

# Marston Sicca Parish Council

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## **Draft Minutes of Annual Meeting of the Parish Council held Long Marston Village Hall July 15th, 2024, 7.30pm**

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

Clerk: Debbie Woodliffe

District Councillor: Stuart Keighley

Also present: nine members of the public present and PC S. Hammond

### **1. Apologies**

None, all present

### **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 confirmed Meon Fest will be held on July 27<sup>th</sup>. The event will include a consultation stall to promote and explain plans for a new Meon Vale Parish Council.

3.2 The Meon Vale RA had received a grant from Heart of England for a graffiti course scheduled for 9<sup>th</sup> August for 12–18-year-olds. Funding also received to support community groups – art group and youth group.

3.3 A resident noted the existing VAS unit and asked if an additional unit could be acquired to help slow down traffic through the village. Cllr. Tempest and Cllr. Barker explained some of the limitations relating to VAS units, and speeding calming measures in general, also noting the build outs.

3.4 A resident thanked PC Hammond for his presence (contacted by residents regarding speeding) and highlighted specific areas in the village affected by speeding and parking. It was noted residents of Rumer Close feel unsafe exiting cars due to speeding vehicles entering the village from Welford. Also, cars parked opposite the entrance to the Brickall hinder the safe exit of any cars from the Brickall due to oncoming cars moving to the opposite side of the road to pass the parked vehicles.

3.5 Further questions were raised with regards to speeding, and with the presence of PC Sid Hammond in mind, the Chair agreed to bring item 8 forward on the agenda.

3.6 (In place of point 8) PC Hammond suggested as Long Marston is a linear village, speeding may be more evident. He advised members that he had spoken with WCC who confirmed some measures to combat speeding had already been in place, referring to the build outs. Council members advised the costs to install the two build outs exhausted the entire £40k CIL monies secure for speed calming measures. The original intention was to have 4 build outs but there were insufficient funds to do so. The discussions with WCC also noted 6 events reported for Long Marston with no reported injury or casualties. PC Hammond emphasised the need to have data on speed before determining any action plan, including potentially siting a speed van in the village. Council members resolved to secure the speed guns back from Welford Parish Council and secure volunteers to organise speed

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check sessions. PC Hammond confirmed 5 individuals would be needed to run a course for the volunteers. It was suggested that the speed check would operate 4 times monthly at varying times.

3.7. Member of the public asked if it was a question of funding that prevented a further vas unit being secured. Cllr. Tempest and Cllr. Barker confirmed this was not the case and that new rules relating to the procurement of VAS units meant they had to be sourced from WCC and only IF the required criteria had been met.

#### **4. Minutes of the previous meeting**

Members considered Minutes of the meeting held 17<sup>th</sup> June, 2024 to be an accurate account of the meeting. Minutes were subsequently approved and signed.

#### **5. District & County Councillor Report**

5.1 District Cllr. Stuart Keighley advised members that it is now possible to secure up to date information from SDC via an App. The App would provide service information including bin collections and a range of other services. It also enables the user to report incidents.

5.2 Dist. Cllr. Confirmed the Rail Live event was managed better avoiding the traffic problems that occurred in the previous year.

5.3 It was noted that 50+ properties built by Persimmon in Meon Vale were undergoing remedial work.

5.4 Members were informed there was still no sight of the Vectos or Jacobs traffic report.

5.5 The problem with the Long Marston Manhole Cover has been resolved.

#### **6. Chairmans Comments**

The Chairman confirmed a method of conducting a 3-year strategic plan was underway. A committee would be organised to identify main priorities for the village and to organise a finance review to ensure any identified projects or services will have appropriate budgetary considerations and controls.

#### **7. Clerks Report on any outstanding or ongoing matters**

7.1. The Clerk advised members of a billing query received from Robert Lunn & Lowth regarding the asset transfer. An initial quotation of £2k had been received from RLL when the transfer discussions started. The Clerk had repeatedly chased RLL for information and updates as communication was poor. RLL had passed the file to Hall Reynolds following the death of the solicitor handling matters but the transfer was slow. The Clerk had to supply the new solicitor with information due to gaps in the communication process from RLL. RLL has advised the clerk the price was £4k+ but this is being queried. The Clerk has argued that no time sheet had been provided, there was a continual need to be chased and the transfer of the file to Hall Reynolds was poorly managed. The Clerk has asked to see how the bill has been determined.

The Clerk had circulated legal documents pertaining to the transfer. A new 'rental agreement' had been received which again is being queried. Also, the agreements from Londis, the Leisure Centre and St Modwen (pub site), were still not concluded. The delays, repeated issues, were beginning to undermine the agreement to take on the assets.

7.2 Members were updated on the status regarding transferring the operational process of the Pavilion to the Charity (charity No 1196371). The banking mandates had been completed with the signatures to the account being in the names of the charity treasurer and Chair. TUPE arrangements for staff are being organised by the treasurer and the Zettle payment system is being transferred to the new charity email account. The Clerk will provide accounts summary for the charity treasurer.

7.3 Following a resident's query over a potential new road lay out to Station Road and Welford Road, the Clerk contacted Highways providing past information that suggested the works were planned. The response was to suggest the information was old, and that there are no planned works to change the road lay out.

7.4. Members agreed the trial period for new method of circulating the newsletter had been long enough to secure resident's feedback. It was resolved to organise a flyer giving options for newsletter coverage, and to distribute to residents. Clerk to action.

#### **8. Police Comments on traffic and speeding.**

This item on the agenda was brought forward to follow the public open session.

#### **9. Marston Meadow**

9.1 Cllr. Barker confirmed, following the resolution made in the June 2024 meeting, to secure a pavilion building structure for the site at a capped price of £30k, the base to the structure has started. Due diligence was carried out on the supplier to ensure the work would be in accordance with PC expectations and to protect PC funds.

Payments: £3000 for the base (D-velopment) and £13,547.72 as deposits for the building (Benerose)

9.2 Cllr. Barker along with Cllr. Johnsey confirmed the entrance gate would be installed and a further gate would replace the old stile.

9.3 Members were informed the quotations received from contractors to prepare the top layer to the pathway was around £41k, significantly higher than expected. No decision was made.

#### **10. Policies and Training**

10.1 Members approved and adopted the model Risk Management Schedule

10.2 Members reviewed and agreed Delegation of Powers to the Clerk and Delegation of Powers to the Asset Management Committee (LGA 1972 s.101). Clerk/RFO to pay any items that have been approved or mandatory payments that require action between meetings (HMRC etc.). All expenditure to be presented at the next parish council meeting along with items requiring approval. Review to be held annually.

10.3 Members approved and adopted the Reserves Policy.

10.4 Members would consider the various training modules available from WALC. Clerk to send the details along with WALC round up.

#### **11. Asset Management Committee**

11.1 Cllr. Brown suggested there were frustrations within the AMC and that greater transparency was needed. It was also noted that a change in Chair was now required in accordance with the decision to revolve the Chairperson annually.

11.2 The Clerk reminded council members of the original agreement to split costs 50/50 with Quinton Parish Council, and that to date Marston Sicca had spent £10,165 on assets for the Community Centre. This included £2251 to Remote Locks (will be refunded), and £1952 for the floor cleaner (£1000 to be reimbursed by the Residents Association). A summary of the Quinton PC spend will be prepared to provide a consolidated review.

**12. Planning Matters**

12.1 24/00712/FUL Grange Nurseries, Welford Road, Long Marston. Demolition of existing built form and the erection of two self-build dwellings with associated garden space, garage/annex, landscaping, and attenuation pond. Decision: No Representation

12.2 20/0215/FUL, Phase 1A Long Marston Village, Lower Quinton. Proposed development of 124 dwellings. Despite Marston Sicca PC supporting phase 1A for 124 dwellings along with Phase 1 for 400, we did so with the assumption that conditions would be met with respect to Affordable Housing, Open Market mix of housing and committed traffic infrastructure projects. We now realise that we have been naïve in these assumptions as it seems that NO conditions are being enforced by SDC/WCC.

Decision: Object

12.3 24/00850/FUL, Wellington/Bailey Avenue. Installation of tilt and zoom CCTV and lighting column. Decision: No objection

12.4 24/01253/FUL, 6 Old Brewery Field, Long Marston. Single storey extension to accommodate ancillary annexe. Application approved; Marston Sicca PC supported.

12.5. Cllr. Tempest advised members of a small parcel of land which encroaches on the garden of 3 Perry Orchard. SDC had retained the land for access which they no longer require. The owner of the house has expressed an interest in purchasing this small parcel of land and SDC asked if the PC would have any objections. Decision: to respond with No Objection.

**13. Finance**

13.1 Clerk/RFO provided members with a Bank Reconciliation to June 2024 including Reserves . Clerk produced items for approval or paid under delegated powers (LGA1972. S.101)

**MARSTON SICCA PARISH COUNCIL**

**BANK RECONCILIATION**

**17/06/2024**

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

<b>Less unpresented cheques</b>		
	-	
<b>Balance</b>		<b>139,757.86</b>

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<b>Reserves</b>	
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
<b>Total</b>	<b>123,761.67</b>

<b>Available cash</b>	<b>15,996.19</b>
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**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
			<b>5,931.21</b>	

**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
			<b>1,918.43</b>	

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**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
			<b>1,786.90</b>	

**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
			<b>1,918.88</b>	

13.2 Clerk/RFO discussed new financial regulations and risk management schedule with members. It was resolved to add further internal controls by having further authorisation prior to payment even when payments approved at PC meetings. Clerk will prepare payment plan each week.

13.3 Clerk/RFO provided members with Budget Plan noting return of N.Plan Grant (£3225) and increase in subscription estimate due to membership of SLCC (£149).

**14 Correspondence**

14.1 Clerk informed members of a quotation received from Octopus Energy for the Pavilion electricity. Scottish Power were reluctant to offer any reduction in energy costs which were averaging £1k monthly. To reduce overheads the Clerk gave energy consumption details to Octopus and explained it was for a community centre. The quotation received for electricity was £422 per month with same deal being offered for a two-year agreement. Members felt it was unlikely that energy bills would reduce and resolved to accept the Octopus quote and to switch to them as a provider for a two-year period.

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14.2 Pavilion manager advised the water system for tea was no longer working (it had been provided free) and it was not advisable to source the water from the coffee machine. Members resolved to agree to replace the system at a capped spend of £400.

**15. Councillor Reports**

No further information provided other than confirmation that Cllr. Parrott and Cllr. Barker will be part of the new management committee for Perry Orchard.

**16. Meeting Date**

Next meeting 19<sup>th</sup> August Long Marston Village Hall.

Meeting closed 10.10pm

Debbie Woodliffe

Parish Clerk to Marston Sicca Parish Council

28<sup>th</sup> July 2024