

KING'S SOMBORNE PARISH COUNCIL

Minutes of the Meeting of the Parish Council held in King's Somborne Village Hall Monday 13th September 2021 at 7.30pm

These minutes are draft until resolved as accurate at, usually, the following Full Council meeting.

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 E Manship, Clerk to King's Somborne Parish Council

Also present: 6 members of the public.

Apologies: C/Cllr Mr D Drew, B/Cllr Mr T Ward and PC Tristan Pugh.

21/104/FC **Welcome**

The Chairman welcomed all to the meeting and advised the resignation of Cllr Whitehead. This currently gives two Casual Vacancies. The Chairman advised any member of the public present interested in standing as a Councillor to contact the Clerk for further information.

21/105/FC **Apologies for Absence**

Apologies were received from C/Cllr Mr D Drew, B/Cllr Mr T Ward, both due to other Council meetings they needed to attend, and PC Tristan Pugh. All had forwarded their reports.

21/106/FC **Declarations of Interest and Requests for Dispensations**

None

21/107/FC **Public Session**

a) **Highways Matters:**

- a. **Grass Verge between Spencer's Farm and the Forge** – a resident advised this verge has not been cut for some time and is a highways safety risk. He advised it used to be contracted by HCC to TVBC. **Action:** The Clerk will speak with TVBC.
- b. **Highway at the bottom of Strawberry Lane, near the bus shelter** – a resident advised that the two red hazard strips have not been repainted further to the recent resurfacing works. These need to be reinstated for safety reasons. **Action:** The Council's 'Safe Travel Working Group' (STWG) will mention to HCC on 16th September at its pre-arranged traffic calming meeting. The resident will report to HCC using their 'report a problem' site and advise the Clerk of the Traffic Number.
- c. **Chalk Hill** – a resident advised that Chalk hill has recently been resurfaced, but the road markings 'stop signs' have not been replaced. **Action:** The STWG will mention to HCC on 16th September. The resident will report to HCC using their 'report a problem' site and advise the Clerk of the Tracking Number.
- d. **New Lane** – A resident raised their concern at the speed of traffic and the number of very large lorries using New Lane. A dangerous lane used by ramblers and cyclists. The Council advised that raised via the Traffic Calming Survey, this is on the agenda to

discuss with HCC on 16th September, with the request that consideration be given to extending the 30mph on the Winchester Road further out of the village.

b) NDP:

- a. A resident advised Council of his long-term tenancy of sites 80 and 207 of the NDP and that a letter confirming his position will be forwarded to the Clerk.

21/108/FC

To receive reports from C/Cllr David Drew, B/Cllr Tony Ward and PC Tristan Pugh.

a) County Councillor David Drew:

- a. **Highways England – M27 Junction 4 – 11 Motorway Programme**
Information circulated

- b. **A safe return to education – new Covid measures for the Autumn term**
As the autumn term approaches, Hampshire County Council is highlighting the COVID-19 measures that will be in place across the county's pre-schools, schools and colleges, to support pupils and students to safely return in full to face-to-face learning.
<https://www.hants.gov.uk/News/20210827backtoschool>

- c. **Helping Afghan evacuees - how to donate**
Hampshire County Council is pleased to be working with local partners including our District and Borough councils, NHS, support providers and local charities to assist Afghan families moving to the UK to re-settle as part of the Government's Afghan Relocation and Assistance Policy programme.
<https://www.hants.gov.uk/News/08262021afghanrefugeehelp>

- d. **Hampshire partners in waste prevention call for tougher legal action on fly-tippers**
Hampshire County Council and the county's other local authority partners within the Project Integra waste disposal partnership have joined over 150 other local authorities and 10 professional bodies to call for the Sentencing Council - the Council for England and Wales which promotes greater consistency in sentencing, whilst maintaining the independence of the judiciary - to consider tougher fines and sentences for fly-tipping offenders.
<https://www.hants.gov.uk/News/20210818Fly-tippingPenaltyCall>

- e. **New one-stop-shop for family historians as Hampshire Genealogical Society creates new base in county Record Office**
Finding out more about your ancestors is set to get easier as Hampshire Record Office in Winchester becomes the new home of the Hampshire Genealogical Society – with the Society's volunteers and Record Office staff together offering a one-stop-shop of support for people researching their family history.
<https://www.hants.gov.uk/News/05082021Genealogicalhome>

- f. **Hampshire & IoW Air Ambulance**
July 2021 has been our second busiest month since March 2020 with 145 deployments. This was up slightly compared to a year ago, although significantly down on July 2019. 97 incidents responded to by air, the remaining 48 by road.
There was a doctor on every day shift; this has almost always been the case now since April 2020. Where a doctor has not been present HIOWAA delivers an enhanced level of care to patients compared to that of a standard ambulance road crew. The cost for providing this service is in the region of £15,000 every day – paid for by generous support from the public.
<https://www.hiowaa.org/july-mission-breakdown/>

b) Borough Councillor Tony Ward:

- a. **Mid-Test Matters – Issue 26** – previously circulated.

c) PC 3672 Tristan Pugh:

- a. **PCSOs:** Cllr Hughes advised PCSO's are visiting the school this Friday, 17th September.

b. Antisocial Behaviour: Any member of the public concerned at antisocial behaviour is asked to phone 101, so that it can be logged, and the police enabled to form a picture.

c. Monthly Crime Report for Kings Somborne & Michelmersh Beat, prepared by PC Tristan Pugh 3672:

Crime Ref No.	Date & Time	Crime	Detail
44210323789	14/08/2021 15:19	Burglary	Aggrieved reporting a vehicle has just left his farm after stealing a Sinar Moisture Metre - hand held device valued at around £1500. Vehicle travelling from Winchester Road towards B3049 - Small blue vehicle, possibly Ford Focus, nice metallic electric blue colour - Vehicle left nearly 10 mins ago, no registration.
44210351330	02/09/2021 02:45-0300	Burglary	Multiple, high value power tools, hedge cutters and strimmers etc were stolen. High value theft.
	10/08/2021 10:00 – 2200	Public order offence	Verbal abuse by local youths. Eldon Road.
		3 Concerns for welfare / missing person incidents	Parties located safe and well.
		Dangerous dog incident	Injured elderly lady. Dog destroyed.
		Verbal Domestic	Police attended and referral and safeguarding activities completed.
		Animal Welfare	Complaint of geese being shot in Braishfield.
		3 Road traffic collisions	One on Eldon Rd involving local youths who crashed their car into a tree. All occupants injured, but not severely. Matter still being investigated.
44210325887	15/08/2021 12:00-1500	Vehicle/Parts theft/damage	Catalytic converter theft from Mottisfont Abbey car park
44210326289	15/08/2021 12:00-1435	Vehicle/Parts theft/damage	Catalytic converter theft from Mottisfont Abbey car park
44210330477	18/08/2021 20:00 overnight	Vehicle/Parts theft/damage	Tractor window smashed and ignition tampered with – Mottisfont abbey
If anyone has further information on any of the above, please phone 101 quoting the crime reference number.			

21/109/FC To approve the Minutes from the meeting held 19th July 2021

Resolved

The minutes of the Parish Council meeting held 19th July 2021 were approved.

Proposed: Cllr Beacham

Seconded: Cllr Webb

All Agreed

21/110/FC To review the Resolved Actions since the 19th July 2021 meeting.

	Ref:	Item
A	21/052/FC	Casual Vacancies – TVBC has been notified of the resignation of Cllr Harwood, and latterly Cllr Whitehead. Notification of the casual vacancies has been placed on the noticeboards. A by-election to fill the vacancies will be held if, not later than 29 September 2021, ten electors for the parish give notice in writing, claiming such an election be held, to the Returning Officer at TVBC. If no such notice is given the Parish Council will fill the vacancy by co-option. Anyone interested in standing as a Councillor can obtain further information and the Council's 'Expression of Interest' application form from the Clerk. A formal advert will be placed on the boards, on the website, in the Gauntlet and on Facebook, after this meeting. The closing date for the Council's application form to be received by the Clerk is Monday 4th October at 23:30 . Subject to a by- election not being called, the co-option of councillors will be tabled at the Council's 11 th October 2021 meeting.
B	21/071/FC	External Audit for Financial Year 2020/21 – Additional information requested from / forwarded to PKF re: insurance claim as part of audit.
C	21/083/FC i	Churchyard Wall – This is in the hands of the contractor who has purchased the materials and hopes, subject to weather, to start work on the wall Monday 13 th Sept 2021. No additional sums need to be considered at this stage, as the sum set aside will cover the priority works plus other key areas. The Council may wish to consider budgeting for long term works in the November budget.

Resolved

To receive the RFO's Financial reports, to note the External Auditor's report, to approve the Payment of the Accounts and Sign the Bank Reconciliation.

Proposed: Cllr Wales

Seconded: Cllr Beacham

All Agreed

21/113/FC

NDP – Update since previous meeting:

a) Locality Funding – Locality funding has been agreed to the sum of £9,350, to cover:

- Transport Study, to verify access to 8 potential sites - £1,850
- Flood Risk Study & reports for 5 sites - £7,500

On the successful completion of these reports, the Council may apply for up to £6,023 further grant funding (grant funding remaining from an £18,000 allowance) to cover the cost of:

- Shadow Habitats Regulation Assessment - £1,530
- Planning Consultant to prepare for Regulation 14 submission.
- Other consultancy support as required.

The Chairman thanked the Clerk and Cllr Searle for their work to progress this funding.

b) Transport Studies – In addition to the commissioned report, an assessment has also been undertaken by HCC. These reports will be tabled for discussion at the next meeting, 11th October.

c) Flood Risk Study – The project plan, based on the Schedule of Works, has been received from Waterco. An anticipated completion date has been requested.

21/114/FC

Remembrance Sunday

Resolved

a) The Clerk to apply to TVBC for the closure of Church Road, from the Winchester Road exit to the Romsey Road entrance for 1 hour from 10.30am until 11.30am on Sunday 14th November 2021.

b) The Clerk to e-mail PC Pugh, requesting a Police presence.

Proposed: Cllr Webb

Seconded: Cllr Hodge

All Agreed

21/115/FC

Personnel Committee

Resolved

Cllr Duncan was co-opted onto the Personnel Committee.

Proposed: Cllr Hughes

Seconded: Cllr Beacham

All Agreed

21/116/FC

Parish Council Community Grant to The Village Hall

Resolved

A grant of up to £2,000, to be given to the Village Hall, for the specific purpose of **widening access** by providing discounted hire costs for non-profit making groups which support and provide a service or activities for the residents of the Parish of Kings Somborne.

Groups could, but not exclusively include: the Village School, the Amateur Dramatics Group, the Parents and Toddlers Group the Horticultural Club and Sports Clubs.

The grant to be precepted and take effect from the new financial year, 1st April 2022; sums of £500 to be awarded quarterly (April, July, October & February) unless resolved otherwise.

The Village Hall will manage the grant with the purpose of **widening access** to non-profit making groups, as above, and provide a written quarterly report for Council's July, October, February and April meetings to account for the funding received, with evidence as to how it has widened access. The Council will review the grant quarterly. The level of grant may be adjusted from Quarter 3 (October 2022), in consideration of need and evidence that it is achieving its purpose.

Proposed: Cllr Beacham Seconded: Cllr Hughes All Agreed.

The Chairman thanked Cllrs Beacham and Searle for their work.

21/117/FC Public Health Consultation

Led by Cllr Duncan, the Council discussed its concerns as to the proposed service cuts, raised in the recent Public Health Consultation. In particular:

- Substance and Alcohol Misuse Services – to close the Winchester treatment hub
- Stop-smoking services – to close 15 centres
- To reduce sexual health services, including those related to contraception and STD (including HIV) testing
- Severe reductions to postnatal support from health visiting services
- To reduce school nursing support for children over-11, which is exactly the point when mental health crises related to adolescence etc. are likely to begin kicking in.

Resolved

The Clerk to forward a letter, drafted by Cllr Duncan summarising the Council's concerns, to the Chief Executive of HCC.

Proposed: Cllr Beacham Seconded: Cllr Wales All Agreed.

The Chairman thanked Cllr Duncan for his work.

21/118/FC Fixed Assets Register

All items on the fixed assets register should ideally be inspected every 6 months, but annually as an absolute minimum. Important for the purposes of identifying assets in need of repair, for annual audit and insurance. The Chair suggested that this work is divided between Councillors, each taking responsibility to check assets either of a specific type and/or location.

Resolved

- a) Those present agreed to check and log the Council's assets within the month as follows, forwarding information to the Clerk to compile. Thereafter the assets will be checked at least annually for their general condition. New Councillors, when co-opted, to support.

Cllr Beacham	<ul style="list-style-type: none">• All fixed assets in the Cemetery and at Muss Lane Recreation Ground (excluding play equipment).
Cllr Duncan	<ul style="list-style-type: none">• All fixed assets in Up Somborne (excluding Council managed trees, and play/exercise equipment)
Cllr Hughes	<ul style="list-style-type: none">• Noticeboards (5): Eldon Road, Village Centre by bus stop, Village Hall, Drive and Epworth Hall.
Cllr Qassim	<ul style="list-style-type: none">• All fixed assets at the Churchyard, War Memorial and Village Green• Bus Stop (1): Church Road, by Cross Stores• Noticeboard (1): Church Road, by Cross Stores
Cllr Searle	<ul style="list-style-type: none">• All fixed assets on the 3 Fields (excluding play/adult exercise equipment and Trim Trail)• Noticeboard (1): Horsebridge
Cllr Wales	<ul style="list-style-type: none">• The generator.• All Council managed trees across the parish. (The Clerk will ask TVBC's Tree Officer for the area whether we are able to tag the trees).
Cllr Webb	<ul style="list-style-type: none">• Bus Stop: Eldon Road
Councillor Vacancies 1, 2 & 3	<ul style="list-style-type: none">• Bike Railings & Grit Bins• Bus Stop• Defibrillators and Cabinets

	<ul style="list-style-type: none"> • Highways located Seats and Benches
Clerk	<ul style="list-style-type: none"> • Fixed Assets held at the Clerk's place of work and in the Village Hall

- b) Council owned white goods (fridge, freezer, and microwave) held in the Community Building, to be gifted to the Village Hall Management Committee for use in the Community Building.
- c) The Clerk to request support and confirm responsibility for the SLRs and Speedwatch Equipment with Simon Nightingale and Jim Fitzpatrick respectively.

Proposed: Cllr Hughes

Seconded: Cllr Qassim

All Agreed.

21/119/FC

Clerk's Report

- a) **Internal Audit** – Lightatouch confirmed as Internal Auditor for 2021/22. Half-year audit scheduled for 13th December 2021.
- b) **Insurance Claim** – The Council was asked in August to forward a claim to its insurers for damages to a vehicle from a football, whilst parked in the carpark at the King's Somborne Recreation Ground. This is in the hands of the Council's Insurers.
- c) **Local Plans** – CPRE Hampshire are running a free half day workshop on 5th October at Littleton Village Hall, aimed at assisting its members, volunteers, partnership groups, and other organisations in responding to emerging local plans. Information can be obtained from the Clerk.
- d) **Pigeon Droppings on Up Somborne Play Equipment** – Two resident volunteers who undertake weekly safety checks, have kindly offered to clean off the pigeon mess, to keep the equipment as clean as possible.
- e) **30mph signs on the Romsey Road** – Two new 30mph signs have been installed where required. The Council thanks C/Cllr Drew for his liaison with Hampshire Highways for this purpose.
- f) **Identified problems and issues on roads, footpaths and verges** – Highways are the responsibility of Hampshire County Council. In the first instance, concerns should be reported to HCC via its "Report a Problem" site: [Report a problem | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/report-a-problem) Make a note of the tracking number to enable follow-up. If you see a highways issue which needs urgent attention:
- Phone 0300 555 1388 (8:30am to 5pm, Monday to Friday)
 - Outside of office hours, phone 101

21/120/FC

Correspondence Received

- a) **Wildflowers in Churchyard** – A resident has raised his concerns. The Secretary of the PCC has responded, advising the detail, and assuring the resident that it is a trial which will be reviewed.
- b) **Bird mess on War Memorial** – A resident has asked whether the bird mess can be cleaned from the War Memorial prior to Remembrance. The Clerk will take forward.
- c) **Adders** – A dog sustained an injury at the edge of the copse at the recreation ground, believed to be an adder bite. Adders are common in the area, particularly in the John O Gaunt field in the longer grass, and a protected species under the Wildlife and Countryside Act 1981. In consideration of the location, arrangements have been made to keep the grass low at the edge of the copse to help deter them.
- d) **Overflowing Clothing Banks** – Emptied after the last report and again overflowing. Reported to those responsible. The generosity of those in the village is appreciated. If identified in the future the contract numbers are:

- a. Search & Rescue Textile Recycling – Tel: 03330-154088
- b. Salvation Army (KSVH Postcode: SO20 6PP) – Tel: 0845-4581999

- e) **Community Speedwatch – Request for new equipment** – The equipment currently used is old and outdated. Community Speedwatch will liaise with the Police to ascertain what equipment is approved and how we can differentiate. This to be tabled at a future meeting. Depending on cost this may require consideration in the November 2021 budget. In addition, a Dictaphone has been requested. Readily available for less than £50, Community Speedwatch will identify a make and model for requested purchase.
- f) **Trees overhanging the Community Building from the footpath** – The Village Hall has asked whether the Council can arrange for the trees that overhang the Community Building from the footpath to be trimmed. Cllr Wales to write a specification for the trees to be cut back to the hedge-line, to enable the Clerk to apply for Planning Agreement and to obtain quotations.

21/121/FC Councillors Reports

- a) **Councillor Resignation** – Cllr Hodge advised Council that with regret she is resigning from the Council, due to her current employment requiring long hours and a commitment of Monday evenings. The Chairman thanked Cllr Hodge for the many hours invested in the Council, particularly to support the NDP. Councillors concurred.
- b) **Footpath from the Romsey Road to the Recreation Ground** – Recently cut back, in consideration of pushchairs etc. it needs to be wider. The Lengthsman to be asked to reduce by a further foot each side.
- c) **Blocked Drain Up Somborne** – Cllr Duncan will notify Hampshire Highways through their 'Report a Problem' site.
- d) **Repairs undertaken by Greengrass Services** – Council is aware of the minor repairs and painting Greengrass Services has undertaken recently and offers its thanks for his diligence and hard work.

21/122/FC Next Meeting

Resolved

The next meeting of Full Council, unless notified otherwise, is confirmed as Monday 11th October 2021 at 7.30pm in King's Somborne Village Hall. Members of the public wishing to attend are advised to notify the Clerk in case a change of date is necessary.

Proposed: Cllr Wales

Seconded: Cllr Webb

All Agreed.

21/123/FC Exempt Session

Resolved

In accordance with the Public Bodies (Admission to Meetings) Act 1960 the public and press were excluded for discussion and potential appointment of contractors and staffing matters, where publicity might be prejudicial to the special nature of the business.

Proposed: Cllr Hodge

Seconded: Cllr Webb

All Agreed.

21/124/FC Item 20 – Parish Council Insurance

Parish Council Insurance includes agreed sums insured against the different types of assets: office contents, street furniture, playground equipment etc, based on the Fixed Asset Register. A re-ordered Asset Register to Insurance understood sections was circulated to Council prior to the meeting. With the support of Came & Company, the Council's Insurance Broker, revised figures have been applied to each section, to ensure that the Council is appropriately insured.

The Council is approaching the end of its 3-year agreed term with Pen Underwriting and Insurance is due as from 1st October 2021. Came & Company provided comparisons for consideration.

Resolved

- a) The Council agreed a 3-year insurance agreement, index linked, with Hiscox, 01/10/21 to 30/09/24, who are offering a premium of £2,047.51 (+ £50 admin fee). This premium includes insurance cover for the King's Somborne Playing Field and Recreation Ground Charity.
- b) The 'pre-school fencing' to be removed from the policy as the Village Hall has confirmed this is covered under Village Hall Insurance, under the lease. This will reduce the above premium; Came and Company to advise the final amount.

Proposed: Cllr Searle

Seconded: Cllr Beacham

All Agreed

21/125/FC

Potholes in Driveway

Resolved

Further to considering quotes received the Council confirmed Test Valley Paving Ltd. as its preferred supplier, for the following works:

- First to disc cut potholes and remove spoils from site
- Then to apply bitukold to face side of cut
- Next to supply lay and consolidate 60mm of dense base macadam to these areas
- Next to supply lay and consolidate 30mm of stone mastic asphalt (SMA)
- Price for all materials and labour £2,950.00 plus VAT

The Council offers to gift these repairs to King's Somborne Playing Field & Recreation Ground Charity.

Proposed: Cllr Hodge

Seconded: Cllr Webb

All Agreed.

21/126/FC

Playground Equipment Repairs

Quotations had been circulated prior to the meeting.

Resolved Repairs:

a) Rockers:

To dig out and reset 7 rockers.

To remove corrosion, repair as necessary and repaint.

b) Safety Surfacing under slide at Up Somborne:

To overskim 48m² of Black EPDM to a depth of 20mm.

c) Basket Swing – King's Somborne

To dismantle and investigate top bar for water accumulation. To paint with galvafruid or similar and install 3 to 4 weep holes.

d) Flat Swings – King's Somborne

To de-scale top cross bar to good base material and coat with a lead-free paint.

e) Grass Matting Under Adult Fitness Equipment – King's Somborne

To install grass matting under Cross Trainer and Air Walker in King's Somborne.

Contract awarded to Vitaplay at a cost of £3,974 + VAT.

This sum to be taken from the following budgets: play equipment maintenance (£136), new playground equipment EMR (£2,000), amenities maintenance (£400), general maintenance & projects (£1,300) and council reserves (£138).

Vitaplay to be asked to increase the number of pigeon spikes, previously installed.

Proposed: Cllr Hughes

Seconded: Cllr Searle

All Agreed

21/127/FC

Trim Trail

To review recommendations and quotations for repair and agree next steps.

Condition assessments, provided by Rospa and two local residents, were compared against condition assessments from four local risk assessment/play equipment companies who install and maintain Trim Trails. The Council compiled a specification of works from these assessments.

Resolved

The Council agreed a specification for repair. Quotes to be considered at the next meeting.

Proposed: Cllr Hughes Seconded: Cllr Hodges All Agreed

21/128/FC

Staffing Matters:

a) Council Emails

With the support of the Council's IT provider, all Councillors have been provided with a Council email. This is in the format fullfirstname.surname@kingssomborne-pc.gov.uk Councillors are asked to notify their contacts please and be alert to personal e-mails in old e-mail chains. Using the Council's e-mail only will remove difficulties in the event of an FOI or SAR, as well as support the ease of communication.

b) Sharepoint

Further to a number of Councillors having difficulty accessing OneDrive, the Council's IT provider has transferred Councillor shared documents to SharePoint. Accessed with the same username and password as e-mails, all confirmed this is working well.

c) Agenda Meeting Notes

Council thanked the Clerk for the quality of the Agenda Meeting Notes, uploaded to SharePoint and the website. It was resolved that where information has been collated, original documents are no longer required, the Clerk only to upload where additionality is key. This will reduce the time required by Council to prepare for meetings, imperative to support informed decisions in a full agenda. In addition, the Clerk to print Agendas and Agenda Meeting Notes for Full Council meetings, to negate the need to rely on phones.

Proposed: Cllr Hughes Seconded: Cllr Hodge All Agreed

21/129/FC

To raise the crown and trim the side of an Ash Tree in the cemetery, to reduce pigeon droppings on grave

Quotations had been circulated prior to the meeting.

Resolved

Contract awarded to King's Somborne Tree Care at a cost of £460 + VAT.

With no further business to transact the Chairman closed the meeting at 21:50.

Signature (Chair):

Date:.....