MICHELMERSH & TIMSBURY PARISH COUNCIL

The Annual Meeting of the Parish Council will be held on
Wednesday 11th May 2022 at The Barns
at 7:00 p.m.
Members of the public and press are most welcome to attend.

AGENDA

Apologies

1. **Election of Parish Council Chairman and Vice Chairman**
2. **Attendees**
3. **Declarations of any Interest.**
4. **Open Period**
5. **Confirmation of Minutes of the Parish Council Meeting 27th April 2022**
6. **Clerk's Report**
7. **Village Issues**
   - **7.1 Highways and footpaths issues**
   - **7.2 Lengthsman tasks**
   - **7.3 Village sign**
   - **7.4 Neighbourhood Plan**
   - **7.5 Banking Arrangements and signatories**
   - **7.6 Clerk's Office Equipment and Services**
8. **Planning**
9. **Finance**
   - **9.1** Financial Summary
   - **9.2** Invoices for payment
10. **Governance** – AGAR – confirm audit report
11. **Meetings attended or to be attended -**
12. **Chairman's Mandate**
13. **Agenda items to be included in next month's Parish Council Meeting**
14. **Dates of future meetings**

Tracy Sansome, Parish Clerk Tel: 07496450004 email: parishclerkmt@gmail.com

May 5th 2022

11th May 2022 Clerk's Report

1. Planning Decisions

21/03143/FULLS 26.10.2021

Alterations to re-configure internal layout including renovation and repairs, alterations to rear bay window, alteration of carport and remedial work to defective roof structure -
Hunts Farm House , Rudd Lane, Upper Timsbury
PERMISSION subject to conditions & notes 20.04.2022

21/03144/LBWS 26.10.2021

Alterations to re-configure internal layout including renovation and repairs, alterations to rear bay window, alteration of carport and remedial work to defective roof structure -
Hunts Farm House , Rudd Lane, Upper Timsbury
CONSENT subject to conditions and notes 20.04.2022

2. Village Issues

2.1 **Kompan Visit**
The Kompan Sales Representative has been emailed again. To date, no reply.
2.2 **Additional Stiles for Manor Farm**
HCC RoW contact has been emailed for an update. To date, no reply.
2.3 **Lengthsman** Tasks for May/June

3. Correspondence

1.1 **Bench** – order confirmation received from Streetmaster. (as per accepted quote from previous meeting), TVBC has agreed to store until installation (lead time 12 weeks).
1.2 **Local artist** is undertaking sample design/drawings for village sign having spoken to
E Jacobs (Forger/Village sign Co.)
1.3 **Banking Options (recommended by HALC): PLEASE SEE OPTIONS BELOW**

A. Metro Bank

- Simple charges and no monthly maintenance fees
- 200 free transactions each month
- Free giant cheques
- Open 7 days a week, no appointments necessary
- Access to relationship managers or local directors
- Manage your charity bank account online or on your mobile
- Switching Service

Metro Bank's charity bank account offering include clear charges, with zero monthly maintenance fees. It's a cost effective charity bank account offer, as it offers 200 free monthly transactions, and access to branches and banking experts seven days a week. Metro Bank's support lines are open 24 hours a day, giving flexibility to charities and organisations who need access to services outside of regular hours.

B. Cooperative Bank

- Access to services at Post Office branches
- Free business transactions
- Current Account Switch Guarantee
- Apply for project funding from Cooperative's Customer Donation Fund
- Customer-led Ethical Policy
- 24/7 Online access and telephone banking

The Co-operative Bank's ethical policy makes it an attractive charity bank account choice for charities, clubs, places of worship and societies. To be eligible, customers must turn over under £1m annually. However, customers depositing over £100,000 cash and 5000 cheques each year may not be eligible and could be switched to an alternative tariff. Cooperative's Customer Donation Fund gives customers the opportunity to apply for project funding up to £1000.

C. Unity Trust Bank

- Supports thousands of charities
- Links to Charity Law Association and Charity Finance Group
- Backed by parish, community and town councils
- 24/7 access to account services
- UK-based Customer Service team
- Switching Service

Unity Trust bank helps help organisations, charities and businesses to prosper and contribute to economic, community and social change. A relatively new company on the scene, Unity is already getting attention from councils and thousands of UK charities, with a UK-based service team which solves around 90% of issues on the first attempt.

D. Santander

- Free day-to-day banking
- Specialist savings account
- Online account management
- Organisations with a turnover of up to £250,000 are eligible
- Option for three signatories
- Secure Online and Mobile Banking
- Online support and guidance
- Full banking facilities
- Minimum opening deposit of £1

- Access to Business Relationship Managers

Santander has made it easy for charities to establish a bank account for day-to-day operations, including specialist savings accounts, online account management, secure banking and online and mobile banking. Santander customers can also pay in, withdraw cash, deposit cheques and more at Post Office branches.

- Free day-to-day banking
- Specialist savings account
- Online account management
- Organisations with a turnover of up to £250,000 are eligible
- Option for three signatories
- Secure Online and Mobile Banking
- Online support and guidance
- Full banking facilities
- Minimum opening deposit of £1
- Access to Business Relationship Managers

Santander has made it easy for charities to establish a bank account for day-to-day operations, including specialist savings accounts, online account management, secure banking and online and mobile banking. Santander customers can also pay in, withdraw cash, deposit cheques and more at Post Office branches.

Monthly Financial Report: 26th April 2022 - 5th May		
PAYMENTS		
Cleared Payments (date cleared)		
M&T Jubilee Hall (3/5/22)	Room hire	£101.50
Awbridge Arborists Ltd (4/5/22)	Inv. 2536 Cut/clear maple tree by pocket park (Emergency damage)	£132.00
Awbridge Arborists Ltd (4/5/22)	Inv. 2535 Hornbeam Hedge & reduce height of playfield	£624.00
R A Davis (29/4/22)	Purchase of Laser Printer	£214.82
A1 Drainage (4/5/22)	Drain tracing at Jubilee Hall	£250.00
Sustrans (22/4/22)	Contribution to the Test Way bench repair	£100.00
M & T Jubilee Hall n(5/5/22)	Room Hire	£57.00
S Medley (5/5/22)	Grass Cutting to Hall Verges and Play area	£104.00
Tracy Sansome (29/4/22)	Clerk Salary and expenses	£439.93
	Total	**£2,023.25**
Uncleared Payments		
Hursley Parish Council	Speed sign movements Dec 2020 - 27th March 2021	£300.00
Old Michelmersh Farm Trust	Hire of Old Barn + heating	£100.00
Bluestone Planning	Inv. 0640 M&T Neighbourhood Plan Support	£8,291.70
MJ Evans	Smart Survey Software (Neighbourhood Dev. Plan)	£108.00
Groundwork UK	Neighbourhood Planning Repayment	£320.00
HALC	Affiliation Fees	£356.31
	Total	**£9,476.01**
Payments to be made		
S Medley	Grass Cutting to Hall Verges and Play area	£63.00
K Hardy	Consulting Fee	£192.50
T Sansome	Parish Clerk Salary for May	£416.66
	Total	**£672.16**
Alloted project funds		
Village improvements	Noticeboards, benches etc.	£5,000.00
Replacement of Assets		£10,000.00
	Total	**£15,000.00**
INCOME		
TVBC	Precept (received 11/4/22)	£7,750
	Total	**£7,750.00**
Account Balances		
Lloyds TSB	30 Day Savings Account	£36,070.23
Lloyds TSB	Current Account	£8,908.21
	Total	**£44,978.44**
Actual Funds available as of 5th May 2022		**£19,830.27**

MICHELMERSH & TIMSBURY PARISH COUNCIL
Minutes of The Annual Meeting Parish Council
11th May 2022 at 19:00 hrs at The Barns, Michelmersh.

Apologies:
Cllr. P. Clarke.

1. Election of Parish Council Chairman and Vice Chairman
Cllr. John Rhodes and Cllr. Sharman Ferguson nominated Cllr. Bob Davis as Parish Council Chairman. Cllr. Steve Langford and Cllr. Donald Cowling seconded this motion. Cllr. Bob Davis accepted the post.

Cllr. Steve Langford nominated Cllr. John Rhodes as Vice-Chairman. Cllr. Donald Cowling seconded this motion. Cllr. John Rhodes accepted the post.

2. Attendees:
Cllrs Bob Davis (BD - Chairman), John Rhodes (JR - Vice-chair), Donald Cowling (DC), Sherman Ferguson (SF), Helen Palmer (HP), Steve Langford (SL), Tracy Sansome (TS – Parish Clerk), TVBC/HCC Cllr. Nick Adams-King (N-AK)

3. Declarations of any Interest
None raised.

4. Open Period
Not required.

5. Confirmation of the Minutes from Parish Council Meeting 27th April 2022
Minutes Approved and signed by BD.

6. Clerk's Report
6.1 Councillors reviewed a list of options for new banking account to allow smooth online payments and efficient online banking. Decision will be made at the next meeting which one would suit our parish council the best. TS will then arrange the transition.

7. Village Issues
7.1 Highways and Footpath issues
None recorded
7.2 Lengthsman Tasks
Lengthsman to be contacted again re: grips. TS to arrange face to face visit with BD.
7.3 Village Sign
TS informed Cllrs that a first design for the sign will be ready for the meeting of the 25th May. Parish Council will then discuss potential design solution going forward.
7.4 Neighbourhood Plan
To be discussed in the Parish Assembly following this meeting.
7.5 Banking Arrangements and signatories
This was discussed within the clerk's report (item 6.1)
7.6 Clerk's Office Equipment and Services
Following guidance from HALC – it was agreed that the clerk should have a dedicated laptop for Parish Council work. The purchase of a Dell laptop (£449 including VAT) was approved. This allows security to be upheld and passwords shared with Parish Chairman. It was discussed and agreed that an annual security service such as Norton Security would be installed on new IT equipment. It was agreed that an annual subscription to Office 365 (Home Edition) is also necessary. The purchase of a Dell laptop (£449 including VAT) and

these other items was agreed. was approved. (TS to arrange).

8. Planning
None to be discussed.
9. Finance
9.1 Financial Summary: Reviewed and Agreed.
9.2 Invoices for Payment: Reviewed and Agreed.

10. Governance
The AGAR for the audit (due next week) was reviewed and duly signed by BD and TS.

11. Meetings attended or to be attended
N/A. .

12. Chairman's Mandate
Agreed.

13. Agenda items to be included in next month's Parish Council Meeting
Lengthman's tasks.
Banking Arrangements going forward.
Village Sign Progress.

14. Dates of future meetings
Parish Council Meeting - Wednesday 25th May 19:30 hrs at The Barns.
Apologies received in advance from Cllr. Bob Davis and Cllr. Sharman Ferguson.

Meeting Closed at: 19:25 hrs

Tracy Sansome
Parish Clerk
11/04/2022

MICHELMERSH AND TIMSBURY PARISH COUNCIL

Minutes of the Annual Parish Assembly

11th May 2022 at 19.45 hrs at The Barns, Michelmersh.

Present: Parish Councillors: Robert. Davis (Chairman), Cllr. John Rhodes, Cllr. Donald Cowling, Cllr Helen Palmer, Parish Clerk, Tracy Sansome, TVBC Cllr Nick Adams-King, and 12 members of the public.

1. Welcome and Introductions

The Chairman welcomed everyone to the Annual Parish Meeting and introduced the members of the Parish Council, HCC/TVBC Cllr. Nick Adams-King and the new clerk Tracy Sansome.

2. Apologies

Cllr. P. Clarke

3. Minutes of the 2021 Annual Parish Meeting.

Minutes from 5th May 2021 were approved.

4. Parish Chairman's Presentation

BD introduced the parish councillors and Tracy Sansome, the new clerk and thanked the outgoing clerk, Katie Hardy, for her 12 years of excellent service.

He outlined the main responsibilities and duties of the Parish Council

- Review and comment on planning applications and proposed changes in National County and borough policies that may affect us. The Council had reviewed 42 planning applications in the year April 21 – March 22 and had recorded objections to 11 of these. Final decisions on applications were made by TVBC (or HCC for minerals and waste sites)
- Keep residents informed – the website, News Sheet, Facebook
- Maintain assets – The Recreation Ground, including the playground and the 'Pocket Park' copse. Notice boards, bus shelters, seats, telephone boxes, defibrillator etc.
- Organise the village lengsthman – clearing ditches, cycle path etc.
- Insure for loss/damage and public liability
- Administer leases – Jubilee Hall and the Sports Pavilion
- Support the maintenance of our churchyards
- Try to resolve issues and problems raised by residents, working the Borough and County Councils, Environment Agency, utility companies etc.
- 'Keep our ears to the ground', develop plans for the future to improve our village.
- All decisions are made at our meetings, usually on the 4th Wednesday of the month, and recorded in the minutes (posted on the website). Everybody is welcome to the meetings.

5. Accounts

A summary of the Parish Council's accounts was circulated. The annual precept (the amount collected from parishioners with the TVBC Community Charge and returned to the Parish Council) would remain at £15,500 which averages approximately £40 per household.

6. Recent developments/work in progress

The speed sign (shared with two other councils) was being located on New Road and Stockbridge Road, in rotation. The view (from discussion) was that it seemed to be having a marginal effect on traffic speeds, but that a more sophisticated sign that indicated actual speed, and in place for longer periods, could be more effective. There was some discussion/general concern about the safety around the village especially on the narrower lanes (and see later discussion).

The milk machine installed and operated by Manor Farm located in the Jubilee Hall car park was proving to be popular. The problem of flooding in the car park, around the machine, was being investigated by the Council and the Hall Committee. There had been a proposal from a local operator to set up a 'pop up shop' in the car park, perhaps for 6 hours on a Saturday, to sell local produce etc. This was being considered by the Hall Committee. There was some demand for a village shop: the meeting questioned whether a 'one-day' operation would be viable, although it would depend on the sorts of products being offered.

The red telephone box on Stockbridge Road had been 'converted' into a book exchange. Thanks to Katie and Janes Hardy who had organised this and installed the shelves.

The wooden village sign at the bottom of New Road, that had been erected in 2000, was in increasingly poor condition through weathering, despite being renovated 5 years ago. Discussions were ongoing about a new sign, probably of a less elaborate design but incorporating images relating to the village.

7.Planning – the Future of the Village

Neighbourhood Plan

BD explained the need for the parish to have a Neighbourhood Development Plan, to give us greater influence in the way the area develops in the future. The Plan is being progressed by a Steering Group of volunteers with specialist assistance from a planning consultant (funded by a government grant). Residents views on development, environment, landscape, natural habitat, facilities etc will be key inputs and initial views have been gained from a questionnaire sent to all households. This had a return rate of over 40%.

Main findings – majority value the tranquillity, open spaces, access to footpaths and countryside. Support for small-scale housing development and 'low-impact' businesses. Strong interest in having a village shop. There are concerns about traffic (speed and noise),

new development is too concentrated on large houses: we need smaller, lower-cost houses for downsizing and younger people.

Further surveys are planned, directed at local businesses and young people.

Analysis of these surveys will be published, with specialist reports. Public meetings will be held (probably in early autumn) to present a first draft of the Plan for discussion. There will be continuing consultation on the Plan. The final Plan will be subject to a referendum and if approved submitted for examination and acceptance by TVBC.

Test Valley are producing a new Borough Local Plan setting out policies and development proposals to run to 2040. The first draft was published in February. The Plan may set targets/allocations for numbers of additional houses to be built in the villages. The work in progress on the Neighbourhood Plan will provide evidence to allow us to influence the Borough Local Plan.

8. Report from Hampshire Councillor Nick Adams-King (County and Blackwater Ward Borough Councillor.

Cllr. Adams-King showed a number of slides (attached) showing information about the services provided by the County Council and how the budget was allocated.

On local affairs, he acknowledged the dissatisfaction with the inability to provide a continuous cycle path from the village to Romsey, but this was because of the availability of land: it was not possible to for the Council to make compulsory purchase of land for this purpose.

He also explained how his role takes him across 14 parishes where he can draw on valuable experience/ideas/solutions from all of them. There was interest on a community Speed Watch Scheme: volunteers would be trained to operate a speed camera which recorded vehicle speed and photographed number plates: 'offenders' would receive a written warning from the police which in many cases would raise awareness and act as a deterrent. It was suggested that volunteers would work in other villages to reduce the risk of causi ng bad feeling amongst neighbours. There has been some success with this scheme elsewhere.

NA-K also shared information on the progress of the current Ukrainian Support Schemein TVBC and how to approach him for support if required here.

He gave detail on the local road resurfacing works (Kings Somborne to Greatbridge). In reply to a comment, he recommended that residents report any potholes on the HCC website and to obtain a reference number for the report. He invited residents to copy to him the reference number so he could pursue the repair if required.

Questions/General Discussion

There were several questions raised by parishioners to the Parish Council and Cllr. Nick Adams-King

1.The Queen's Jubilee Weekend – were there any events being organised?

BD responded by explaining that although requests went out for help/ideas/organisation – the take up has been very low. It was suggested to look at local areas and see if there are activities going on elsewhere that could be joined. There was still the possibility of organising an informal event such as a picnic on the Recreation Ground.

2.Mobile Phone Coverage is poor in the parish – is there anything the Council can do?

N A-K responded by explaining that this is the responsibility of the phone companies and not a matter that the Council could influence. However, a new 18 metre 5G mast will be built in Awbridge and this could improve the service in our parish.

3.Lengthsman Tasks – who deals with this?

BD and TS explained that this is a monthly task and the parish Council provides a list of tasks to be carried out. Any suggestions for work should be passed to the Clerk.

4.Could a new notice board be situated in lower Timsbury?

BD responded that the parish council will be looking at the location of these and agreed that a new notice board was needed to serve the Stockbridge Road area.

5.Newsletter – could we improve the distribution of this (some people are not seeing it)?

Circulation of the News Sheet to collection points round the village was suspended during the pandemic. It was currently circulated via email, posted on the Notice Boards, on the website and Facebook. However. not everybody used these media. Restarting the circulation of paper copies was being considered.

6.Verge cutting

Cllr Palmer that the asked N A-K why the grass bordering Stockbridge Road had been cut. This had not been done in May in previous years, with the result that wildflowers had grown. N A-K explained that the grass-cutting work was now carried out by TVBC, whereas previously this had been contracted out, and the cutting programme had obviously been revised. Pilot schemes to avoid cutting in May were being trialled in other areas and he would investigate whether the Stockbridge Road verges could be included in this, although the need to keep the edges of the road and cycle path clear was noted.

7.Community Garden

The condition of the Community Garden at the Jubilee Hall was causing concern. It is quite heavily used by the Timsbury Preschool and more regular maintenance was needed. HP (who designed the garden originally) has agreed to review the design and to recommend changes to make it more suitable for a range of users, including the Preschool.

After no further questions or discussions – Cllr. Bob Davis thanked parish councillors, Cllr. Adams-King and all present for their attendance and contributions.

The meeting was closed at 21:25 hours

Tracy Sansome

Parish Clerk

11/5/2022