MICHELMERSH & TIMSBURY PARISH COUNCIL

A Meeting of the Parish Council will be held on
Wednesday 25th January 2023
at 7.30 p.m. at The Barns, Michelmersh

Members of the public and press are most welcome to attend.

AGENDA

Apologies received:
1. **Attendees**
2. **Declarations of any Interest**
3. **Open Period**
4. **Confirmation of the Minutes from Parish Council Meeting 23rd November 2022**
5. **Clerk's Report**
6. **Finance**

6.1 **Financial Summary**
6.2 **Invoices for Payment**
6.3 **Review of 2022/23 budget and precept agreement**
6.4 **Playground Inspection/Dog bin arrangements – review agreements**

7. Planning

7.1 HCC/2022/0536
Vary condition 16 of planning permission 15/03104/CMAS to allow temporary increase of stockpiles to the maximum height which allows the site to remain operational whilst being stable at Yokesford Hill Estate, Building 1, Yokesford Hill, Romsey, Hampshire SO51 0PF

7.2
APPLICATION NO: 23/00125/TREES
PROPOSAL: T1 - Sycamore - raise canopy by up to 5m
LOCATION: Corner Barns, Mesh Road, Michelmersh
APPLICANT: Mr And Mrs Roger Wilson

8. Correspondence

9. Village Issues
9.1 Kompan/Park equipment – agree next steps
9.2 DeFib – agree purchase of new battery
9.3 Village Sign – agree next steps

10. Governance
10.1 Electronic Banking Policy – agree update
10.2 Email addresses – agree date for these to be used

11. Chairman's Mandate
12. Agenda items to be included in next month's Parish Council Meeting
13. Dates of future meetings - Parish Council Meeting February 2023

Tracy Sansome, Parish Clerk Tel: 07496450004 email: parishclerkmt@gmail.com
January 2023

Clerk’s Report - January 2023

1.Planning Decisions

1.1 22/01323/CMAS 19.05.2022

Section 73 Planning Application to Vary
Condition(s) 1, 4, 7, 8, 14 and Remove Condition 24 of 21/005888/CMAS to ensure compliance and permanent retention of existing Wash Plant -
Salvidge Farm, Bunny Lane, Timsbury
PERMISSION subject to conditions & notes

1.2 22/02295/ADVS 13.09.2022 15.12.2022

Erection of two externally illuminated post signs, and three externally illuminated fascia signs -The Bear And Ragged Staff , Romsey Road, Stonymarsh
CONSENT subject to conditions and notes 15.12.2022

1.3 22/02306/LBWS 13.09.2022

Erection of two externally illuminated post signs, and three externally illuminated fascia signs -The Bear And Ragged Staff , Romsey Road, Stonymarsh
CONSENT subject to conditions and notes 15.12.2022

1.4 22/02834/FULLS 01.11.2022

Erection of additional storage building on location of former travelling crane and connecting to existing buildings; elevational alterations -land Adjacent To East cottage, Hill View Road, Michelmersh
PERMISSION subject to conditions & notes 12.12.2022

1.5 22/02918/FULLS 09.11.2022

Erection of single and two storey extensions to extend existing living accommodation (Amended scheme) -1 Waterworks Cottages , New Road, Timsbury
PERMISSION subject to conditions & notes 03.01.2023

2. Village Issues

2.1 Lengthsman:

From Belinda Baker Clerk for Stockbridge

Dear Cllrs and fellow Clerks
Please find attached the spreadsheet for the work that Shane has completed in December.
Shane was very ill over the Christmas period and was in hospital with flu he has since been making a slow recovery and I have encouraged him to take this week off so as to get himself as fit as possible when he comes back to work.
Therefore, some of you will notice from the spreadsheet that the work you put down has not been completed. If this is the case, then your work will be put forward for January (unless you say otherwise).
Those of you that had work completed, I would be grateful if you could provide sign off as soon as possible.
I hope you will join with me in wishing Shane a speedy recovery.
Best Regards
Belinda Baker
I HAVE SENT A NEW SPREADSHEET LISTING WORKS FOR JANUARY

2.2 Speedsign:
I have spoken to Ian Milsom (Clerk for Awbridge) who has applied for the grants, we are also awaiting information from Cllr Adams-King concerning maintenance/moving costs.

2.2 Village Notice Board: Was installed Stockbridge Road December 2022 by TVBC.

3. Correspondence

3.1 De Fib Tim Ellison

Hi Tracy.
Happy new year!
On a routine check to today I see that the Jubilee Hall defib battery is in need of replacement. These are long-term batteries, and the current battery has been in-situ since 2014.
To avoid any confusion, I will leave it up to you to acquire and pay for the battery. I am happy to install and test when it arrives if you wish.
As a reminder, the defib is a CU Medical Systems, iPAD CU-SP1 serial number G1M07E0281
Thanks,
Tim



IPAD SP1 Defibrillator Replacement Battery

Excl. Tax: £199.00
£238.80

4. Governance

Electronic Banking Policy – changes to be agreed. This is the replacement wording (highlighted in Yellow)

1. Michelmersh & Timsbury Parish Council may use electronic banking to pay any transactions or bills, with the following safeguards:

    a. Invoices for payment will be added to the next Parish Council agenda. An invoice for payment will be included in the Clerk's Report, item: Financial Summary; the Council will

agree the payments at the meeting for the **online payment to be set up by the RFO** as soon as possible thereafter under delegation.

b. If a resolution is made at a meeting and minuted, the invoice will be paid by the RFO as soon as possible thereafter under delegation.
c. If a resolution is made at a meeting to pay an invoice in principle but the exact figure is unknown, the exact gross amount and VAT to be paid will be confirmed for payment by email to the RFO by 2 signatories and then **set up to be paid** by the RFO as soon as possible thereafter under delegation. Copies of the email confirmation will be attached to the invoice. The payment will be added to the next agenda.
d. If an invoice is received between meetings, or in the event of an emergency, and needs to be paid, the exact gross amount and VAT to be paid will be confirmed for payment by email to the RFO by 2 signatories and **then set up to be paid** by the RFO as soon as possible thereafter under delegation. Copies of the email confirmation will be attached to the invoice. The payment will be added to the next agenda.

2. For all invoices paid online, the bank's account confirmation of **payment date** will be noted on the relevant invoice.

3. All invoices for payment will be set up by the FO and emails sent to two signatories for authorisation, which in turn allows for payment to take place.

4. The use of electronic banking will be reviewed regularly by the Council

5. Finance

5.1 Budget for 2023/24 attached

5.2 Monthly financial report attached.

Michelmersh and Timsbury Budget 2023-24

	2021/22			2022/23			2023/24		
	Budget	Forecast	Actual	Budget	Estimated	Actual	Budget		
INCOME									
Precept	15500	15550	15500	15550	15500		15500		
Jubilee Hall Rent	10	10	10	10	10		10		
VAT Recovered	1000	1000	264.44		3000				
Interest on Bank Account	40	25	26.7	25	25		25		
Grants and donations (22/23: Locality - for NDP)	5000	7300	7339	10000	10000		1000		
Total Income	**21550**	**23885**	**23140.14**	**25585**	**28535**		**16535**		

	2021/22			2022/23			2023/24	2023/24	
EXPENDITURE	**Budget**	**Forecast**	**Actual**	**Budget**	**Estimated**	**Actual**	**Budget**		
Admin & Recurring expenditure									
Clerk's salary & home allowance	5500	5500	5917	5500	5000		5000		
Travel Expenses	0	0	0	0	38.7		100		
Admin expenses	200	180	0	200	980		200		Clerk consultancy and new IT
Election Costs	0	0	0	0	0		2000		
Insurance	750	746	746	750	750		760		
Audit	250	215	215	220	230		240		
Pocket Park rent	25	20	20	30	30		30		
Bank charges	0	0	0	0	40		40		
Meeting costs - room hire or (zoom)	50	289	243	300	450		450		
Data Protection Fee	35	35	35	35	35		35		
Legal / Professional Fees	500	0	0	500	0		500		
Subs – CPRE & HALC	400	426	501	500	400		500		
Newsletter	50	0	0	50	50		150		
Web Hosting & Domain & Design	150	263	262	150	200		200		
Training	500	90	90	1000	95		500		
Defibrilator maintenance	100	0	0	100	57		200		New battery required this year
Dog bin cleaning (TVBC)	600	600	616	600	617		650		
TVBC Playground Inspections	500	1500	301	1500	200		500		Only had one invoice so far
Grounds Maintenance contract	1250	1250	1250	1300	0		1300		Nothing here so far
Speed Sign running costs	1500	300	300	1200	1200		800		
Miscellaneous Expenses	0	0	188		330		100		Jubilee Expenditure
Total Admin & recurring expenditure	**12360.00**	**11413.50**	**10684.00**	**13935.00**	**10702.70**		**14255.00**		
Maintenance/Improvement of Assets/Environment									
Ground repairs eg. Fences, gates etc	200	0	0	200	500		250		New bench
Playground Maintenance					0		2000		
Grass/ tree cutting & planting & Pocket Park Maintenance	1500	2650	1713	1500	3200		2000		
Improvement & repair - Community Garden	500	0	0	500	0		750		
Improvement & repair - Jubilee Hall grounds	500	0	0	500	250		500		Drainage + donation to repairs
Improvements - Recreation ground	500	0	0	500	0		500		
Improvements - general village	3000	0	0	1000	0		500		
Notice Boards	600	0	0	600	1800		100		New one
Purchase of Speed Sign	0	0	0	0	0		750		
Village Sign	2500	0	0	2500	2500		2500		
Total - Maintenance/Improvements	**9300.00**	**2650.00**	**1713.00**	**7300.00**	**8250.00**		**9850.00**		
Grants and donations									
Miscellaneous	500	0	100	500	100		100		Sustrans
Churchyard grants	1200	1200	1200	1200	1200		1200		
Total - grants and donations	**1700**	**1200**	**1300**	**1700**	**1300**		**1300**		
VAT Paid	**1000**	**1000**	**1830**		**3000**				
Total expenditure	**24360.00**	**16263.50**	**15527.00**	**22935.00**	**23252.70**		**25405.00**		
	2021/22			2022/23			2023/24		
	Budget	**Forecast**	**Actual**	**Budget**	**Estimated**	**Actual**	**Budget**		

Funds available	**£**	**NOTES**
Balance at 1 April 2021	30384	
Projected income 21/22	23885	
Projected expenditure 21/22	24264	
Projected Balance at 1st April 2022	30006	
Balance at 1st April 2022	30443	Taken from Bank reconcilliation Cash Book
Projected income 22/23	28585	
Projected expenditure 22/23	36435	
Projected balance at 1st April 2023	22156	
Projected Income 2023/24	16000	
Projected expenditure	25405	

1. Grant income and expenditure in connection with the Neighbourhood Development Plan is not included in the above. Any grant income not spent during the financial year is refunded so the income/expenditure account is balanced. Grant funds are held in the No 2 Account.

2. Figures for VAT paid and recovered are not included in the 23-24 budget predictions since these effectively balance so have no impact on the overall budget.

FINANCIAL SUMMARY **21st November 2022 to 23rd January 2023**

INCOME		
Deon Designs	Refund of Overpayment	85.00
UNITY Trust Bank	Interest Credit	31.89
	Total £	**116.89**
INVOICES TO PAY		
Greenbarnes	Village Notice Board Inv. 8238	1,864.00
T. Sansome	Salary November	416.66
HALC	Update Training Inv. 5518	12.00
M&T Sports Club	Ground Management Inv. 22/146	1,300.00
Deon Design	Update Website Inv. 3268	49.50
R Davis	Neighbourhood Plan Expenses Claim	81.60
S Medley	Grass Cutting	63.00
	Total £	**3,786.76**
OTHER PAYMENTS		
UNITY Trust Bank	Service Charge	18.00
	Total £	**18.00**
ALLOTED PROJECTS		
Village Improvements		5,000.00
Replacement of Assets		10,000.00
Neighbourhood Plan		10,000.00
	Total £	**25,000.00**
Account Balances		
Unity Trust	Main Account	**33,171.87**
Unity Trust	Savings Account	**10,031.89**
	Total £	**43,203.76**
ACTUAL FUNDS Available		
	£	**14,417.00**

Minutes of the Parish Council Meeting
25th January 2023 at 19:30 hrs at The Barns, Michelmersh.

Apologies received from:
Cllr John Rhodes, Cllr Steve Langford, Cllr Sharman Ferguson

1. Attendees:
Cllr Bob Davis, Cllr Peter Clarke (PC), Cllr Donald Cowling (DC), Cllr Helen Palmer
Tracy Sansome (TS – Parish Clerk), Cllr Nick Adams-King (TVBC/HCC),

2. Declarations of any Interest:
None declared.

3. Open Period:
Cllr Nick Adams-King – updated the meeting briefly:
Due to uncertain weather forecasts for February – gulleys and drains in the Test Valley are being cleared and monitored.
Pothole works are on-going. New issues will need to be reported in order for them to be recognised and listed for maintenance and repairs.
The Parish Council highlighted concerns about localised flooding issues on the A3057 through Timsbury appear to be problematic and had been reported to HCC. NA-K agreed to check action on the enquiry (RD to send reference number).

4. Confirmation of the Minutes from Parish Council Meeting 23rd November 2022
Minutes were Approved by Parish Councillors and signed by Cllr Bob Davis.

5. Clerk's Report – acknowledged.

6. Finance:
6.1 **Financial Summary**: Reviewed and Agreed
6.2 **Invoices for Payment**: Reviewed and Agreed
6.3 **Budget and Precept:** Agreed and signed.
6.4 **Playground Inspection/Dog bin arrangements:** Quotations from TVBC agreed and signed.

TS

7. Planning Applications
7.1 HCC/2022/0536
Vary condition 16 of planning permission 15/03104/CMAS to allow temporary increase of stockpiles to the maximum height which allows the site to remain operational whilst being stable at Yokesford Hill Estate, Building 1, Yokesford Hill, Romsey, Hampshire SO51 0PF

BD/TS

It was agreed that the Council would **object** to the application. The over - height stockpile had significant visual impact, not properly assessed by the visual impact assessment which relied on images taken when trees and hedges were in leaf. Equipment working at height on the stockpile during reprofiling or removal was a potential source of noise affecting nearby dwellings because of the reduced screening resulting from the greater height. The information provided gave no indication of when the stockpile was expected to be reduced to the permitted height, which appears to be dependent on the availability of the new wash plant and its effectiveness in processing the material, which are uncertain factors.

7.2
APPLICATION NO: 23/00125/TREES
PROPOSAL: T1 - Sycamore - raise canopy by up to 5m
LOCATION: Corner Barns, Mesh Road, Michelmersh
APPLICANT: Mr And Mrs Roger Wilson
No Objection

8. Correspondence:
Cllr Bob Davis explained that he had been informed by TVBC that the Milk Vending machine in the Jubilee Hall car park requires planning permission. Manor Farm and the Hall Committee are aware. It is understood the Manor Farm will apply for retrospective permission.

Jubilee Hall have asked for support with applying for grant to secure window replacements. After contacting councillors for agreement, BD has written a letter of support. BD has been informed that it will be a condition of a grant that a lease is in place between the Jubilee Hall and the Parish Council. After long delays this was now available for signature. It was agreed to authorise the Chairman and Clerk to act as signatories to the Lease. **TS/ BD**

Residents are planning to assemble a committee to organise an event during the May Coronation weekend.

It was agreed to check Lengthsman tasks have been completed by 31st January after correspondence from co-ordinator updated task sheets. **TS/ BD**

9. Village Issues
9.1 **Kompan** and Park Equipment: Kompan representative meeting Bob Davis on 2nd Feb to resolve issues around replacement or repair of equipment as a matter of urgency (as some items are currently closed off). **BD**
9.2 **DeFib** – agreed purchase of new battery. TS to order. **TS**
9.3 **Village Sign**: It was agreed that K. Nimmin (sign maker) and S. Winder (designer) could now finalise design ready for production. Clerk and BD to organise this.

10. Governance:
10.1 **Electronic Banking Policy –** agreed (to be updated on website).
10.2 **Email addresses –** It was agreed for continuity that these will be now used as from Thursday 26th January.

11. Meetings attended or to be attended:
Cllr B Davis to meet Kompan Representative Thursday 2nd February 2023 **BD**
Cllr B Davis Jubilee Hall meeting Thursday 26th January 2023
Cllr B Davis with N A-K to attend Waltet Liaison Panel meeting on 30 January

12. Chairman's Mandate:
Agreed.

13. Agenda items for next meeting:
Progress of:
Village Sign

Speed Sign
Jubilee Hall Garden
Kompan play equipment
Lengthsman tasks

14. Dates of future meetings:
15th February 2023, 29th March 2023, 26th April 2023

Meeting Closed at 20.30 hrs
Tracy Sansome Parish Clerk 25th January 2023

FINANCIAL SUMMARY **21st November 2022 to 23rd January 2023**

INCOME		
Deon Designs	Refund of Overpayment	85.00
UNITY Trust Bank	Interest Credit	31.89
	Total £	**116.89**
INVOICES TO PAY		
Greenbarnes	Village Notice Board Inv. 8238	1,864.00
T. Sansome	Salary November	416.66
HALC	Update Training Inv. 5518	12.00
M&T Sports Club	Ground Management Inv. 22/146	1,300.00
Deon Design	Update Website Inv. 3268	49.50
R Davis	Neighbourhood Plan Expenses Claim	81.60
S Medley	Grass Cutting	63.00
	Total £	**3,786.76**
OTHER PAYMENTS		
UNITY Trust Bank	Service Charge	18.00
	Total £	**18.00**
ALLOTED PROJECTS		
Village Improvements		5,000.00
Replacement of Assets		10,000.00
Neighbourhood Plan		10,000.00
	Total £	**25,000.00**
Account Balances		
Unity Trust	Main Account	**33,171.87**
Unity Trust	Savings Account	**10,031.89**
	Total £	**43,203.76**
ACTUAL FUNDS Available		
	£	**14,417.00**