MICHELMERSH & TIMSBURY PARISH COUNCIL

The Meeting of the Parish Council will be held on
Wednesday 25th May 2022 at The Barns
at 7:30 p.m.
Members of the public and press are most welcome to attend.

AGENDA

Apologies:

1. **Attendees**
2. **Declarations of any Interest**
3. **Open Period**
4. **Confirmation of Minutes of the Annual Parish Council Meeting 11th May 2022**
5. **Clerk's Report**
6. **Village Issues**
   - **6.1** Village sign: Artist Presentation
   - **6.2** Lengthsman tasks for June
   - **6.3** Highways and footpaths issues
   - 6.4 Neighbourhood Plan

7. **Planning**
   7.1 22/01144/FULLS
   PROPOSAL: Erection of new single-storey storage shed and installation of concrete bund wall and ramp
   SITE: Casbrook Park, Unit 6B 7 And 8 , Bunny Lane, Timsbury, Hampshire

8. **Matters arising from the Annual Parish Assembly**
   - 8.1 Reducing speeding – new sign. Speed Watch scheme
   - 8.2 Noticeboard in Timsbury
   - 8.3 Distribution of printed News Sheets
   - 8.4 Jubilee events
9. **Finance**
   - **9.1** Financial Summary
   - **9.2** Invoices for payment
   - **9.3** Banking Arrangements and signatories decision
10. **Governance**
    - **10.1** Annual Audit
11. **Meetings attended or to be attended**
12. **Chairman's Mandate**
13. **Agenda items to be included next month's meeting**
14. **Dates of future meetings**
    22nd June, 27th July, 28th September, 26th October, 23rd November 2022

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

May 19th 2022

25th May 2022 Clerk's Report

1. Planning Decisions

22/00608/FULLS 11.03.2022
Erection of single storey side and rear extension -
Hillview , Hill View Road, Michelmersh
PERMISSION subject to conditions & notes 05.05.2022

22/00704/FULLS 14.03.2022
Single storey side and rear extensions -
The Magnolias , Stockbridge Road, Timsbury
PERMISSION subject to conditions & notes 05.05.2022

2. Village Issues

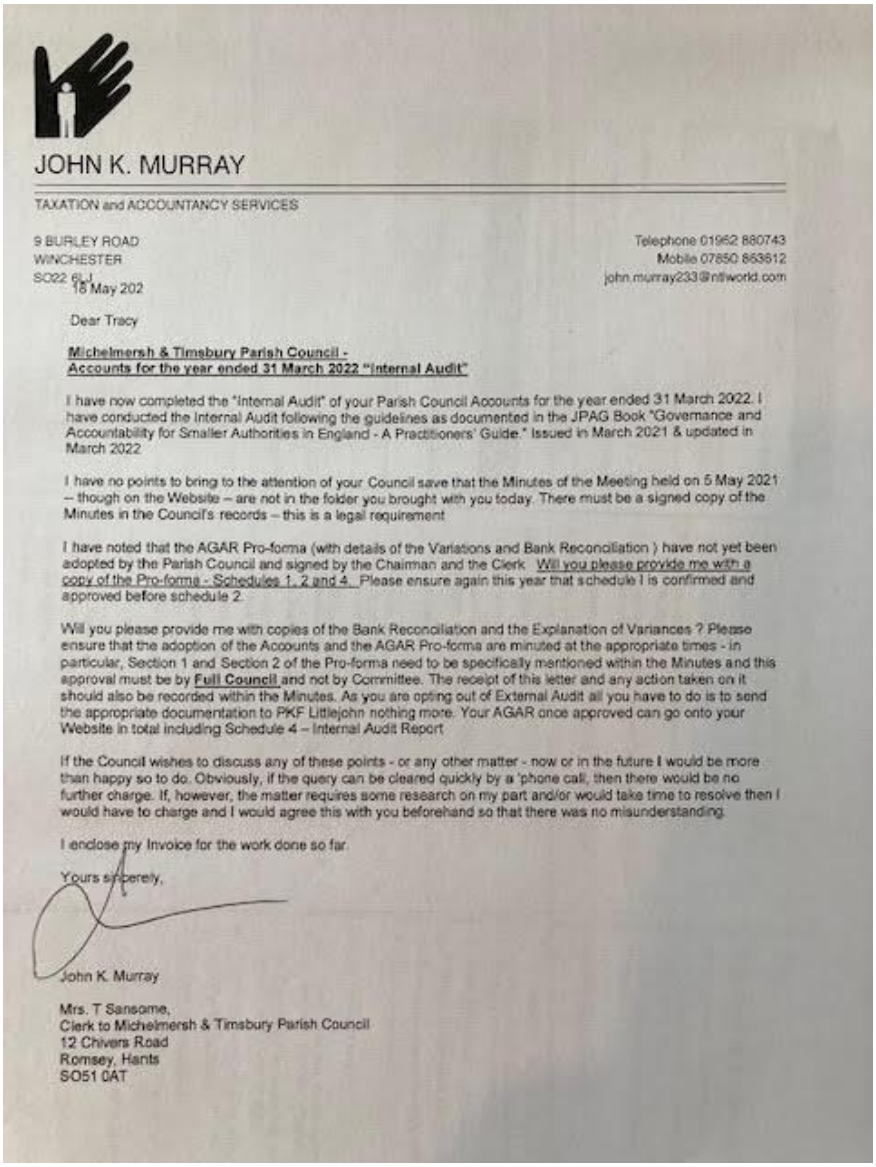
2.1 **Kompan Visit**
The Kompan Area Representative will be meeting TS and BD on 24th May to discuss issues.

2.2 **Lengthsman** TS and BD met S.Ling to identify grips and ditch tidying along New Road.

2.3 **Aborist** has completed cutting back of Ash tree in Pocket Park and has stacked wood for Natural habitat. He has also cut back hedges behind the Jubilee Hall and tidied up the area.

3. Correspondence

The Audit with J. Murray was completed on Weds 18th May.
I enclose a copy of his response following a successful audit. No immediate action is required.



JOHN K. MURRAY

TAXATION and ACCOUNTANCY SERVICES

9 BURLEY ROAD
WINCHESTER
SO22 6LJ

Telephone 01962 880743
Mobile 07850 863612
john.murray233@ntlworld.com

18 May 202

Dear Tracy

Michelmersh & Timsbury Parish Council -
Accounts for the year ended 31 March 2022 "Internal Audit"

I have now completed the "Internal Audit" of your Parish Council Accounts for the year ended 31 March 2022. I have conducted the Internal Audit following the guidelines as documented in the JPAG Book "Governance and Accountability for Smaller Authorities in England - A Practitioners' Guide." Issued in March 2021 & updated in March 2022

I have no points to bring to the attention of your Council save that the Minutes of the Meeting held on 5 May 2021 – though on the Website – are not in the folder you brought with you today. There must be a signed copy of the Minutes in the Council's records – this is a legal requirement

I have noted that the AGAR Pro-forma (with details of the Variations and Bank Reconciliation) have not yet been adopted by the Parish Council and signed by the Chairman and the Clerk. Will you please provide me with a copy of the Pro-forma - Schedules 1, 2 and 4. Please ensure again this year that schedule I is confirmed and approved before schedule 2.

Will you please provide me with copies of the Bank Reconciliation and the Explanation of Variances ? Please ensure that the adoption of the Accounts and the AGAR Pro-forma are minuted at the appropriate times - in particular, Section 1 and Section 2 of the Pro-forma need to be specifically mentioned within the Minutes and this approval must be by **Full Council** and not by Committee. The receipt of this letter and any action taken on it should also be recorded within the Minutes. As you are opting out of External Audit all you have to do is to send the appropriate documentation to PKF Littlejohn nothing more. Your AGAR once approved can go onto your Website in total including Schedule 4 – Internal Audit Report

If the Council wishes to discuss any of these points - or any other matter - now or in the future I would be more than happy so to do. Obviously, if the query can be cleared quickly by a 'phone call, then there would be no further charge. If, however, the matter requires some research on my part and/or would take time to resolve then I would have to charge and I would agree this with you beforehand so that there was no misunderstanding.

I enclose my Invoice for the work done so far.

Yours sincerely,

John K. Murray

Mrs. T Sansome,
Clerk to Michelmersh & Timsbury Parish Council
12 Chivers Road
Romsey, Hants
SO51 0AT

4. Financial Summary

Monthly Financial Report: 6th May - 20th May 2022		
PAYMENTS		
Cleared Payments (date cleared)		
Groundwork UK 9/5/22	Neighbourhood Planning Repayment	£320.00
Bluestone Planning 10/5/22	Inv. 0640 M&T Neighbourhood Plan Support	£8,291.70
Old Michelmersh Farm Trust 13/5	Hire of Old Barn + heating	£100.00
Tracy Sansome	Clerk Salary	£416.66
Katie Hardy	Consulting Fee for April	£192.50
S. Medley	Grass Cutting	£63.00
	Total	**£9,383.86**
Uncleared Payments		
Hursley Parish Council	Speed sign movements Dec 2020 - 27th March 2021	£300.00
HALC	Affiliation Fees	£356.31
MJ Evans	Smart Survey Software (Neighbourhood Dev. Plan)	£108.00
	Total	**£764.31**
Payments to be made		
HALC	New Clerk Training Course	£114.00
Zurich	Annual Parish Insurances	£760.44
T Sansome (Clerk)	Currys IT Equipment	£524.00
Awbridge Aborists Ltd	Fell of Ash tree Pocket Park	£468.00
Awbridge Aborists Ltd	Work to trees at Jubilee Hall, fruit trees, cut hedging.	£288.00
John K Murray	Annual Audit	£230.00
	Total	**£2,384.44**
Alloted project funds		
Village improvements	Noticeboards, benches etc.	£5,000.00
Replacement of Assets		£10,000.00
	Total	**£15,000.00**
INCOME		
TSB Saving A/C	Credit Interest	£2.20
Katie Hardy	Payment for IT equipment on leaving clerk position	£10.00
	Total	**£12.20**
Account Balances		
Lloyds TSB	30 Day Savings Account	£8,910.41
Lloyds TSB	Current Account	£26,696.37
	Total	**£35,606.78**
Actual Funds available as of 20th May 2022		**£17,458.03**

MICHELMERSH & TIMSBURY PARISH COUNCIL
Minutes of the Parish Council Meeting
25th May 2022 at 19:30 hrs at The Barns, Michelmersh.

Apologies:
Cllr. Bob Davis and Cllr. S. Ferguson

1. Attendees:
J.Rhodes (JR - Vice-chair), Donald Cowling (DC), Peter Clarke (PC), Helen Palmer (HP), Steve Langford (SL), Tracy Sansome (TS – Parish Clerk), Cllr. Martin Hatley (MH),
S. Winder (presenting Artist) and 3 members of the public.

2. Declarations of any Interest
None raised.

3. Open Period
Two members of the Parish presented their ideas and volunteered to organise the Jubilee celebrations in the village on Sunday 5th June. They informed the council that:

- They are organising a picnic on the recreation ground (where people arrive with own food/blankets etc).
- Sports hall will open (without sale of alcohol) for access to toilets/chairs/indoor space.
- Bouncy Castle (supervised) - £250 - requested cost be covered by council.
- Games/races/outfit competitions organised – requested £100 from council for prizes.
- Face painting - any profits will be donated to Romsey Young Carers.

JR raised the subject of insurance cover and asked that they can confirm insurance cover for this event. It was suggested that the electricity required for the Bouncy Castle be provided by sports hall. The councillors agreed to support this.

4. Confirmation of the Minutes from Parish Council Meeting 27th April 2022
Minutes Approved.

5. Clerk's Report
5.1 TS informed council that a meeting took place (24/5/22) with Kompan representative on playground site with TS and BD. Photographs were taken by Kompan and after discussion re: issues with equipment – the representative agreed to work with us going forward in organising repairs or possible replacement. BD agreed (Monday) to recall the trail of paperwork (to evidence issues) in order to send on to Kompan. **BD**
5.2 TS and BD met with the Lengthsman (23/5/22) and walked New Road area to identify issues with ditch/grips. It was agreed that the ditch at the end of New Road would be cleared from tree debris and a new grip inserted. Lengthsman will also strim and clear ditch. This would be reviewed again in a few months.

6. Village Issues
6.1 **Village Sign**
Presentation by S.Winder (Artist) showing potential design of new Village Sign. It was explained how the work was completed after research into the area so that every aspect of the sign has meaning. She talked through each of the parts of the sign in detail and how they matched the brief she was given. The general consensus was that with some 'tweaks' – the design could be used and it was agreed that the council would move forward with this.

- JR asked if the chimney could be adapted to look more like a kiln and to check the 'reeds' would not be too thin for the forger who would be making the sign.
- Councillors also suggested the possibility of adding an oak leaf.

- Discussion around the 'crown' – should clearly be the Queen's crown as opposed to the current one which represents a King.

The councillors requested the design be incorporated into these minutes.
It was agreed that a decision (after changes to design) would be made in June's meeting.

6.2 **Lengthsman Tasks**
No new work other than discussed above in Clerk's report.
6.3 **Highways and Footpaths Issues**
None
6.4 **Neighbourhood Plan**
Cllr. Steve Langford reported that the Parish Council would be applying for more funding (up to the maximum of £18,000 this financial year. He explained that two draft documents had been prepared including a policy statement and would be due to be ready later this year.

7. Planning
7.1 22/01144/FULLS
PROPOSAL: Erection of new single-storey storage shed and installation of concrete bund wall and ramp
SITE: Casbrook Park, Unit 6B 7 And 8 , Bunny Lane, Timsbury, Hampshire
It was agreed that this would be objected to on the basis that there is no evidence of a licence/permissions for hazardous materials, there is confusion over the building and its uses and is not adequately screened from the road and is therefore unsightly. **JR**
JR will write up the full objections and forward to clerk to respond to TVBC.

8. Matters arising from the Annual Parish Assembly
8.1 **Speed Signs/Speed watch scheme**
It was agreed not to proceed with the speed watch scheme. **TS**
SL suggested signs should show speeds and not just positive/negative faces. He suggested due to the cost of exclusive speed signs for the village that we look to 'sharing' with other local parishes.
After discussion it was agreed that SL would contact Ampfield Parish and TS would contact Braishfield parish to get feedback on feasibility of this. **SL**
It was agreed to obtain quotes for speeding signs on exclusive use.
8.2 **Notice Board in Timsbury** **TS**
It was agreed that a board along Stockbridge Road near to Book Exchange could be ideal.
TS to look at pricing for this ready for next meeting.
8.3 **Distribution of Printed Newsletters**
It was discussed how useful this could be to reintroduce paper newsletters. Some thought IT based circulation is the way forward but consideration was given to those who may appreciate a paper copy. To be reviewed next meeting.
8.4 **Jubilee Events**
Covered in Open Period.

9. Finance
9.1 **Financial Summary** – Reviewed and Agreed
9.2 **Invoices for Payment** – Reviewed and Agreed
9.3 **Banking arrangements**
Agreement that the parish council need to change to online banking as discussed in last month's meeting. TS did further research on the two main contenders Co-op and Metro Bank. Customer satisfaction poll revealed that Coop scored 46% and Metro Bank 75%. It was agreed to go forward with Metro Bank. TS to begin transition application. **TS**

10. Governance
10.1 **Annual Audit**
AGAR documentation was agreed and adopted after a successful audit on 18/5/22.
Section 1 and Section 2 agreed. Auditors letter acknowledged. No actions necessary.

11. Meetings attended or to be attended
Waltet Application.

12. Chairman's Mandate
Agreed.

13. Agenda items for next meeting
Agreement for design of Sign
Metro Bank – new signatories
Newsletter Printing
Notice board

14. Dates of future meetings
22nd June, 27th July, 28th September, 26th October, 23rd November 2022

Meeting Closed at 21:00hrs

Tracy Sansome
Parish Clerk
26th May 2022