

Marston Sicca Parish Council

www.marstonsicca-pc.gov.uk

Email: clerk@marstonsicca-pc.gov.uk

Minutes of Annual Meeting of the Parish Council held Long Marston Village Hall August 19th, 2024, 7.30pm

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

Clerk: Debbie Woodliffe

District Councillor: Stuart Keighley

Also present: three members of the public present

1. Apologies

Apologies received from Cllr. Colin Parrott

2. Declarations of Interest

Cllr Barker declared a non- pecuniary interest in Marston Meadow

3. Public Open Session

3. Cllr. Keighley briefly mentioned Marston Edge and how there was no dropped curb to the site. It was acknowledged that the site was within Quinton Parish and the matter should therefore be discussed with Quinton Parish Council.

4. Minutes of the previous meeting

Members considered Minutes of the meeting held on 15th July 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 of a meeting held with Porterbrook, and members duly agreed the traffic management efforts undertaken during the rail live event was significantly better than the previous year. Members were also advised that Porterbrook were keen to be more active within the community and a meeting had been set up with Stuart, Marston Sicca Clerk and two members of Porterbrook on the 20th of August 2024 to discuss how they may support community projects.

6. Chairmans Comments

6.1 The Chair discussed village maintenance and the need to tackle certain footpaths that were becoming increasingly difficult to use due to overgrown hedges. It was resolved to send letters to relevant house holders confirming the need to reduce hedge size and not simply to trim. Failure to take action will result in WCC being consulted.

6.2 The Chair raised the subject of Marston Meadow and how the public should be included in plans for the site.

6.3 The Chair and council members discussed parish council objectives and to uphold the code of conduct. Members reaffirmed their view on cooperation and civility and would not tolerate bullying.

7. Clerks Report on any outstanding or ongoing matters

7.1. The clerk confirmed the Charity Trustees for the Pavilion Community Centre had finalised banking arrangements to enable the transfer of operational responsibility from the Parish Council to the Charity. The transfer should have been concluded March 2023 hence why the council had not organised a 2024 budget, but due to changes in trustee membership and no treasurer available, the management of the pavilion continued to work under parish council controls. The Clerk advised members that due to a change in personnel, the pavilion manager had requested temporary staff cover until September 6th. This would involve two members sharing the rota with an additional £450 staff costs for the period. Members resolved to agree to the temporary cover.

7.2 As part of financial reporting, the Clerk continues to provide full accounting details of Pavilion activities, but this responsibility will now pass to the Charity Treasurer. The Charity trustees are taking responsibility for the transfer of staff under TUPE.

7.3 Members reviewed the flyer to be issued regarding the newsletter. This was to review the method of issuing the newsletter (online or hard copy). It was resolved to circulate the flyer to local residents. Clerk to action through home printing at no cost to the council.

7.4 The Clerk informed members of a consolidated allotment agreement for the Meon Vale allotment site. Members agreed to issue the agreement to the allotment committee at a combined annual rental of £300 pa. It would be the responsibility of the allotment committee to determine the fee they charge per plot.

7.5 Members had resolved to erect a bus shelter to Meon Vale (see point 7.1 June 2024 Minutes). The clerk advised members that St Modwen had been approached for approval and had also contacted WCC re S38 (road adoption).

7.6 The clerk discussed surprising information received from WALC following a request to receive a copy of a recording under FOI. WALC had suggested they do not adhere to the same rules as Parish Councils and therefore had no obligation to provide the requested information. This seemed strange as WALC are advocates of FOI, transparency and good communication etc., and provide training modules on each. Members resolved to reconsider WALC membership when the current subscription expires.

8. Meon Vale Asset Transfer

8.1 Following the changes in agreement with Quinton Parish Council, Marston Sicca PC members debated the information secured from solicitors Hall Reynolds and St Modwen. Based on confirmation that the three entities – Londis, Leisure Centre and St Modwen would all be contractually obligated to pay 25% each towards the central amenities and that this was provided for parish council perusal, the council resolved to continue with the asset transfer. Caveats to the decision:

- (i) Confirmation of 25% agreement as noted above to be confirmed
- (ii) Cost accrued to date (as part of the Asset Management Agreement) be shared with Quinton PC.
- (iii) Utility estimates are made known and pricing schedule from Preim be confirmed in writing.
- (iv) To be considered as owners to facilitate community service and support until Meon Vale Parish Council is established.

8.2 It was resolved to implement an action plan.

8.2.1 Assist Meon Vale Residents Association create Meon Parish Council and work with SDC with same objectives.

-3-August 2024

8.2.2 Prepare a separate budget for the assets and create a tenancy agreement with the Pavilion Charity & associated risk management schedule.

8.2.3 To avoid the issues with the Asset Management Committee by involving the Residents Assoc. and Village Hall committee in the running of the Community Hall.

8.3 Members discussed the discussion the Clerk had with SDC re the formation of Meon Vale Parish Council. The next steps would be for the RA to conclude a second questionnaire and produce a business plan to Macer Nash (SDC). Clerk to assist.

9. Press and Media Communication.

9.1 Members resolved to jointly discuss any information to be shared with the press and channel this via the Clerk to ensure full parish council consent.

9.2 Members resolved to not independently join discussions on social media platforms but instead, to convey any parish council comments through the agreed communication process.

10. Marston Meadow & Public Engagement

10.1 Cllr. Steve Barker gave further update on options for a Marston Meadow footpath. It was resolved that costings would be secured, and the Clerk would also report back on rules relating to the borrowing of funds.

10.2 Members resolved to organise a public engagement session at Marston Sicca Village Hall on September 28th (10am to Midday), to share ideas and options with the community. Members to also consider incorporating actions secured to date regarding speed mitigation through the village.

11. Finance

11.1 Members received and approved the bank reconciliation including the reserves.

11.2 Members received and approved items paid or those requiring approval (as per agenda). The Clerk issued three additional items received since sending accounts:

11.2.1 Window Cleaner £55 (Meon Vale Village Hall)

11.2.2 I Johnsey & Co – Barley Fields and Marston Meadow Ground Maintenance £1228

11.2.3 Uberdoodle – website maintenance £552.

Members approved payment.

11.3 Members had previously agreed delegated powers to the Clerk to organise specific payments:

11.3.1 Payroll in accordance with agreed terms

11.3.2 Suppliers to the Pavilion provided they were on agreed supplier list and acknowledged by the Pavilion Manager.

11.3.3 Contractors in accordance with terms agreed

11.3.4 All payments to be presented in a payment schedule at each meeting.

11.4 Members resolved to cap supplier payments under delegated powers to £750. This to be reviewed after the Pavilion management is transferred to the Charity.

11.5 Members receive a payment schedule for the Pavilion, but a final financial report will be submitted to the Charity upon transfer (to include all assets).

11.6 Members received and reviewed the budget plan. Any variations are largely attributed to the Pavilion due to the delay in transfer to the charity.

11.7 It was resolved to secure second PC payment authorisation signature even under delegated powers prior to any payment runs.

-4-/August 2024

12. Correspondence

12.1 Cllr. Tempest confirmed no new planning matters to report and therefore no typically planning report submitted in advance. Cllr. Tempest gave short update on matters ongoing.

13. Councillors Reports

Cllr. Barker confirmed pre checks on data from VAS system will be organised.

14. Meeting Date

Meeting closed 9.46pm

Next meeting 16th September Long Marston Village Hall.

Debbie Woodliffe

Parish Clerk to Marston Sicca Parish Council

1st September 2024