

ROMSEY EXTRA PARISH COUNCIL ANNUAL GENERAL MEETING

The Court Room, Romsey Town Hall, Romsey: 13th May 2021 7.15 – 8.41pm

Present: John Parker (Chairman) (JP), Dorothy Baverstock (DB), Janet Burnage (Vice-Chair) (JB), Janet Cairney (JC), Mark Cooper (MC), (also County Councillor) Matthew Southey (MS) & Sue Tippett (ST).

Attending: Clerk: Carol McFarland (CM). Members of the public: None present.

ACTION**APOLOGIES RECEIVED**

County Councillor: Romsey Rural Nick Adams-King (NA-K; Borough Councillors: Blackwater Ward: Nick Adams-King (NA-K).

01 ELECTION OF CHAIR FOR 2021/22

RESOLVED: "That John Parker be appointed to the office Chairman of the Parish Council for the year 2021/22".

a) Declaration of Acceptance of Office of Chairman

JP then signed the Declaration of Acceptance of Office, countersigned by the Clerk.

JPCM

02 ELECTION OF VICE CHAIR FOR 2021/22

RESOLVED: "That Janet Burnage be appointed to the office of Vice Chairperson of the Parish Council for the year 2021/22".

03 DECLARATIONS OF INTERESTS, GIFTS or HOSPITALITY

(i) Code of Conduct - Register of Interests: All councillors agreed they had no amendments. The Clerk requested that should any amendments occur; they should be given to the TVBC's Monitoring Officer and the Clerk.

(ii) Relating to items for discussion: None declared.

ALL

Meeting adjourned at 7.19pm for the following items:

04 PUBLIC PARTICIPATION

None present.

05 COUNTY COUNCILLOR / BOROUGH COUNCILLOR REPORTS (if present)

It was noted that Mark Cooper had been re-elected to the County Council Romsey Town Ward and that Nick Adams King to the Romsey Rural Ward.

MC reported that a mobility scooter user had carried out a survey of Abbotswood and found it was difficult to get around, this has been passed to the County Council. Romsey & District Society to look at footpaths in the area.

JB as Cupernham Ward member reported on the progress of the Abbotswood Art Trail.

Meeting Resumed at 7.24pm.

06 MINUTES**i) To Agree the Minutes of the Meeting Held Remotely on 15th April 2021**

RESOLVED: "Minutes of the meeting held remotely on 15th April 2021 to be signed by Chairman as a correct record subject to last sentence in minute 157 reading: *The Chairman's suggestion that the Council formally sends a letter of condolence to the Her Majesty the Queen ~~Place~~ and Countess Mountbatten ~~Breadlands~~ was agreed*".

JP

ii) To Receive the Draft Minutes and Recommendations of the Staffing Committee Held Remotely on 4th May 2021

RESOLVED: "The draft Minutes of the Staffing Committee held on 4th May 2021 are received and the change to the Clerk's contract numbered 12.1 is approved". *Hours to be increased by 97.5 hours per annum with effect from 1 May 2021 and to remain in place whilst CM is Clerk to the Joint Planning Committee, initially for a pilot period of 6 months.*

07 CLOSING ACTIONS FROM PREVIOUS MEETING HELD ON 15th April 2021

153c) A27 Shootash – The Clerk reported that a Traffic Survey was last carried out in 2011. The cost of a new survey would be £275. It was agreed that the Council would not pay for a new survey but that the Chairman to ask Raymond Brown for funding.

153d) SLR – The Clerk reported that HCC have signed the Licence and that there had been a request for the SLR be sited on Cupernham Lane.

JP

08 PLANNING**a) New Applications:**

(i) **RESOLVED:** That **No Objection** be made on the applications below:

21/01024/FULLS Installation of a chiller unit to the designated cellar **Ganger Farm Pavilion Ganger Farm Way**

21/01045/FULLS Two storey side extension to provide extended kitchen and master bedroom, and provide pitched roof to porch **27 Minchin Road**

PREVIOUS APPLICATIONS DELEGATED TO THE CLERK:

21/00859/FULLS Install air conditioning unit fitted at the back of the salon **9 Radcliffe Row, Abbotswood Common Road. Comment:** Subject to it meeting the noise requirements required by Environmental Health.

(ii) **RESOLVED:** That an **No Comment** be made on the applications below:

21/00683/CLPS Certificate of proposed development to reduce an existing window on front elevation first floor from two lights to a single light **6 Sorrel Close. Comment:** No Objection to it anyway.

21/01236/CLPS Certificate of lawful existing use to establish that Planning Permission 18/00834/FULLS has been implemented in accordance with the permission **Bramble Cottage Braishfield Road**

(iii) **RESOLVED:** That an **Objection** be made on the applications below:

21/01249/FULLS Proposed demolition of existing garage and replace with a double garage **5 Clover Way Comment:** Loss of a TPO tree. Pressure from the proposed location on the root spread of 2 TPO trees may lead to their loss in the future.

b) Decisions:

App No:	Application Details	PC View	Decision
20/02543/FULLS	Erection of 4 bay timber framed garage (revised scheme of 17/01397/FULLS) Sadlers Mill Farm The Causeway	No Objection	PERMISSION ST Conds & Notes
21/00421/FULLS	Proposed replacement dwelling, garage and driveway/car parking area The Old Archway Ryedown Lane East Wellow	No Objection	PERMISSION ST Conds & Notes
21/00419/FULLS	Garage door to be replaced with wall and window, converting garage to provide enlarged kitchen and a utility; build under existing bay window in kitchen 8 Five Elms Drive	Objection	PERMISSION ST Conds & Notes
21/00484/FULLS	Demolish existing conservatory & construction of single storey rear extension 9 Clover Way	No Objection	PERMISSION ST Conds & Notes
21/00622/FULLS	Single storey front entrance porch The Stables Sandy Lane	No Objection	PERMISSION ST Conds & Notes
21/00507/FULLS	Two additional bays onto existing 6 bay open barn, additional polytunnel, extend land designated as "open storage" by 10 metres Land Adjacent Brynfyrd Botley Road North Baddesley	No Objection	PERMISSION ST Conds & Notes
21/00217/ADVS	Free standing adverts and kiosk adverts (Retrospective) Romsey Town Football Club Southampton Road	Objection	CONSENT ST Conds & Notes
21/00268/ADVS	Retention of freestanding signage and signs fixed to fencing and keep net Romsey Town Football Club Southampton Road	Objection/ No Objection	CONSENT ST Conds & Notes
21/00216/FULLS	Provision of food kiosk and merchandise outlet (Retrospective) Romsey Town Football Club Southampton Road	Objection	TEMPORARY PERMISSION ST Conds & Notes
20/02791/FULLS	Change of use of land adjoining industrial estate to open storage, with associated hard surface, security fence, landscape bund, woodland and surface water drainage Wynford Industrial Park, Belbins	Objection	PERMISSION ST Conds & Notes

c) Tree Matters:

(i) **Outstanding:**

21/00939/TPOS To undertake excavation around tree roots as set out in application **Stroud School, Highwood House, Highwood Lane (No objection)**

(ii) Decisions:

21/00717/TPOS T1, T2 - Ash - Fell, G1 - Ash Hedgeline – **Fell Cedarwood Sandy Lane (No Objection)** CONSENT subject to conditions and notes

d) Appeals: Nothing to report.

e) Correspondence: Southern Area Committee – Romsey Football Club.

f) Outstanding Issues: Nothing further to report.

09 ANNUAL APPOINTMENT OF REPRESENTATIVES 2021/22

a) Joint Planning Committee with Romsey Town Council (6 members)

RESOLVED: "That the following be appointed the **6 representatives** for Romsey Extra Parish Council": Janet Burnage; Janet Cairney; Mark Cooper; John Parker, Matthew Southey & Sue Tippett.

b) Staffing Committee (3 members not Chairman)

RESOLVED: "That Dorothy Baverstock, Janet Burnage & Sue Tippett be appointed to the Staffing Committee".

c) Other Representatives:

RESOLVED: "That the following be appointed the **liaisons** for Romsey Extra Parish Council":

Footpath Officer/Walker (2 +R&DS)

Janet Cairney & Janet Burnage

Public Transport (1)

Dorothy Baverstock

Abbotswood Community Centre

Chairman – Contact to see if they want a representative.

CM

Woodley Village Hall Assoc (2)

Chairman & Janet Burnage

Romsey Forum (2)

Chairman & Dorothy Baverstock

Squabb Wood Liaison Panel (1)

Sue Tippett

Internal Audit Panel (3)

Chairman, Janet Burnage & Janet Cairney

TVAPTC (3)

Chairman, Dorothy Baverstock & vacancy

HALC

Councillors as available

Website Editor

The Clerk

Newsletter Editor

The Clerk

Yokesford Hill Liaison Panel

Mark Cooper

Lee Lane Liaison Panel

Dorothy Baverstock

Roke Manor Liaison Panel

John Parker

Romsey Joint Neighbourhood Planning Cttee and Steering Group

Janet Cairney, Matthew Southey & Sue Tippett

Romsey Community Emergency Plan Group

Clerk & Dorothy Baverstock

Allotments (2)

Clerk & Janet Cairney

Lengthsman

Clerk & Janet Burnage

RESOLVED: "That the following be appointed health and safety representatives":

Woodley Village Hall & Grounds inc the Green

John Parker

St Swithun's Church Lamp

Janet Cairney

Canal Seat (1)

Janet Cairney (one removed)

The Thicket Seat

Sue Tippett

Ashfield Roundabout signs

Sue Tippett

Luzborough Roundabout signs

Removed as no longer in existence.

Crampmoor Lane Gate

John Parker

Bus Shelters:

Winchester Road x 2

John Parker

A27 Botley Road

Janet Burnage

Jermyn's Lane

Clerk

Braishfield Road x 2

Clerk

Allotments

Clerk

Noticeboards x 2

Clerk

Defibrillators x 2

Clerk

The Clerk to e-mail round the forms to be completed.

CM

10 FINANCE

a) Monthly Bank Reconciliation. RESOLVED: "That this Council notes the Monthly Bank Reconciliation dated 30th April 2021". The Chairman and the Clerk to sign the bank reconciliation.

JP
CM

b) Internal Auditor John Murray's Report on the Parish for the year ended 31 March 2021: RESOLVED: "That this Council notes the John Murray's Report on the Council's accounts 2020/21 dated 7 May 2021 and that there were no matters arising during the course of the Audit that need to be drawn to the Council's attention". The following observations were noted by the Auditor: He was pleased to see that the Fidelity Guarantee Section of the Council's Insurance Policy had been increased to reflect the current financial situation. Box L has been ticked *not applicable* because the Transparency Code does not apply to Councils in the +£25k category. If it did, he believes the Council would be compliant. Finally, the Council to minute any review of the Allotment annual fee even if it remains the same. The Chairman congratulated the Clerk for keeping the books in order.

c) To Approve:**(i) Annual Governance Statement 2020/21**

RESOLVED: That the Council considers, completes the Annual Governance Statement & is signed by the Chairman & Clerk (as the Responsible Financial Officer) at the meeting after the following resolutions were unanimously agreed:

JP
CM

1. We have put in place arrangements for effective financial management during the year and for the preparation of the accounting statements.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7. We took appropriate action on all matters raised in reports from internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end have a financial impact on this authority and, where appropriate, have included them in the accounting statements.
9. Trust Funds not applicable.

(ii) Parish Annual Accounting Statements 2020/21

RESOLVED: "That the Council approves the Accounts for the Year Ended 31 March 2021 with a carried forward balance of £191,082.94 (£191,083)".

JP
CM**d) To Note the Period for the Exercise of Public Rights of Inspection**

The Clerk reported that the date set for the exercise of public rights of inspection of the Council's accounts for the year ended 31 March 2021 will commence on Monday 7 June ending on Friday 16 July 2021.

e) Payments for Approval:**ii) Other:**

RESOLVED: "That the payment schedule below received & agreed and endorsed by members":

Details	Authority	Total
Zoom - Remote Meetings (Monthly Debit Card Payment) £11-99 + VAT	LGA 1972 s111	£14-39
J K Murray – Internal Audit	Acc&Audit Reg 1996	£275-00
Viking – Covid 19 Equipment £19-77 + VAT	LGA 1972 s111	£23-72
Hampshire Association of Local Councils (HALC) inc NALC Subscription 2021/22	LGA 1972 s111	£1056-50
Romsey Town Council – Room Hire 13 May 2021	LGA 1972 ss15(5) & 35(5)	£40-00
Marc Nokes – L/scape Maintenance Work April	OSA 1906 ss9,10	£140-00
C McFarland - Expenses – Postage £Nil	LGA 1972 s111	£74-70

- Mileage £74-70	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 £69-78 & £256-31 May	LGA 1972 s111	£326.09
C McFarland – Salary May (Includes additional hours for Jt Planning Cttee)	LGA 1972 s111	£1113-04

f) Payments Received: Allotment Plot Fees 2021/22 – 2 x plot £30, total £60. Test Valley Borough Council – CiL monies £34,084.85 (Cupernham Lane).

g) Grants for Approval: None received.

h) Outstanding Issues: Nothing further to report.

11 COUNCIL ADMINISTRATION

a) Newsletter – Summer Edition: It was agreed that for the next edition JP prepares articles for the bus shelters, Roke Manor & Kings Chase. JB the Abbotswood Art Trail update. Other articles to include new vice Chairperson.

JP JB
CM

b) Joint Working with Romsey Town Council – To Receive an Update on the Joint Planning Committee – The first meeting to be held on Thursday 27 May and it was agreed to start at 7.15pm. It was requested that microphones be used. The Clerk reported that the meetings on 16 September and 14 October clash with the Council meeting and she suggested that the Council meeting follows on after the planning committee. It was agreed to wait and see how long the planning committee takes.

c) Outstanding Issues: Nothing further to report.

CM

12 FOOTPATHS & ROADS

a) HCC Notification of made Order - PPO 5147 Romsey Extra Footpath 3 – Dated 22 April 2021 for 10 Years or until the cessation of the works, whichever is sooner was noted.

b) Outstanding Issues: Nothing further to report.

13 PARISH AMENITIES

a) Allotments – To Receive an Update: The Clerk reported that all the allotment fees for 2021/22 had been received. Just 2 signed leases were outstanding. There had been a complaint about dogs being loose in the allotment area, the Clerk reported that she had sent an e-mail reminding the tenants dogs are to be kept on a leash and are not allowed to stray onto other plots. Further Plot 33 had requested retrospectively to allow Romsey School children to visit the allotment on Monday 10 May – agreed.

It was agreed to convene a meeting with the allotment holders to run themselves when the Covid-19 lockdown restrictions are lifted.

b) Woodley Village Hall – To Receive an Update: The Chairman reported that the hall reopened on 12 April for children's groups and on 17 April for adult groups. Further he reported that the Main Hall following it being sanded and resurfaced in 2019 it was now slippery, remedial works, new hall lighting and tidying of the outside area had been carried out. The Chairman to follow up with Peter Macfarlane regarding a successor.

JP

c) Outstanding Issues: Nothing further to report.

14 CORRESPONDENCE

a) Relating to Meetings:

i) Minutes:

26/02/21 – Roke Manor Liaison Panel (e-mailed)

18/03/21 – TVAPTC (e-mailed)

ii) Dates:

03/05/21 – Romsey Art Group Spring Online Exhibition Throughout May (e-mailed)

21/05/21 – Roke Manor Liaison Panel (2pm Remotely via Teams JP to attend)

27/05/21 – TVAPTC AGM (7.30pm via Teams DB to attend)

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

HCC & TVBC – Road Closures – Nothing reported.

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

ALC e –Updates & Newsletters (e-mailed)

Unity – eNews April (e-mailed)

Romsey Scouts 10th Talk May 2021 (e-mailed)

Woodley Grange Newsletters (e-mailed)

15 MEETINGS ATTENDED

Nothing reported.

16 GENERAL BUSINESS AT CHAIRMAN'S DISCRETION

The Chairman reported he had 11 volunteers for SpeedWatch, and was now awaiting details on the training from the police. Further he reported that concern had been raised from residents over summer swimmers at the Causeway – to be raised at the TVBC PACT meeting. Lastly, he had received a complaint regarding the fencing between the football ground and Burma Road – JP to contact Broadlands.

The Clerk reported that she would be on leave between 1st and 3rd June.

The next meeting is the Joint Planning Committee on Thursday 27 May at 7.15pm and the next Council meeting is scheduled for Thursday 10 June at 7.15pm both in Romsey Town Hall.

JP**ALL**

DRAFT