

KING'S SOMBORNE PARISH COUNCIL

**Minutes of the Meeting of the Parish Council
held online via the Zoom platform on Monday 1st June 2020 at 7.00pm
Meeting ID: 545 771 0691 - Password: 2304**

Present: Cllr I Beacham
Cllr P Duncan
Cllr L Hodge
Cllr K Hughes
Cllr M Qassim
Cllr G Searle
Cllr O Wales
Cllr R Webb

In Attendance: Mrs G Foster (Clerk to King's Somborne Parish Council)

Also present: HCC Cllr A Gibson (for part of the meeting), TVBC Cllr T Ward and 2 members of the public were present.

379. Public Session

379.1. No questions were asked.

380. Apologies for Absence

380.1. Cllrs Harwood, and Whitehead had sent their apologies.
380.2. Cllr Qassim was absent.

381. To receive reports from C/Cllr Andrew Gibson and B/Cllr I Jeffrey.

381.1. Cllr Ward had sent Midtest newsletter no. 11 which had been posted on the website. It was heard that TVBC were having planning meetings via video conferencing and the public could listen on audio. The issue of site visits had not yet been solved.
381.2. The Planning committee had rejected a planning application in Chalk Vale applying to for two houses to be built instead of a barn conversion.
381.3. Cllr Ward had given £1,000 grant to the Village Hall to complete the turfing outside the community building.
381.4. Councillor Ward asked if the dead trees outside the community building would be removed. The Clerk advised that they would be, and that it was important that the neighbours were involved in the selection of the species of the replacement trees and their positioning in order to screen the building as much as possible. A meeting was being arranged.
381.5. Councillor Ward asked if the Parish Council would consider giving a donation to enable the purchase of a canopy for the rear of the Community building. It was pointed out that council would be considering how best to allocate funds received for small business grants later on in the agenda.
381.6. Councillor Ward voiced his concern that the NDP should proceed as fast as possible.

382. Declarations of Interest and Requests for Dispensations

382.1. No changes to the published declarations of interest were declared.

383. To approve the Minutes of the Parish Council Meeting held on 4th May 2020

383.1. The Clerk had circulated the minutes prior to meeting. Cllr Searle queried the wording of minute no. 370.3. It was **RESOLVED:** Unanimously that the minutes of the meeting be checked by the Clerk and altered if necessary. The minutes would be submitted for re-approval at the next meeting. **Action: Clerk.**

384. To review outstanding actions on the cumulative Action List

384.1. It was noted that a substantial amount of actions remained outstanding. The link to the action list would be resent to all Councillors. **Action: Clerk.**

385. To note that no planning meetings were held in May 2020.

385.1. This had been due to only applications for dangerous trees being received and the Borough Council not needing Parish Council comments to make a decision.

386. To receive and approve the RFO's Financial reports and to approve the Payment of the Accounts and sign the bank reconciliation.

386.1. The Clerk had circulated the payments made since the last meeting, payments requiring approval, receipts received, the Cash book, Full Budget report, Trial Balance, and Bank Reconciliation prior to the meeting. The reports had also be posted it on the website, no questions had been asked.

386.2. The Bank accounts were noted to be holding **£10,262.88** and **£58,359.90**.

386.3. The Chairman would sign the bank reconciliation as soon as could be arranged.

386.4. Earmarked reserves held in the Over 50's Bus account were **£593.60**.

386.5. Councillors **RESOLVED:** Unanimously, to approve all the financial reports and payments and receipts as below:

	TO	FOR	NET	VAT	TOTAL
386.6.	Aviva Pensions	EE+ER pension contributions	148.10	0.00	148.10
386.7.	Charlies Homes & Gardens	Turfing outside Pre-school	1,800.00	360.00	2,160.00
386.8.	Gail Foster	Salary and Expenses	1,463.95	0.00	1,463.95
386.9.	Green Grass Services	April invoice	595.00	0.00	595.00
386.10.	HMRC	Tax & NI payments	502.76	0.00	502.76
386.11.	Simon Nightingale	SLR April + May 2020	85.16	0.00	85.16
386.12.	Viking Office Supplies	Office supplies	58.98	11.80	70.78
386.13.	Zoom US	Adjustment for annual cost	-12.80	23.36	10.56
		TOTAL	4,641.15	395.16	5,036.31

(The original Zoom US entry had been made without VAT and this was why the adjustment looked odd.)

386.14. Receipts that had been received over the period were:

	FROM	FOR	TOTAL
386.15.	AXA Insurance	Claim for Benches	465.55
386.16.	HMRC	VAT refund Q4 2019/20	824.50
386.17.	KSVH	Turfing at the Pre-school.	1,611.59
386.18.	KSVH	Contribution towards share of legal fees.	677.00
386.19.	TVBC	Grant for Business Support	10,000.00
		TOTAL	13,578.64

387. To review and approve the Borne Clearance Risk Assessment.

387.1. Councillors reviewed the Risk Assessment (RA) that had been provided, and Cllr Beacham stressed to councillors that it was vital that RAs were written for every activity the council undertook and that volunteers and Councillors must sign that they had received, read and understood the RA before starting the task. The Clerk must also be notified prior to the group starting work on any day. Council noted that the RA and therefore Council insurance would only be applicable to those volunteers working under the Borne Clearance Working Group as led by Cllr Beacham. Residents acting on their own initiative clearing outside their own stretch of river would not be required to sign and would not be covered by Council insurance. The next anticipated date for work to start would be 15th June. It was **RESOLVED:** Unanimously, that the Risk Assessment be approved. **Action: Clerk and Cllr Beacham.**

388. To consider if the Bench at Muss Lane should be removed.

388.1. It was explained that neighbours were frequently being subjected to loud and unpleasant language and anti-social behaviour from groups of people sitting on the bench during the evenings. It was **RESOLVED:** Unanimously, that the bench would be removed for a trial period. It would be stored until council had made a decision where it was to be re-sited. A decision would be taken after any complaints from residents had been received. **Action: Clerk & Cllr Beacham.**

389. To consider seating for the recreation ground for Parents of Preschool children and for Teenagers

389.1. It was **RESOLVED:** Unanimously, that seating for both Parents and Teenagers should be investigated. Councillors Hughes and Hodge and the Clerk would research some ideas and collate suggestions for council to consider. **Action: Cllrs Hodge, Hughes and Clerk.** The item would be added to the agenda in July for further consideration. **Action: Clerk.**

390. To consider if more dog bins should be purchased for the recreation ground.

390.1. Councillors agreed that the littering of dog waste bags had increased during the lockdown and that there was a significant problem in the John O’Gaunt Field at the entrance to The Gorrings. Cllr Hughes reminded the Council that spending on dog waste bins had been reviewed during the budget and precept discussions at the end of 2019 and in January 2020 where councillors voted not to increase the precept to cover the cost of new bins. It was **RESOLVED:** by Majority, that one bin be purchased at an approx. cost of £150. **Action: Clerk.**

390.2. All councillors noted that the precept would need to be raised by approx. £200 next year to cover the extra service contract with TVBC for emptying the bin. **Action: Clerk.**

390.3. Councillors would install the bin. **Action: Cllr Wales and Beacham.**

390.4. Cllr Wales advised that one of the dog bins was currently overflowing and had been for a while. Photographs would be sent to the Clerk on Tuesday and again on Saturday to see if the bin had been emptied as scheduled on the Friday. **Action: Cllr Wales.**

390.5. TVBC would be contacted and asked to ensure that emptying was carried out. **Action: Clerk.**

391. To review and note the Council’s insurance policies.

391.1. A table had been provided detailing a summary of the insurance cover. This was noted by all.

392. To review the Policies for Document Retention, Internet & Email, FOI and Data Protection.

392.1. The Clerk had provided the following policy documents for review:

- a) Document Retention policy
- b) Email and Internet policy
- c) FOI publication scheme
- d) Information and Data Protection Policy.

392.2. Councillors noted that the suggested action to take in the Document Retention policy was to purchase and external Hard Drive and it was **RESOLVED:** Unanimously, that all policies be adopted and a hard drive be obtained. **Action: Clerk.**

392.3. All policies would be updated with the approval minutes no, and uploaded to the website and scheduled for review again next year. **Action: Clerk.**

393. To consider and approve a Grant request from Victim Support.

393.1. The applicant had failed to send in the required forms prior to the meeting, and the motion would be added to the next agenda after receipt of the documents. **Action: Clerk.**

394. To consider actions to take in response to receipt of Covid-19 Funding.

394.1.1. A list of community organisations in the Parish had been compiled by the Clerk and Councillors **RESOLVED:** Unanimously, that the local groups should be written to and asked how they had been financially affected by the lockdown. It was agreed that the list was not definitive and may be revised at a later date. **Action: Clerk.**

394.1.2. A Working Group would be formed consisting of councillors who would make suggestions as to what financial documentation/information would be needed to assess whether the PC should make donations. Some guidance would be drafted based on the current Application form for Grants. **Action: Cllrs Beacham, Hodge and Hughes.**

394.1.3. The documents would be added to the agenda for council review as soon as completed. **Action: Clerk.**

395. To receive a report and costs for IT improvements for the council, and if thought appropriate to approve spending.

- 395.1. Cllr Webb explained that the current website and email system was being overstressed due to volume of storage required and the number of emails being sent. It was only designed for occasional use and consequently there was a high failure rate in messages being delivered both internally and externally. Currently the only cost was £30 per annum which Cllr Whitehead paid himself and passed onto council at cost.
- 395.2. Cllr Webb had been running some trials but had found it difficult to obtain accurate estimates for a replacement system as Cllr Whitehead had not been available to assist.
- 395.3. It was **RESOLVED:** Unanimously, that a budget of max £150 per month be allocated towards providing a reliable and professional system that would be able to migrate the current website and all councillor emails. This budget should include a service contract with a third party for support.
- 395.4. Cllr Webb stated that he would not be able to install such a system on his own and would require the help of Cllr Whitehead throughout the process. Cllr Whitehead would be asked to assist. **Action: Cllr Webb.**
- 395.5. HCC Cllr Gibson joined the meeting at 20.25pm and offered his apologies for being delayed at another Parish Council meeting.
- 396. To receive a report from the Safe Travel Working Group.**
- 396.1. Cllr Beacham reported that good progress was being made and dialogue was continuing with HCC. A Safe Travel WG meeting had been set up for Thursday 4th June. B/Cllr Ward and C/Cllr Gibson would attend.
- 396.2. HCC had ordered the flashing lights for outside the school but it was not known when they would be installed. Around £22,000 of section 106 funds was being held by HCC for King's Somborne PC to allocate to the Safe Travel project.
- 396.3. Extra funds had been mentioned and this was being followed up along with investigating which other grants could be applied for to increase the budget. **Action: Cllr Beacham and Clerk.**
- 396.4. Cllr Duncan asked if a NO HGV's sign could be placed at Chalk Hill as the current signage looks complicated. HCC would be asked. **Action: Clerk.**
- 397. To note the Clerk's monthly report and correspondence received and to decide on action if necessary.**
- 397.1. The Clerk had provided a written report and councillors were asked to note the following:
- 397.2. Council have received £465.55 from the insurers as settlement of the benches that were destroyed by fire at the recreation ground last year.
- 397.3. The Village Hall Committee have donated £1,611 towards the re-turfing of the grass outside the Pre-school. This has now been completed and looks really good. Thanks to the resident who has been watering the site daily to ensure the turf is able to put down roots.
- 397.4. A USB stick had been received from a resident with flood images from 2014. These are being uploaded to the website and linked to NDP Feedback.
- 397.5. A resident had asked if Tree Warden could look at an old Willow in unregistered land adjacent to KS3 as it was heavily creaking (more than in previous years.) Cllr Wales reported that it is still upright but the top has been snapped out. The landowner of the field adjacent to this has been asked to confirm if the tree is on his land or not.
- 397.6. The tree that was across the footpath at Froghole Lane has been removed. No work has been undertaken on the large Sycamore to the left of the fallen tree. The landowner has been asked for an update.
- 397.7. A resident has advised me that a formal complaint has been made to the monitoring officer in relation to a councillor's declaration of interest form. I am awaiting information from TVBC.
- 397.8. A written request for an explanation for the Council Tax increase was received, and a reply was sent after consultation with the Chairman and Vice-Chairman. The response is also on the website.
- 397.9. SSE have confirmed that their contractors will be repairing the cricket outfield during the week commencing 1st June. The Cricket club have been informed.
- 397.10. The lengthsman and maintenance contractor have been asked to start strimming footpaths and rights of way.
- 397.11.** A resident reported that the back gate of the playground had not been locked. It would be chained and another sign affixed. The closed sign would be removed from the Muga. **Action: Cllr Wales.**

398. To receive Councillors' reports and questions.

- 398.1. Cllr Searle reported on several issues:

- 398.1.1. Motorcycles with illegally loud exhausts were becoming a nuisance and asked if the Police could be contacted to come to the Parish to perform checks. The Speedwatch team would be asked. **Action: Clerk.**
 - 398.1.2. Cllr Searle asked if the council would consider adding a new generator to provide backup support for when power cuts affected the sewage pumps owned by Southern Water. It was felt by councillors that this should be Southern Water's responsibility and they would be contacted. **Action: Clerk.**
 - 398.1.3. The footpath between Nanjizel and Okanagan and heading towards the Community building was overgrown. The maintenance contractor would be asked to trim the grass and homeowners would be asked to trim their hedges. **Action: Clerk.**
 - 398.1.4. A young man had been found collapsed on the recreation ground on the morning of Saturday 30th May and Paramedics had attended. It was thought that the incident was a result of drug abuse. The Police would be asked to attend in the near future to monitor. **Action: Clerk.**
 - 398.1.5. Councillor Searle complained that the NDP had not been placed on the agenda although the Clerk had already provided a written explanation to the council that there was no reason to include an agenda item as no decision needed to be made at the meeting. This was due to multiple actions from previous meetings not having been completed by all councillors. Cllr Searle insisted that a working group be formed to take issues forward and demanded that the Clerk forward all correspondence with SDNPA to him. The Clerk agreed to send to the entire council and not solely Cllr Searle.
 - 398.1.6. The Clerk advised council it would not be lawful to make a decision like forming a working group at this stage of the agenda. Councillors proceeded to discuss the idea of a working group, and Cllrs Beacham and Webb stated they would be happy to help discuss ways to move forward with Cllr Searle. A vote was not taken and the proposal to create a working group was not resolved.
 - 398.1.7. Outstanding actions would be forwarded to all councillors. **Action: Clerk.**
 - 398.2. Cllr Duncan updated council with the following items:
 - 398.2.1. It had been noticed someone had been sleeping overnight in a car in Gypsy Lane. This would be reported to the Police. **Action: Clerk.**
 - 398.2.2. A resident has spotted an abandoned caravan along the Winchester Road at Mother Russell's Post, just inside the TVBC boundary. This had been reported to TVBC already.
 - 398.2.3. A couple of residents had asked for information regarding important sites to be included in the Opens Spaces list and had questioned about the green area in front of Lovells Farm. The final Open Spaces document would be sent to all councillors again. **Action: Cllr Searle.**
 - 398.3. Cllr Hughes reported the Village Fun day had been officially cancelled due to Covid-19.
- 399. Date, Time and Place of Next Meeting – Monday 6th July 2020 at 7.00pm online via Zoom.us
Meeting ID: 545 771 0691 – Password: 2304**

There being no further business, the Chairman thanked everyone for attending and closed the meeting at 21.45 pm