

Marston Sicca Parish Council

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Minutes of Ordinary Parish Council meeting held Long Marston Village Hall 16th December 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: two members of the public

1. Apologies

None

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 enquired about outstanding purchases for the MV Village Hall (Chairs and Blinds). Members advised the delay in finalising the last of the major purchases was due to the change in the pending ownership and the need to review the budget. These items will be placed on priority to procure.

4. Minutes of the previous meeting

Council members considered Minutes of the meeting held on 14th November 2024 to be an accurate account of the meeting. Minutes were subsequently approved and signed.

5. District & County Councillor Report

5.1 No report or communication received from C.Councillor Daren Pemberton

5.2 District Councillor Stuart Keighley sent a report to PC members prior to the meeting. The report included a brief review of Grant Funding Milestone, Community Climate Change funds and the South Warwickshire Local Plan (SWLP). With regards to the latter, it is anticipated that in early January 2025 a public consultation will be launched.

6. Chairman's Comments

6.1 The Chair noted the results for some of the actions taken by the PC including the transfer of Marston Meadow, the allotments and the approaching transfer of MV assets. Some had been quite time consuming but were nonetheless brought to conclusion for the benefit of the Marston Sicca community. The Chair confirmed the ongoing projects would continue with good governance to ensure the council continues to receive best value for money and best possible outcomes.

6.2 The cost indications for some of the works still need to be actioned (pathways etc.,) and must be assessed in terms of benefit to the community and budgetary constraints.

7. Clerks Report

7.1 Members were advised the transfer of operational processes for running the pavilion had been transferred to the Charity and that the Zettle payment system had also been finalised. The two outstanding matters that require the Charity to assist is the waste removal agreement (Charity to consider the ongoing use of Biffa), and the switching of supplier from Scottish Power to Octopus. SP had emailed the Clerk to confirm the switch had been completed but then forwarded a further invoice. Having called SP numerous times, it would seem the account is still live. The Charity is also investigating with Octopus. The PC may need to pay a closing fee to SP but Octopus had said they would settle the difference between the Scottish Power tariff and their own.

7.2 St Modwen had stated the transfer of assets would be ready by end January. The documents for our perusal would contain evidence that the leisure centre and Londis would be contractually obligated to pay 25% towards the central amenities. Members confirmed it was essential that we had evidence of the contractual agreement.

7.3 The new committee has been organised for the allotments and payment for the sites will be paid to the PC by end of December. Cllr. Barker confirmed the water leakage had been fixed but may well be a problem going forward.

7.4 Confirmation has been received from WCC and St Modwen that they are satisfied with the position of the proposed bus shelter, and we can proceed.

7.5 The total amount of monies owed by Quinton towards the costs accrued to date for the MV assets, was confirmed at £799 and will be sent to MS asap. Clerk to confirm receipt.

7.6 Members again discussed the newsletter and the idea of using social media to secure the attention of the electorate on the newsletter comments, but also other matters posted on the website. There is still some concerns over the costs for the online newsletter vs. its benefits and it was resolved to discuss further during the budget meeting.

8. Street Naming

Members considered street naming for phase 4C Meon Vale SN/2410/734. There was a general consensus to name the streets after trees and resolved to respond to SDC with suggested Blackthorn, Hawthorn and Whitethorn.

9. Asset Management Committee

9.1 with suggested minor alterations, members resolved to agree the Terms of Reference for the AMC. This will be posted on the PC website.

9.2 Members resolved to change the AMC brief and to incorporate ALL assets owned or managed by the Parish Council and n.t simply the Meon Vale assets. The update full asset register will be posted,

10. Marston Meadow

10.1 Following the questionnaire that had been hand delivered to the residents of Long Marston, Cllr. Barker noted the following results:

10.1.1 Residents were asked to give their preference on seating options to the pavilion. Majority response favoured surround seating and picnic tables (one table to have an overhang)

10.1.2 Residents were asked to respond to pathway options, with majority agreeing to a footpath from the entrance to the pavilion as stage 1.

10.1.3 Residents were asked to provide their preference over playground options. 42% stated they felt there was no need, 39% confirmed they agreed provided there was no

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increase in the precept, and small % confirmed they would like to see some playground equipment installed.

10.1.4 Residents were asked to comment as to whether they felt a new village hall was required. 71% of all those who responded, stated they did not feel a new VH was necessary.

10.2 Council members resolved to secure pricing on the items noted above and to discuss at the next PC meeting and to incorporate into the budget plan.

11. Policies

11.1 Existing policies had been reviewed and was resolved to update the policy review date on the website.

11.2 Members reviewed and resolved to adopt the Investment Policy and Staff Committee Policy.

12. Finance

1.21 Members received the December bank reconciliation, noting bank balance/list of reserves and list of payments requiring approval. Members approved payments.

Funds in Nationwide Savings Account		£62,554.50
Funds in HSBC Deposit Account		£38,138.92
Funds in HSBC Current Account		£11,441.36
Total Funds as at 16/12/2024		£112,134.78

Items Approved

Payee	Payment method	Amount £	Details
HMRC	BP	79.20	Tax PAYE
HP Instant Ink	DC	38.49	Printer Ink
Parish Clerk	BP	8.00	Stationery
Uberdoodle	BP	85.00	website
Ian Johnsey & Co	BP	299.25	Planters/V.Maintenance
Parish Clerk	BP	317.19	PAYE
HMRC (6 th Jan)	BP	79.40	Tax PAYE
ICO	DD	35.00	Data Protection Annual Fee
Zettle	N/A	111.13	Final Zettle/pavilion pay fee
British Gas	DD	21.04	Utility payment
Biffa Waste	DD	308.04	Waste collection

12.2.1 Members discussed the budget plan for 2024/25 - budget vs. actual and the need to include financial planning for key projects within 2025/26 budget including the assets to MV and any consideration for Shackleton Village. It was resolved to discuss budget items and reserves more fully and to hold a separate extraordinary meeting specifically to address the 2025/26 budget plan and reserves.

12.2.2 Members had discussed the pending acquisition of the village hall in MV, and the need to secure a member of staff to administer the operational running of the building. It was resolved to add this point and any related costs to the extraordinary budget meeting, but in the meantime, it was resolved to pay for the cleaning of the building @ £13 per hour. A more detailed review of hours required would be included in the point relating to hall staff.

12.3 Members resolved to continue with delegated powers to the Clerk but also to delegate powers to the AMC (LGA 1972, s.101) to ensure urgent matters could be actioned between meetings. The financial cap for the Clerk would be £750 but the financial responsibility for the committee would be decided during the budget debate.

12.4 Members resolved to review full assets once the transfer is concluded in January 2025

12.5 The Clerk/RFO suggested as most payments are made electronically and no longer via cheque, a second authorisation should be implemented with the bank. Members resolved to change the payment process as suggested. Clerk to action with HSBC. The Clerk/RFO would also email members before executing payments over £750 even if approved at PC meetings.

12.6 Members resolved to discuss reserves during the extraordinary budget meeting. The Chair suggested January 6th 2025 and members agreed the date subject to hall availability (Clerk to confirm).

13. Planning Matters

13.1 Cllr. Tempest had circulated the latest NPPF report to members prior to the meeting.

13.2 24/03108/PIP Kings Lodge, Long Marston – Application in Principle for up to 6 dwellings.

Decision: Object. Full details to be posted on the SDC planning portal.

14. Councillor Reports

14.1 Cllr. Brown, Cllr. Whittaker and Cllr. Barker confirmed they had been working on the terms of use for the MV village hall in preparation of ownership. Some time has been spent changing previous terms to make the booking process easier. This and payment methods will be organised before the next AMC (Asset Management Committee) meeting.

14.2 Cllr. Brown also advised a meeting will be held with the Meon Vale Village Hall Committee, date to be confirmed.

14.3 Cllr. Barker confirmed the Speed gun has been returned from Welford PC and delivered to a Long Marston resident to enable training for the Long Marston volunteers can go ahead.

14.4 Cllr. Barker advised WCC have agreed to fund an extension to the Marston Meadows orchard by supplying AND plant 30 assorted fruit and nut trees, free of charge. An agreement was provided for members perusal. It was resolved to agree the terms outlined by WCC.

14.5 Cllr Parrott informed members that the J Cooper Foundation had allocated funds to 7 individuals who had applied for assistances

I will be asking for a decision to agree to the attached terms and allow this project to go ahead at Monday's meeting.

15. Meeting Dates

December 16th Long Marston Village Hall

Debbie Woodliffe
Clerk/RFO
December 1st 2024