

ROMSEY EXTRA PARISH COUNCIL MEETING

Minutes of the Meeting held in The Court Room, Romsey Town Hall, Romsey: Thursday 8TH July 2021 7.15 – 8.49pm

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

Attending: Clerk: Carol McFarland (CM). County Councillor (Romsey Rural) also Blackwater Ward Nick Adams-King (NA-K). Members of the public: None present.

ACTION**30 APOLOGIES RECEIVED**

Parish Councillor: Janet Burnage (Vice Chairman) (JB).

31 DECLARATIONS OF INTERESTS, GIFTS or HOSPITALITY

None declared.

Meeting adjourned at 7.17pm for the following items:

32 PUBLIC PARTICIPATION

None present.

33 COUNTY COUNCILLOR / BOROUGH COUNCILLOR REPORTS (if present)

NA-K had e-mailed his monthly report and was attending the meeting to receive questions from the Council.

ST thanked NA-K for his reports as she found them helpful.

JP told NA-K that a resident from Shootash had contacted the Council concerning the speed of traffic along the A27. The Council had requested a traffic survey, the County Council had advised it would cost £245. NA-K agreed there were issues along the A27 and at the crossroads. NA-K agreed to look in to this the Clerk to send NA-K the e-mail from the County Council.

MC as County Councillor reported that the Regulatory Committee on 14 July would be considering the application at Salvidge Farm Bunny Lane.

DB as Cupernham Ward member reported that there was no date yet for the Ganger Farm Sports facilities and open space handover.

JP as Tadburn Ward member nothing to report.

Meeting resumed at 7.27pm.

34 MINUTES**a) To Agree the Minutes of the Meeting Held on 10TH June 2021**

RESOLVED: "The Minutes of the Meeting on 10th June 2021 to be signed by the Chairman as a correct record".

b) To Receive the Draft Minutes of the Joint Planning Committee Held on 24th June 2021

RESOLVED: "The Draft Minutes of the Joint Planning Meeting held on 24th June 2021 were received and noted".

35 CLOSING ACTIONS FROM PREVIOUS MEETING HELD ON 10th JUNE 2021

27b) – The Clerk reported that the trees are only Oaks, also it is one per parish additional trees are at an additional cost. MC reported that he had looked at Woodley Village Open Space and it would be suitable to take an Oak in the corner area. The Clerk to arrange with TVBC the ordering of one Oak Tree.

36 FINANCE**a) Quarterly Financial Statement & Monthly Bank Reconciliation to 30 June 2021:**

RESOLVED: "That this Council notes the Quarterly Financial Statement & Monthly Bank Reconciliation dated 30th June 2021". The Chairman and the Clerk to sign the bank reconciliation. Further it was agreed to suspend the Zoom subscription.

b) Payments for Approval:

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

Details	Authority	Total
Smarty - Monthly Sim Charge for Council Mobile Phone (Monthly Debit Card Payment)	LGA 1972 s111	£18-00

Zoom - Remote Meetings (Monthly Debit Card Payment) £11-99 + VAT	LGA 1972 s111	£14-39
Viking Direct – Storage Boxes £30-99 + VAT	LGA 1972 s111	£37-19
HMRC – Qtrly Return (Apr-Jun)	LGA 1972 s111	£416-47
J Parker – Chairman's Allowance 2021/22	LGA 1972 ss15(5) & 35(5)	£100-00
Romsey Town Council – Room Hire 8 July 2021	LGA 1972 s12 p7&23	£40-00
Marc Nokes – L/scape Maintenance Work June	OSA 1906 ss9,10	£140-00
C McFarland - Expenses – Postage £Nil	LGA 1972 s111	£91-05
- Mileage £67-05	LGA 1972 s111	
- Storage Boxes £20-00 +VAT	LGA 1972 s111	
Adobe (Monthly Debit Card Payment – in advance) PDF Acrobat Pro £12-64 + VAT	LGA 1972 s111	£15-17
Hampshire Pension Fund- payment £116.70 & £428.61 July	LGA 1972 s111	£545.31
C McFarland – Final Salary July to include overtime and holiday pay and use of home payment	LGA 1972 s111	£1944.08
Information Commissioner – Renewal of Annual Data Protection Fee (in advance of Direct Debit due around 17 August 2021 £40 less £5 discount for paying by Direct Debit	LGA 1972 s111	£35-00

- c) **Payments Received:** Nothing received.
d) **Grants/Sponsorship for Approval:** No applications received.
e) **Outstanding Issues:** Nothing further to report.

37 COUNCIL ADMINISTRATION

a) **Newsletter** – The Chairman reported that this had been put on hold and the Council would aim to put one out in Autumn once a Locum Clerk was in place.

b) **Council Deeds Held at Bells Solicitors** – The Chairman and the Clerk had checked the deeds held with Bells and they were all present and correct. The documents relating to the transfer of the ownership to the Council of the Allotments at Kings Chase had been added together with the Licence for SLR and Warren Solar Farm Agreement and some certificates. The schedule of the deeds had been updated to include items added and circulated to all councillors. The Clerk confirmed that she had returned the deeds to Bells Solicitors on 2 July 2021.

c) **Annual Review of the Council's Standing Orders & Financial Regulations** – The Council's Standing Orders and Financial Regulations were reviewed and it was agreed that no changes be made.

d) **Health & Safety Reports – To Receive an Update** – Outstanding JP & JC. Bus Shelters see below. **RESOLVED:** "That this Council appoints Marc Nokes to prepare and paint the seat at the Thicket at a cost of £100 and the two on School Road at a cost of £210 per seat". It was noted that these works would not be carried out until the end of September

e) **Outstanding Issues:** Nothing further to report.

CM

38 FOOTPATHS & ROADS

a) **Speeding** – **RESOLVED:** "That this Council agrees to purchasing up to a limit of £1000 the necessary poles, clips and batteries requires to set up the joint Speed Limit Reminder (SLR) Sign". Further it was noted that this money would come from the Joint SLR earmarked reserve, and that the Chairman would now take the lead on this project.

b) **Outstanding Issues:** Nothing further to report.

CM
JP

39 PARISH AMENITIES

a) **Allotments** – The tap that had recently been replaced had started leaking – The Clerk had arranged for it to be repaired and it was now working. Issues outstanding: Setting up a meeting with the allotment holders to form a committee and subsequently an Association; The cover for the stopcock just outside the gates; Permission for gateposts to be placed on the open space at the entrance to the carpark once TVBC take ownership from the developers.

CM

b) Bus Shelters – RESOLVED: “That this Council appoints Externiture to carry out monthly cleaning of the Council's 6 bus shelters at a cost of £175 + VAT per month up until 31 March 2022”. It was noted that the shelter on Jermyn's Lane would be cleaned free of charge to the parish for the months of July, August & September – Hampshire County Council to pay for this.

c) Woodley Village Hall – The Chairman reported that he and JB had attended the latest Management Committee meeting hall and at that meeting the Chairman, Peter Mcfarlane resigned, and it was understood that the Treasurer would also step down. Further information on replacements to follow.

JP

d) Outstanding Issues: Nothing further to report.

40

CORRESPONDENCE

a) Relating to Meetings:

i) Minutes:

Nothing received.

ii) Dates:

10-17/07/21 - Romsey Art Group Exhibition “A Time to Reflect” (Mountbatten Gallery 11am – 4pm)

22/07/21 – TVAPTC Event on Rural Broadband (7.30pm Teams DB to attend)

b) Requiring Parish Council Attention/Consideration: All noted.

HCC & TVBC – Road Closures – Nothing reported.

Nick Adams-King County Councillor Update #2 June 2021 (e-mailed)

HCC – Via Nick Adams-King - Briefing COVID-19 (Coronavirus) (e-mailed)

HCC - The Hampshire (Test Valley Borough No.28) (Parish of Romsey Extra – Part Of Footpath No.3) Temporary Public Path Diversion And Definitive Map And Statement Modification Order 2021 Dated 16 June 2021 for 10 Years or Until the Cessation of the Works on Site Whichever is Sooner. Note: The previous order (Test Valley No.27) has been rescinded (e-mailed)

ALC – 2023 Review of Parliamentary Boundaries (e-mailed)

c) Other Correspondence, Circulars & Publications: All noted.

ALC e –Updates & Newsletters (e-mailed)

Unity – eNews June (e-mailed)

Romsey 10th Scouts – 10th talk June 2021 (e-mailed)

41

MEETINGS ATTENDED

21/06/21 – Woodley Village Hall Management Committee Janet Burnage & John Parker attended.

42

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.

43

CLERK'S RESIGNATION

It was reported that Carol McFarland the Clerk and RFO to the Council had resigned with effect from 31 July 2021, however, with holiday booked her last working day would be Friday 16 July. The following interim arrangements were discussed:

Hampshire Local Government Pension:

RESOLVED: “That this Council requests a suspension notice for 3 years to defer the payment of the termination deficit”. Further it was **RESOLVED:** “That this Council sets up an earmarked reserve now by transferring £20,000 from the General Fund and to budget £20,000 each subsequent year for the next 2 financial years to cover the cost of any deficit and costs from the Hampshire Local Government Pension”.

Council Contact Details:

RESOLVED: “That this Council changes its official address to that of the Chairman until a permanent Clerk is appointed”.

RESOLVED: “That this Council purchases a mobile phone with a purchase price of up to £200 and a SIM only contract at £18 per month”. It was noted that the SIM was for unlimited calls, texts and data and could be terminated by giving one months' notice.

Storage of Council Records:

RESOLVED: "That this Council arranges for it's records to be placed in storage at a cost of £50 + VAT every 4 weeks with Sentry Storage". It was noted that the notice period to end the contract was 2 weeks and that a padlock was to be supplied.

Bank Mandate:

RESOLVED: "That this Council amends the Bank Mandate to remove Carol McFarland and to change the address to the Chairman's".

Office 365 Software:

RESOLVED: "That this Council purchases a new licence, and that Carol McFarland takes over the existing licence as it has been historically attached to her personal Microsoft Account".

44 APPOINTMENT OF A REPLACEMENT CLERK & RESPONSIBLE FINANCIAL OFFICER (RFO)

DB had been leading on this and a Locum Clerk had been identified who could do 8-10 hours per week. It was agreed that JP contact this Locum to pursue further and keep the Council informed of progress. The Clerk informed the Council that the appointment of the new Clerk would have to be approved by the Council and minuted.

JP**45 GENERAL BUSINESS AT CHAIRMAN'S DISCRETION**

The Clerk reported that the next scheduled meeting was the joint planning committee due to be held on Thursday 22nd July. It was agreed that the next Council meeting scheduled for Thursday 12th August to be held in abeyance until a Locum Clerk was in post. The Chairman thanked the Clerk for all her service with the Council over the past 18 years and wished her well.

ALL