



Locum Clerk: Mrs Melanie Wathen
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Chairman: Cllr John Parker

c/o Cornerways
Highwood Lane
Romsey
SO51 9AF

Dear Councillor

1 October 2021

You are hereby summoned to attend a meeting of the **PARISH COUNCIL** at the **Council Chamber, Romsey Town Hall, 1 Market Place, Romsey, SO51 8YZ on Thursday 7 October 2021 at 7.30p.m.**

Please note that the following restrictions will be in place to protect attendees. Face coverings to be worn until seated and hand sanitiser to be used upon entry.

Please note that after *Public Participation*, the public will not be able to speak during the meeting.

Yours sincerely

Melanie Wathen
Locum Clerk

AGENDA

1) Apologies for absence

2) Declarations of Interests, Gifts or Hospitality

To receive declarations of disclosable pecuniary interests and other interests from Councillors on matters to be considered at the meeting.

The disclosure must include the nature of the interest. If you become aware, during the course of the meeting, of an interest that has not been disclosed under this item you must immediately disclose it. Whether you can remain in the meeting and the extent to which you can participate depends on the type of interest you have.

3) Public Participation – may speak for up to 3 minutes.

4) County Councillor/ Borough Councillor Reports (if present)

5) Minutes

- a) To Agree the Minutes of the Parish Council Meeting Held on 9 September 2021 and progress of actions
- b) To Receive the Minutes of the Joint Planning Committee Held on 19 August 2021

6) Finance: (See attached Finance List)

- a) Payments for Approval September 2021

7) Council administration

- a) Newsletter – To Receive an Update
- b) Health & Safety Reports – To Receive an Update

8) Footpaths & Roads

- a) Speeding – To Receive an Update on the Joint Speed Limit Reminder Sign & SpeedWatch
- b) Proposed A3090 Winchester Road / Halterworth Lane junction alterations

9) Parish Amenities

- a) Allotments – To Receive an Update
- b) Bus Shelters – Graffiti on shelter
- c) Woodley Village Hall – To Receive an Update

10) Meetings attended To Receive any Necessary Feedback

11) Exclusion of the Press and Public: to agree any items to be dealt with after the public, including the press, have been excluded under the Public Bodies (admissions to meetings) Act 1960 and Local Government Act 1972 ss100

12) Update on the appointment of a Clerk & Responsible Financial Officer (RFO)

13) General business at chairman's discretion – no resolutions can be passed

ROMSEY EXTRA PARISH COUNCIL MEETING

Minutes of the Meeting held in The Court Room, Romsey Town Hall, Romsey:

Thursday 9 September 2021 at 7.15

Present: John Parker (Chairman) (JP), Dorothy Baverstock (DB), Janet Cairney (JC), Mark Cooper (MC), Sue Tippet (ST) & Janet Burnage (JB)

Attending: Locum Clerk: Melanie Wathen (MW). County Councillor (Romsey Rural) also Blackwater Ward Nick Adams-King (NA-K). Members of the public: None present.

ACTION**46 APOLOGIES RECEIVED**

Parish Councillor: Matthew Southey (MS).

47 DECLARATIONS OF INTERESTS, GIFTS or HOSPITALITY

None declared.

48 PUBLIC PARTICIPATION

None present.

49 COUNTY COUNCILLOR / BOROUGH COUNCILLOR REPORTS (if present)

MC as County Councillor reported that he had received plans for HCC for the proposed improvement works to the A3090 Winchester Road and Halterworth Lane junction. There are some corrections that are required to the plans due to current footpaths not being shown. The HCC Executive Member decision is due in November. Put this item on the next REPC agenda. MC to ask HCC for a site visit to include JP and NA-K. Could the site visit also include Highwood Lane as the white lines have worn away? The grass around the bollards and buildouts also needs to be cut, the signs are obstructed by the trees.

MW

MC

NA-K as County Councillor thanked Members for their support in objecting to the Ace Liftaway planning application at Yokesford Hill. NA-K has received an invite to visit the site and asked if other had.

Speed data collection on the A27 has been completed and NA-K awaits the results. HCC are also going to undertake surveys on Cupernham Lane. Increasing numbers of residents are complaining about speeding on Sandy Lane and NA-K is going to try and get surveys undertaken along there. NA-K is also requesting that the Police increase their presence in this area. Community Speed Watch? This has halted at present but hope to start progressing soon.

Abbottswood estate – been chasing on the adoption of the roads, this is progressing.

Roke Manor Liaison Panel – meeting in a couple of weeks.

51 NA-K left the meeting at 7.41pm

52 MINUTES**a) To Agree the Minutes of the Meeting Held on 8 July 2021**

RESOLVED: "The Minutes of the Meeting on 8 July 2021 to be signed by the Chairman as a correct record".

b) To Receive the Draft Minutes of the Joint Planning Committee Held on 22 July 2021

RESOLVED: "The Draft Minutes of the Joint Planning Meeting held on 22 July 2021 were received and noted".

53 CLOSING ACTIONS FROM PREVIOUS MEETING HELD ON 8 JULY 2021

There were no actions from the last meeting to report on.

54 FINANCE**a) Monthly Bank Reconciliation for July and August 2021:**

RESOLVED: "That this Council notes the Monthly Bank Reconciliations dated 16 July and 31 August 2021". The Chairman and the Clerk to sign the bank reconciliation.

b) Payments for Approval:

RESOLVED: "That the payment schedules below are received & agreed".

Details	Authority	Total
Argos – purchase of mobile phone for Clerk. £149.99 + vat	LGA 1972 s111	£179.99
Sentry Self Storage for Parish documents July-Aug rent and padlock. £60.00 +vat	LGA 1972 s111	£72.00
MS Office 365 subs 2021-2022. £49.99 + vat	LGA 1972 s111	£59.99
Westcotec – 2 new batteries. £167.50 + vat	LGA 1972 s111	£201.00
Marc Nokes – L/scape maintenance work July	LGA 1972 ss15(5) & 35(5)	£140.00
Marc Nokes – weed kill allotment car park	LGA 1972 s12 p7&23	£50.00
Nursling & Rownhams PC – 1/3 cost of SLR management Aug 2021 – July 2022	OSA 1906 ss9,10	£320.22
Sentry – storage unit 11/08/21 – 07/09/21. £50 + vat	LGA 1972 s111	£60.00
C McFarland - Expenses Mileage £76.95	LGA 1972 s111	£76.95
Externiture – bus shelter cleaning x 5 July & August	LGA 1972 s111	£331.20
Signway Supplies – signage works	LGA 1972 s111	£419.23
Adobe Acropro subs	LGA 1972 s111	£15.17
Smarty – mobile phone	LGA 1972 s111	£18.00

c) Payments Received: TSB Interest July and August total £116.22

d) Completion of the Limited Assurance Review (Audit) for the Year Ended 31 March

2021. RESOLVED: "That this Council notes the External Audit Report 2020/21": "On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met". The Clerk reported that a Notice of Conclusion of the 2020/21 Audit had been placed on the council's website and noticeboard on 1 September 2021.

e) Grants/Sponsorship for Approval:

RESOLVED: "That the following grants are approved under the General Power of Competence".

Victim Support £100 to provide personal safety equipment to victims of crime.

Romsey Town Council £3000 towards Romsey Christmas lights 2021.

MW
JP

f) To record that the Suspension Notice from the Hampshire Pension Fund to defer payment until 31 July 2024 has been signed and returned.

RESOLVED: To note that the Suspension Notice has been signed and returned. It is noted that the current deferred payment is in excess of £40,000.

55 COUNCIL ADMINISTRATION

a) To approve the new dates for the Parish Council meetings in October, November and December 2021

RESOLVED: That the Parish Council meeting dates be changed to 7 October, 4 November and 2 December 2021.

b) Newsletter – The Chairman reported that this had still not progressed, but he had asked the Locum Clerk look at the template and see if this is a job she could complete. MC offered to look at the template and see if this is something h could assist with.

MW
MC

c) Health & Safety Reports: MW has completed checks on the Defibrillators but asked where the Mountbatten one was located. Enquiries to be made. JB and ST had completed their checks.

56 FOOTPATHS & ROADS

a) Speeding – Speed Limit Reminder sign (SLR) all of the equipment has been purchased and the work completed. Unfortunately, the contractor that was going to be appointed to move the sign has withdrawn his offer of services. He has however, provided details of other contractors that assist adjoining parishes. JP and MW to speak to other councils. Speed Watch - this project will be progressed in the near future.

JP
MW

JP

57 PARISH AMENITIES

a) Allotments – A break in has been reported at the Allotments and it has been requested that spikes be added to the top of the gates as a deterrent to stop people from climbing over.

Request has been received asking if a honesty box could be put within the site so that holders could exchange unwanted goods? This would be a matter for the Allotment Association.

Request has been received from a mobile catering unit to be allowed to use the car park to trade from. This was refused saying that the car park will eventually be closed to none allotment holders.

RESOLVED: To organise a meeting with all Allotment Holders about the break in and the formation of an Allotment Association. MW to check for draft constitution.

MW

b) Bus Shelters – It was noted that there was a problem with the removal of graffiti from the bus shelter located at Crampmoor as it is on brickwork.

RESOLVED: Ask TVBC how they remove graffiti from brickwork and what is then best to put on the walls to protect them from further graffiti. If TVBC are unable to assist, then get a quote to paint over the graffiti.

MW

c) Woodley Village Hall – There is a full Committee in post, and they held their first meeting recently. This raised a question over what works they are responsible for outside and what works Mark Nokes completes.

MW

58 **PROPOSAL FROM ROMSEY TOWN COUNCIL TO REQUEST A COMMUNITY GOVERNANCE REVIEW BY TVBC TO MERGE ROMSEY EXTRA PARISH COUNCIL WITH ROMSEY TOWN COUNCIL**

Romsey Extra Parish Council (REPC) acknowledges the receipt of the letter from Romsey Town Council (RTC) dated 30 July 2021 advising that it as requested that Test Valley Borough Council (TVBC) to conduct a Community Governance Review (CGR) of the boundaries of RTC with a view to including all the urban areas of Romsey within the boundary of RTC.

REPC notes that TVBC at the Council meeting of 1 September 2021 agrees to conduct a CGR.

In principle, REPC supports such a move to make the TVBC wards and RTC wards coterminous. However, REPC has concerns about what happens to the remaining part of REPC should this happen. We note that Councillor John Parker, member for TVBC Tadburn Ward, requested that the CGR should look at all the options for the remaining part of REPC should this boundary change be recommended and that the review should explore the implications for REPC's liabilities, assets and funds for each option. TVBC has indicated that options and implications will be covered by the review.

Given the assurance from TVBC then.

RESOLVED: Romsey Extra Parish Council supports the proposals that TVBC conducts a Community Governance Review of the boundaries of Romsey Town Council.

59 **MEETINGS ATTENDED**

Abbottswood Art Trail – JB reported that the artists had been on a site visit around Abbottswood and were starting to get plans and ideas together.

60 **EXCLUSION OF THE PRESS AND PUBLIC: TO AGREE ANY ITEMS TO BE DEALT WITH AFTER THE PUBLIC, INCLUDING THE PRESS, HAVE BEEN EXCLUDED UNDER THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960 AND LOCAL GOVERNMENT ACT 1972 SS100**

There were no members of the public in attendance.

61 **APPOINTMENT OF A LOCUM CLERK & RESPONSIBLE FINANCIAL OFFICER (RFO)**

RESOLVED: To appoint Melanie Wathen as Locum Clerk and RFO for a maximum period of 6 months from 1 August 2021.

DB to progress the appointment of a permanent Clerk & RFO. MW to email draft documents and information to DB.

DB
MW

62 **GENERAL BUSINESS AT CHAIRMAN'S DISCRETION**

No items were raised.

There being no further business the meeting closed at 8.30pm.

Signed:_____

Date:_____

b) Payments for approval September 2021

Voucher	PAYMENT DETAILS	STAT. AUTHORITY	AMOUNT Via BACs	AMOUNT Via Debit Card/SO /DD/Chq	INITIALS
	September 2021				JP & ST
55	PKF Littlejohn LLP – external audit fee 2020/2021 (£300 + vat)	LGA 1972 s111	£360.00		JP & ST
56	Sentry - Lock up storage (£50 + vat)	LGA 1972 s111		£60.00	JP & ST
57	Ashdown Software – domain renewal, krystal hosting & website maintenance	LGA 1972 s111	£97.49		JP & ST
58	Romsey Town Council – room hire 09-09-2021	LGA 1972 s111	£40.00		JP & ST
59	Externiture – bus shelter cleans x 5 (£138 + vat)	LGA 1972 s111	£165.60		JP & ST
60	Marc Nokes – WVH August	LGA 1972 s111	£140.00		JP & ST
61	Victim Support – Grant	General Power of Competence		£100.00	JP & ST
62	Romsey Town Council – Grant	General Power of Competence	£3000.00		JP & ST
63	Melanie Wathen – Locum fee £768.75 Mileage - £3.60	LGA 1972 s111	£772.35		JP & ST
64	Adobe Acropro subs (£12.64 + vat)	LGA 1972 s111		£15.17	JP & ST
65	Smarty – mobile phone	LGA 1972 s111		£18.00	JP & ST
		LGA 1972 s111			
		LGA 1972 s111			
		LGA 1972 s111			
		LGA 1972 s111			
		TOTAL	£4,575.44	£193.17	

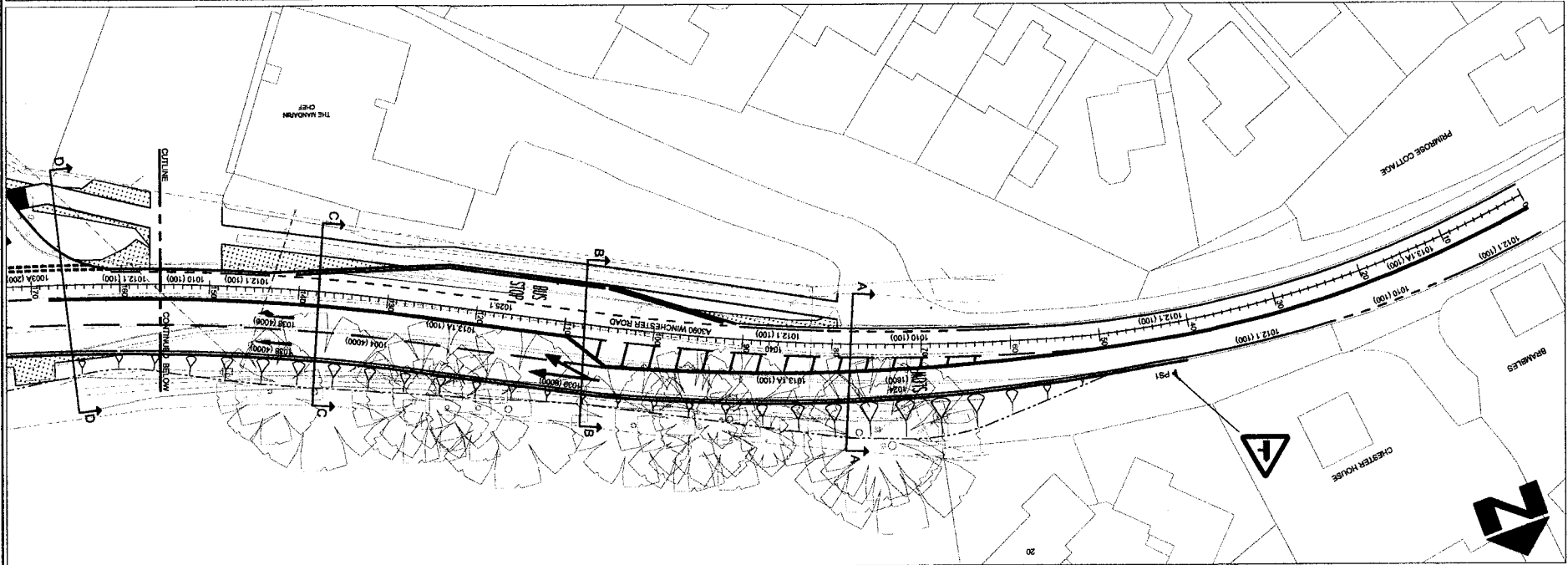
	BANK TRANSFER BETWEEN ACCOUNTS				
	Transfers from Business Saver to Current				
		TOTAL			

APPROVED: _____

DATE: _____ **2021**

APPROVED: _____

DATE: _____ **2021**



DO NOT SCALE FROM THIS DRAWING

ALL DIMENSIONS IN METRES UNLESS OTHERWISE STATED

THIS DRAWING IS INTENDED TO BE READ IN COLOUR

FOR SECTION DETAILS SEE DRAWINGS EC03006617/02 AND 103

ALL GULLY PIPework TO BE 150mm Ø

CONTRACTOR TO SUPPLY AND INSTALL SLO BOARDS AND NEW ROAD LAYOUT AND INSTALL SIGN

BOARDS AND NEW ROAD LAYOUT AND INSTALL SIGN

ADVANCED NOTIFICATION SIGN SHEET SKIN

PROPOSED TOP SOIL AND SEED -

AVERAGE DEPTH 150mm

SECTIONS 1 TO 5 ON DRAWINGS

CL0906617-EC03006617/02/04HE-777

PROPOSED TYPE 2 BUFF BLASTER

TACTILE PAVING AS PER STANDARD

DETAIL H0300660

REFUGES ISLAND AS PER STANDARD

PROPOSED TYPE 2A ROCKETSTAMP

DETAIL H0300657

REFLECTIVE PLASTIC BOLLARDS WITH

STANDARD DETAIL H0300630

REFLECTIVE BAND AS PER

STANDARD DETAIL H0300630

PROPOSED ROAD MARKING TO

THROED DIVIDING AS INDICATED

WITH WIDTH ON LENGTH IN mm

BRACKETS

SCHEDULED ROAD SIGN - SEE SIGN

SCHEDULE FOR FULL DETAILS