MICHELMERSH & TIMSBURY PARISH COUNCIL
A Meeting of the Parish Council will be held on
Wednesday 29th October 2025
at 7pm at The Jubilee Hall, Timsbury.

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

AGENDA

1.Present Councillors:
In Attendance:
Apologies Received:

2. **Declarations of any Interest:**
3. **Open Period** (Standing Orders suspended):
4. **Confirmation of the Minutes:**
   To agree the minutes from the Parish Council Meeting 24th September, and the planning meetings from 22nd September and 1st October

5. **Clerk's Report incl. Correspondence**

6. **Finance**
6.1 Financial Summary - to be agreed
6.2 Invoices for Payment - to be agreed

7. **Planning**

7.1 APPLICATION NUMBER: 25/02249/FULLS
PROPOSAL: Erection of covered seating and smoking area
SITE: The Malthouse, Stockbridge Road, Timsbury, Romsey
Representations requested by 7th November

7.2 APPLICATION NUMBER: 25/02250/LBWS
PROPOSAL: Erection of covered seating and smoking area
SITE: The Malthouse, Stockbridge Road, Timsbury, Romsey
Representations requested by 7th November

7.3 APPLICATION NO: 25/02409/TPOS
PROPOSAL: To carry out tree works in accordance with Schedule of works
LOCATION: Mannyngham Way Copse, Mannyngham Way, Timsbury
Note – this is Michelmersh and Timsbury Parish Council's application
Representations requested by 1st November.

8. **Village Business:**
8.1 Lengthsman Tasks – to be agreed
8.2 Jubilee Hall and Pavilion renovation – to receive update
8.3 Village Sign – to receive update
8.4 Paving slabs at bus stop at junction of New Road/Hill View Road – to receive update
8.5 Damage from building works to hedge on Haccups Lane – to receive update
8.6 Proposal for temporary village shop and café at Jubilee Hall – to receive update
8.7 Neighbourhood Plan – to receive update
8.8 Playground Report July 2025 – September 2025- to receive report
8.9 Mannyngham Way Copse – fallen trees and tree condition survey - to receive report
8.10 Maintenance of verges along New Road – to receive update

9. Governance

9.1 Transferring to .gov.uk or .org.uk domain for website and emails – to receive update
9.2 Corporate Purchasing Card Policy – to approve
9.3 Unity Bank Corporate Purchasing Card – to agree on application
9.4 Appointment of internal auditor for 2026 audit – to approve
9.5 Risk assessment – to review and identify actions
9.6 Spend against budget – to review

10. Date of next meeting

Kate Marshall, Parish Clerk Tel: 07775 886152 email: parishclerkmt@gmail.com 23rd October 2025

Clerk's Report – OCTOBER 2025

1.Planning Decisions

1.1 25/01965/FULLS Land West Of Casbrook Barn Rudd Lane Braishfield Romsey Hampshire *SO51 0PU*

Retention of tourist accommodation, package treatment plant and associated works including store and amenity provision

WITHDRAWN

1.2 25/01982/FULLS Brook House Yokesford Hill Romsey Hampshire SO51 0PF

Demolition of garage, garden store, and tennis court, erection of a detached three-car garage with garden store, together with the erection of separate ancillary building providing accommodation incidental to the enjoyment of the main dwellinghouse, and associated landscaping works

DECISION: PERMISSION

2. Correspondence

2.1 Email from Clerk at another Parish Council requesting feedback on M&T Parish Council's experiences with Westcotec over the speed sign.

2.2 Test Valley Borough Councillor September report from Cllr Sally Yalden

2.3 Email from Eleanor Clark regarding planning for internal audit visit. **On the agenda 9.3**

2.4 Hampshire County Councillor Update 52 from Cllr Adams-King

2.5 Email from parishioner requesting the parish council to inform residents about the health impacts of air pollution from wood burning stoves and open fires.

2.6 Quote from Awbridge Arborists for works required to Manningham Way Copse - £4,100 + VAT. (see also 3.1) **On the agenda 8.10**

2.7 Email from Jules Boswell, architect for the Manor Lane development, advising of a proposed amendment to the planning application to reduce the number of houses on the site from 60 to 41.

3. Updates on actions from last meeting

3.1 Mannyngham Way Copse – fallen trees and tree condition survey. Tree condition survey has been received from Romsey Tree Surgeons and quotes requested from Romsey Tree Surgeons and Awbridge Arborists for the work required (see also 2.6) **On the agenda 8.10**

3.2 Transferring to .gov.uk or .org.uk domain for website and emails. Bob and I have met and whittled down the potential hosts to Aubergine and Parish Online – based on cost, recommendations, looking at other sites managed by these hosts and Companies House data. I had hoped to chat to both before the meeting, but Parish Online had limited availability for the next few weeks. I have though spoken with Aubergine, who have recommended keeping all material on one website, largely for cost reasons – if we only have one site, then the annual cost (through them) would be £299 (rather than £299 for a PC site, plus an additional cost for hosting remainder

of the current site). They will migrate the PC content over (for £499) and we can gradually move the rest ourselves (they provide training but he gave me a demo and it looks fairly straightforward). It may be a good opportunity to sift through the remainder of the site and decide what we need/refresh the contents. He also mentioned that as the Council will be paying for the other site, it is paid by public funds, and therefore also must meet the new accessibility requirements. This may limit our choice of host – Parish Online for example said they wouldn't take on anything other than PC material; Deon Designs seemed a bit out of their depth with the accessibility requirements so we would probably have to move the remainder of the site away from them anyway. An Aubergine site can be divided up so different individuals can be given access and permissions to edit different areas (Village Hall Diary for example can be managed by a VH rep). Emails cost £60 p.a. for up to 20 addresses. **On the agenda 9.1**

3.3 Card for bank account. A procedure around the use of the card has been drafted and circulated for comment. **On the agenda 9.2**

3.4 All representations to planning applications agreed at September meeting have been submitted.

FINANCIAL SUMMARY	29th October 2025				
OPENING BALANCES	**As at last financial statement**				**24-Sep-25**
Unity Trust	Main Account				£22,063.42
Unity Trust	Savings Account				£24,750.09
	Total £				£46,813.51
Apportioned to:					
Village Infrastructure	*CIL Funds*	*INF*			*£5,119.40*
Village Improvements	*Replacement of Assets*	*ROA*			*£10,000.00*
NDP	*Grant*	*NDP*			*-£292.00*
General reserves	*Foreseeable and routine expenditure*	*GR*			*£31,986.11*
					£46,813.51
INCOME					
Savings account	Interest	GR			£140.36
	Total £				**£140.36**
INVOICES TO PAY			*VAT*	*Net*	**TOTAL**
S Medley	Grass cutting September	GR	£0.00	£126.00	£126.00
K Marshall	Salary October 2025	GR	£0.00	£466.73	£466.73
HMRC	PAYE - K Marshall	GR	£0.00	£116.60	£116.60
Romsey Tree Surgeons	Tree Condition Survey	GR	£95.00	£475.00	£570.00
K Marshall	Toner for Printer	GR	£0.00	£40.57	£40.57
ICO	Data Protection Fee (£5 discount) - paid DD	GR	£0.00	£47.00	£47.00
	Total £				**£1,366.90**
OTHER PAYMENTS			*VAT*		
UNITY TRUST BANK	Service Charge (end September)	GR	£0.00	£6.00	£6.00
	Total £				**£6.00**
CLOSING BALANCES (AFTER PAYMENTS)					
Unity Trust	Main Account				£20,690.52
Unity Trust	Savings Account				£24,890.45
	Total £				£45,580.97
Apportioned to:					
Village Infrastructure	*CIL Funds*	*INF*			*£5,119.40*
Village Improvements	*Replacement of Assets*	*ROA*			*£10,000.00*
NDP	*Grant*	*NDP*			*-£292.00*
General reserves	*Foreseeable and routine expenditure*	*GR*			*£30,753.57*
					£45,580.97

29/10/25

MICHELMERSH & TIMSBURY PARISH COUNCIL

Minutes of the Parish Council meeting 29 October 2025

1.Present Councillors:

In Attendance: Cllr Bob Davis, Cllr John Rhodes, Cllr Steve Carley, Cllr Helen Palmer, K Marshall (Clerk), 2 members of the public

Apologies Received: Cllr Nick Bone, Cllr Steve Langford, Cllr Nick Adams-King

2. Declarations of any Interest: None

3. Open Period (Standing Orders suspended):

A member of the public representing residents of Manor Lane and St Andrew's Close asked whether the Council is aware of the reason behind the removal of the footpath fingerpost on the right at the end of Manor Lane. A small footpath indicator disk has appeared instead on a pole in the lane. The resident was requested to email the clerk who can then pursue the matter with HCC.

A member of the public who is interested in purchasing Kingdom Hall for a self-build and wondering whether the Council knows any history or whether his request for change of use was likely to be successful. The Council is aware that under TVBC's COM14 policy, it must be demonstrated that there is no interest in a community group purchasing it before change of use will be considered. The Council are not currently aware of any local organisations who wish to purchase it but will advise the resident if anything relevant emerges.

4. Confirmation of the Minutes:
The minutes from the Parish Council Meeting 24th September, and the planning meetings from 22nd September and 1st October were agreed as an accurate record and signed by Cllr Davis. **RESOLVED**

5. Clerk's Report incl. Correspondence was acknowledged.

Regarding the letter from a resident regarding the dangers of air pollution caused by wood burning stoves (item 2.5), it was agreed to write a brief response to advise that it is not appropriate for the Parish Council to become involved.
RESOLVED ACTION CLLR DAVIS

It was noted that the internal auditor is called Eleanor Green and not Eleanor Clark (item 2.3).

It was noted that the revised Manor Lane application (item 2.7) will be submitted

as a planning amendment to TVBC, at which point it will be added to the agenda for discussion.

6. Finance

6.1 Financial Summary – approved and agreed. **RESOLVED**

6.2 Invoices for Payment – approved and agreed.
It was noted that Nigel Palmer would be sending an invoice for the annual payment due for managing the speed sign. **RESOLVED**

7. Planning

7.1 APPLICATION NUMBER: 25/02249/FULLS
PROPOSAL: Erection of covered seating and smoking area
SITE: The Malthouse, Stockbridge Road, Timsbury, Romsey
Representations requested by 7th November

7.2 APPLICATION NUMBER: **25/02250/LBWS** (Listed building application for 7.1)
PROPOSAL: Erection of covered seating and smoking area
SITE: The Malthouse, Stockbridge Road, Timsbury, Romsey
Representations requested by 7th November

Decision: No objection on planning grounds but comments should be made requesting that consideration should be given to the purpose, appearance and potential noise. **ACTION CLLR DAVIS to draft**

7.3 APPLICATION NO: 25/02409/TPOS
PROPOSAL: To carry out tree works in accordance with Schedule of works
LOCATION: Mannyngham Way Copse, Mannyngham Way, Timsbury
Note – this is Michelmersh and Timsbury Parish Council's application
Representations requested by 1st November.

As the Council's own application, no comment to make.

8. Village Business:

8.1 Lengthsman Tasks. It was noted that the Lengthsman has completed some of the outstanding tasks, including a good job on the Jubilee Hall hedge. Tasks for November to include rewiring the fence in Pocket Park and trimming the hedge around the post box on New Road. **RESOLVED**

8.2 Jubilee Hall and Pavilion renovation. No feedback on the plans has been received from the Hall committee.

8.3 Village Sign. No update. Cllr Davis to chase Keith Ninnim. **RESOLVED**
ACTION: CLLR DAVIS

8.4 Paving slabs at bus stop at junction of New Road/Hill View Road. No update.

8.5 Damage from building works to hedge on Haccups Lane. Cllr Davis has written to TVBC drawing their attention to the gap in the hedge, the damage to the road edges and debris caused by construction traffic. TVBC have inspected the site and advised that they do not believe that the damage and debris is caused by construction traffic – rather in their opinion is likely to have been caused by farm traffic. The developer is permitted to make a hole in hedge under permitted development, and it will be filled in with native species when the work is complete. The situation will be monitored. **RESOLVED**

8.6 Proposal for temporary village shop and café at Jubilee Hall. No update.

8.7 Neighbourhood Plan. No update

8.8 Playground Report July 2025 – September 2025. Very low risk decay has been identified to one of the boards on the Savannah Multi Play. It was agreed that this did not require action at this time, but that updating the playground should be added to the agenda. **RESOLVED** **ACTION: CLERK**

8.9 Mannyngham Way Copse – fallen trees and tree condition survey. A comprehensive tree condition survey has been received from Romsey Tree Surgeons, and a quote for all the for all the work identified has been received. A second quote is expected, and quotes for dealing solely with the removal of the 4 fallen trees from both contractors have also been requested. It was agreed to request a third quote from a third contractor before making a decision on the scope of work and the choice of contractor. **RESOLVED** **ACTION: CLERK**

8.10 Maintenance of verges along New Road. No update.

9. Governance

9.1 Transferring to .gov.uk or .org.uk domain for website and emails. The Clerk and Cllr Davis have met, and the Clerk presented a short-list of suggested hosts based on cost, recommendation, financial data and consideration of other websites. Following discussion, the Council agreed to select Aubergine to migrate regulatory parish council material to a WCAG 2.2 compliant .gov.uk site and provide email addresses. Aubergine can also host non-Parish Council material on the same site for no additional cost - this migration could be arranged by the Parish Council, although Aubergine could do this at a cost. The Clerk will set up a meeting with Aubergine to discuss the next steps and to clarify some points around dealing with the accessibility requirements. **RESOLVED** **ACTION: CLERK**

9.2 Corporate Purchasing Card Policy. It was agreed to adopt the policy.
RESOLVED

9.3 Unity Bank Corporate Purchasing Card. It was agreed to apply for a card for the Clerk. **RESOLVED ACTION: CLERK**

9.4 Appointment of internal auditor for 2026 audit. It was agreed to appoint Eleanor Green as the internal auditor for 2026. **RESOLVED**

9.5 Risk assessment. The Council reviewed the risk assessment. The current format of the risk report makes prioritising and managing the risks difficult. The Clerk is to look for a solution to better manage the risk assessment data. To add to the November agenda. **RESOLVED ACTION: CLERK**

9.6 Spend against budget. The Council reviewed the current situation and agreed that the spending year to date was well within budget. It was noted that the tree work required at Manningham Way Copse had not been budgeted, but that this expenditure could easily be covered. **RESOLVED**

10. Date of next meeting Wednesday 26th November 2025

The meeting closed at 9.15 pm

Signed..... Date..26/11/25.