.18
30 Day Account	£8,661.33
Total	**£20,018.51**
Minus Invoices to be paid as of 20.05.13	
Katie Hardy (Salary & Expenses)	(£372.20)
Minus uncashed cheques as of 20.05.13	
n/a	
Minus Alloted project funds	
n/a	
Actual Funds Available as of 20.05.13	**£19,686.31**

20th May 2013
Katie Hardy