

Marston Sicca Parish Council

www.marstonsicca-pc.gov.uk

Email: clerk@marstonsicca-pc.gov.uk

Draft Minutes of Annual Meeting of the Parish Council held Long Marston Village Hall June 17th, 2024, 7.30pm

Members Present: Cllr. Ian Johnsey (Chair), Cllr. Bill Tempest, Cllr. Steve Barker, Cllr. Colin Parrott, Cllr. Cliff Brown

Clerk: Debbie Woodliffe

Also present: Six members of the public present

1. Apologies

Apologies were received from Cllr. Davis and Cllr. Whittaker

2. Declarations of Interest

Cllr Parrott and Cllr Barker declared a non- pecuniary interest in Marston Meadow

3 Public Open Session

3.1 A member of the public raised concerns over speeding and felt the two build outs were inadequate. Cllr. Tempest confirmed it was the original intention of the Parish Council to install four build outs from the CIL monies available, but the Highways cost schedule for erecting four exceeded funds available (the two build outs almost exhausted the entire £40k CIL fund). Cllr. Barker advised the tendency for cars to speed up past the build outs when they see no cars approaching. Cllr. Barker also stated the VAS unit had revealed interesting information; when on spy mode the unit confirmed 58% of cars travelled at 30mph or under, when the unit was active, cars travelling at 30mph or under increased to 70%.

3.2 A member of the public queried why there were plans to change the road set up from Station Road. Changing give way to prioritise traffic from Station Road entering Long Marston Road seemed confusing and could increase speeding traffic through the village. Clerk to get a formal explanation before next meeting.

3.3 The council were asked to reconsider the process of issuing the newsletter. Council members felt a review was necessary after a trial period of online news, and to assess the loss in advertising revenue which has virtually cancelled out the cost savings of printing.

4. Minutes of the previous meeting

Members considered Minutes of the meeting held May 20th, 2024 to be an accurate account.

Minutes were subsequently approved and signed.

5. District & County Councillor Report

None

6. Chairmans Comments

The Chairman felt as the parish council were dealing with various projects including Marston Meadow, it would be advantageous to organise a three-year strategic plan. This would enable the council to map out its priorities and organise effective financial planning. There was no resolution as to forming a committee, but it was agreed to consider next steps at the July meeting.

7. Clerks Report on any outstanding or ongoing matters

7.1 Members resolved to accept the quotation from Macemain & Amstad to erect a bus shelter within Meon Vale. The quote was confirmed at £13,420, but to have a degree of contingency fund, members resolved to agree a cap of £15k. Members also confirmed a preference for the all visible shelter and not the enclosed bottom panel option. Clerk to organise with the manufacturer.

7.2 The Clerk confirmed a treasurer has been appointed for the Charity but there were some negotiations to be held with regards to costs. The bank and Charity commission have been informed of changes with Zettle and HR points to be the last tasks to be transferred from the Parish Council.

7.3 A meeting had been organised with the Clerk and Hall Reynolds to discuss the legal documentation received. The documents included transfer deeds but there were some items in the documents that needed modifying (documents had been circulated to members). Councillors also resolved to conduct more up to date searches. The solicitor suggested this would not need to be the full scope as conducted by Robert Lunn and Lowth and should not exceed £300. Clerk to check.

8. Marston Meadow

8.1 Cllr. Barker and Cllr. Johnsey had been looking at building options as part of the remit set for the Marston Meadow working group. Members had reviewed various options -the type of building, materials (long lasting), roofing, and best value for money. Members resolved to appoint Trade Oak to erect a pavilion type building at a capped cost of £30k. This consists of a fully built and warranted solid oak pavilion on a reinforced concrete base with cedar roof tile and oak cladding on 3 sides. Using larch cladding only saves £350 and isn't as hard wearing as oak. Also using oak means the pavilion will weather consistently over its lifetime. Delivery and completed in early Sept. A drawing of the building is attached separately and will be posted on the PC website.

8.2 The Parish Council have in reserves, funds earmarked for open space (Marston Meadow), but when debating the costs for a footpath to the site (estimated to be £100k+ to meander through the entire site), resolved to do the work in stages. Quotations have been requested to lay self binding gravel on a prepared 1.5m wide base for the initial section of footpath.

8.3. Council members had already resolved to remove the poorly erected play equipment from the site due to health and safety reasons. A member of the public mentioned using the equipment and asked what plans were in place to provide equipment. Councillors resolved to consider options and costs once initial plans for the site have been concluded.

9. Asset Management Committee

9.1 Cllr. Brown and Cllr. Barker discussed the plans and challenges that relate to the Meon Vale Asset Management Committee. Members were reminded that three council members from Marston Sicca and three from Quinton Parish Council make up the AMC.

9.2 The challenges were partly attributed to member decision making, and when proposals agreed by the committee are changed when actions are taken. Full council members agreed there needs to be tighter controls over committee action plans and to ensure any resolutions made are in accordance with the terms of reference and do not deviate from decisions made.

9.3. The committee needs to adhere with policies and procedures held by the full council, including complaints procedures. Clerk to ensure correct procedures are followed

9.4 The AMC need to review the management costs from Preim and agree final snag list.

10. Planning

10.1 24/00555/AMD, Phase 4B (38 dwellings on eastern part of 4B)

Application to amend 20/02569/REM by substituting approved plots 22 & 23 with a single dwelling. Proposal to amendments, taken collectively, amount to a material change which can be achieved in a non-material amendment application so SDC have refused it.

10.2 24/01253/FUL, 6 Old Brewery Field, Long Marston

Single storey annexe for a relative to give independent living.

Decision: no objection

10.3 21/02405/REM, Phase 4C, Meon Vale

Application has now gone to appeal reference APP/J3720/W/24/3340417

Cllr. Tempest provided a comprehensive report on the application with members debating and agreeing with SDC's decision in refusing the application.

11. Correspondence

11.1 The Clerk advised members of an email received from St Modwen that indicated some additional snag checks had been carried out on the Meon Vale Community Centre including checks for leakage based on damp being visible to the kitchen floor. No leaks were detected but a final snag list will be conducted prior to transfer.

11.2 Clerk advised members of a large gas bill received for the pavilion. The Parish Council account with British Gas differed from the account number noted on the bill. The matter is being investigated with BG and St Modwen.

12. Finance

12.1 Members agreed to adopt the NALC new model Financial Regulations 2024/2025

12.2 A Bank Reconciliation had been presented to members in advance of the meeting (attached)

12.3 Members reviewed items requiring approval for payment and summary of payments made under delegated powers. The latter relates to items agreed under scheme of delegation and are items that require payment between meetings. (attached)

12.4 The RFO provided members with a Summary of Income and Expenditure

13. Climate Change & Biodiversity

Members were reminded of the second Green Day event to be held on 14th September 2024 at Meon Vale Community Centre. With the theme based on 'sustainable home living', the event will also include waste and recycling, and the committee will be finalising details during July. The Parish Council have reserved £2k for the event.

14. Community Engagement

Members are keen to encourage public engagement and will be organising a 'Vision of Marston Meadow' event in the next few weeks.

15. Meeting Dates: Next meeting July 15th Marston Sicca Village Hall

-4-/June 2024

**MARSTON SICCA PARISH COUNCIL
BANK RECONCILIATION**

17/06/2024

HSBC		
Balance	01/04/2024	139,671.20
Receipts		31,050.50
Payments		(30,963.84)
Balance	17/06/2024	139,757.86
Savings Account N/wide	17/06/2024	90,727.02
Deposit Account HSBC	17/06/2024	43,917.39
Current Account HSBC	17/06/2024	5,113.45
Total Bank Balance	17/06/2024	139,757.86

Less unrepresented cheques	
Balance	139,757.86

Reserves	
Defibrillator	1,801.11
Public Footpaths/Road and Village Maintenance	831.09
Community Events	3,000.00
Flood Team	500.00
Neighbourhood Plan Grant Funds	105.55
Transparency Code Compliance	500.00
Climate Change	2,800.00
Long Marston Action Group/Legal Expenses	747.43
Contingency/Legal Fees	1,500.00
Community Funds/Projects (Long Marston Volunteer Grp)	1,807.08
VAT Contingency	2,500.00
Asset Management - Meon Vale	12,782.79
CIL Funds	14,285.79
Open space	21,491.11
S106 Money (Bloor, Lagan, Cameron)	8,178.91
Community Building	50,000.00
Play Area Maintenance	930.81
Total	123,761.67

Available cash	15,996.19
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*Note: 01/04/2024
Reserves

Asset Management MV increased to £15,000

PC PAYMENTS MADE

Date	Payee	Cheque No.	£	Details
04/06/2024	Currys	DC	564.00	Fridge - MV Community Hub
05/06/2024	Water Plus	BP	418.41	Water Supply - MV Hub
05/06/2024	HMRC	BP	79.40	Tax - May PAYE
05/06/2024	GOPAK	BP	4,869.40	Chairs - MV Hub
			5,931.21	

PC ONLINE PAYMENTS FOR APPROVAL 17/06/2024

Date	Payee	Cheque No.	£	Details
17/06/2024	Thomas Fox	BP	1401.73	Ground Maintenance
17/06/2024	Uberdoodledesign	BP	437.50	Newsletter/Website
30/06/2024	Parish Clerk	BP	*****	PAYE - June
03/07/2025	HMRC	BP	79.20	Tax - PAYE - June
			1,918.43	

COMMUNITY CENTRE PAYMENTS MADE

Date	Payee	Cheque No.	£	Details
03/06/2024	British Gas	DD	38.55	Gas Supply
05/06/2024	HMRC	BP	473.55	Tax & NI
05/06/2024	Mrs H Leedham	BP	380.45	Commodities - Pavilion
05/06/2024	M Build	BP	702.00	Pavilion Roof Repair (CIL)
07/06/2024	Nest	DD	192.35	Pension Payments
			1,786.90	

COMMUNITY CENTRE PAYMENTS FOR APPROVAL 17/06/2024

Date	Payee	Cheque No.	£	Details
14/06/2024	Philip Dennis Food	DD	1089.59	Commodities - Pavilion
17/06/2024	Water Plus	BP	48.69	Water Supply
17/06/2024	Mrs Helen Leedham	BP	89.60	Commodities - Pavilion
17/06/2024	Billys Coffee Co	BP	382.96	Commodities - Pavilion
23/06/2024	Biffa Waste Services	DD	308.04	Bin Collections
29/06/2024	Miss Jodi Cotton	BP	*****	PAYE
29/06/2024	Mrs S K Hillier	BP	*****	PAYE
			1,918.88	