

LONGSTOCK PARISH COUNCIL
19:00 THURSDAY 13th APRIL 2023 IN THE VILLAGE HALL

Present: Cllr Selina Musters (SM) – Chairman
Cllr Angie Filippa (AF) - Vice Chairman
Cllr David Burnfield (DB)
Cllr Hugo Denée (HD)
Cllr Kirsty Dominick-Gibson (KDG)
Cllr Alice Foster (AFo)
Cllr Charles Grieve (CG)
In attendance: Clerk Gill Bulpitt, Cllr Ian Jeffrey (IJ) TVBC Councillor, David Hall (DH) Chair of Governors of Test Valley School and 3 residents

1. **Apologies:** Colin McIntyre (CM) Leckford Estate, David Drew HCC Councillor
2. **Declarations of interest**
 - None declared
3. **Minutes of PC Meeting of 9th March 2023**
 - Unanimously agreed for adoption and signed by SM.
4. **Points from the Floor**
 - None
5. **Planning Applications**
 1. Unanimously agreed that when a tree works notice is received, this will be emailed to all Councillors by the Clerk. If the response date is prior to the next PC meeting then the PC will not reply unless a Councillor(s) have a specific concern about the works. This will be informed to the Clerk who will contact TVBC to obtain an extension to the comments. The works will then be discussed at the next full PC meeting.
 2. a) 23/00578/FULLN – Langtry House – provision of swimming pool - already circulated by email to the PC. Unanimous - PC No Objection. **ACTION:** Clerk to email TVBC
b) 23/00743/TREEN – 1 Valley View – tree works – already circulated by email and noted. No response as per 5.1 above
 3. Previous applications TVBC decisions – Councillors noted 10 Longstock Rd – Consent; Long House – Permission and Church Farm Track – Permission.
6. **Highways:**
 - 21637044 - Roman Road pothole outside No 20 – This is on the permanent fix list **ACTION:** Clerk to monitor
 - 24231815 - Drains blocked on Longstock Road – still outstanding. **ACTION:** Clerk to request further information from David Drew HCC as the report is nearly 2 months old.
 - 21664083 – Drains blocked outside The Cowshed - **ACTION:** Clerk to monitor
7. **Longstock Road Safety Plan**
 - Cllr Foster provided more detail to the papers already circulated. The next stage is to consult the community about the plans. In view of the costs involved then the proposals may have to be implemented in stages over a couple of years. IJ added that there may be grant funds available and AFo to contact the Community Engagement Officer(s) at TVBC to progress. AF advised that the Neighbourhood Plan (NHP) is at regulation 14 stage and traffic management is one of the strands of the plan. Public consultation on the NHP is planned before the summer and the Longstock Road Safety Plan could be incorporated into the consultation. AF to share the Road Safety Plan with the NHP committee and consultants to agree way forward. **ACTION:** AF and AFo
8. **Parish Elections 2023**
 - Longstock has an election due to 12 proposed candidates for 7 councillor positions. Next step is notice of poll on 25th April. Then polling day is Thursday 4th May. Clerk reminded that any expenses incurred during the election will require a receipt in order to be claimed. Nil returns also required. The Code of Conduct for campaigns link is available on the Longstock website within the TVBC guidance notes under Parish Elections 2023.
 - New and re-elected Councillors take their seat on Monday 8th May. By Monday 22nd May an AGM must be held with 3 clear days notice to be given and a summons cannot be issued until the new councillors take office. Earliest date is 12th May. Decision taken to move the proposed PC meeting (to align with AGM) from Thursday 11th to Monday 15th May with formal notice issued on 8th May. **ACTION:** Clerk

9. Finance

- Monthly Finance Report – Clerk circulated PC Bank account status also showing approved March payments and income receipts. Reviewed and approved. The Bank balance is £11,374.43. Cllrs noted the income and expenditure. Approval given for Clerk to attend one day training at HALC at a cost of £98 + VAT.
- Income – Confirmation received from TVBC that the £500 Coronation grant and £4,500 precept will be received shortly.
- PC Bank Account Signatory Mandate – SM is now the principal contact for the Bank account. Lloyds will not action the bank account mandate changes previously provided. **ACTION:** Clerk to arrange for the mandate forms to be completed again.
- PC Newsletter – SM provided an update that outstanding current advertisers income has been chased and nearly all received. Advertising will now be invoiced when it falls due for renewal. The newsletter income continues to cover current costs, however printing costs are increasing. New advertisers are being sought. SM and Clerk will continue a watching brief and will raise any concerns.

10. Councillors' Reports.

a. Affordable Housing and NHP. (AF)

- NHP – AF advised the NHP steering group are now working through the elements of the plan and preparing for regulation 14. The next step is a public consultation which is planned before the summer. There are 9 people involved in the NHP. The plan has to be visible for the public to view.

b. Allotments, Cemetery, Trees and Henry Smith Charity. (KDG)

- Cemetery – New grass cutting contract has commenced and first impressions are good also including the play ground. KDG will bring a review of the Cemetery regulations and fee structure to the next PC for consideration.
- Allotments – The allotments are full with no wait list. Fundraising set to happen in May at the plant sale at Leckford Estate. The rent invoice will be passed to the Allotments treasurer.
- HSC – All funds have been distributed in appropriate grants and pensioners' lunch. The next application is due in May and a one-off grant is being considered for a special local circumstance.

c. Footpaths and Lengthsman. (CG)

- Lengthsman – He has cleaned the Parish notice boards and litter picked. This month's tasks are to clean the road signs and the bench at The Bunny. In May his duties will be to litter pick and work on the 10 benches across the village. DB asked for the hedge to be clipped on footpath 3.
- Footpaths – the replacement Restricted Byway sign for Ratz Lodge, (Footpath 9), where it crosses the metalled road North of Hazeldown Farm, is in hand. **ACTION:** CG to monitor

d. Test Valley School (TVS), Website and Longstock Road Safety Plan. (AFo)

- Website – All up to date with documents to be supplied by the Clerk to cover policies and procedures
- TVS – DH already circulated a report which will be added to the website. Whilst DH will no longer be a governor, Jo McKeon and/or Nicky Goodridge will attend future PC meetings. DH with AFo will continue to lobby for the proposed indoor pool. The Academy Trust sees a benefit in supporting a new indoor community pool at the school **ACTION:** AFo to add report to website

g. Playground. (HD)

- Playground
 - HD will forward completed weekly checks to the Clerk each month for record keeping purposes. Decided that at least 4 people undertake the checks. **ACTION:** HD
 - HD provided an update on grants. Veolia appears to be the most generous and applications open shortly. Clerk brought forward from correspondence an email received from Michael Dear who offered help to apply for grants on a no win no fee basis. **ACTION:** Copy to be provided by the Clerk
 - Update provided on the Grand National event scheduled for 15/04/2023. Further events to follow.

e. Environment. (DB)

- DB provided a report on agenda 30 including proposals such as facial recognition, replacements to cash and the pursuit of zero emissions.
- DB will continue to investigate placing QR codes around the village and on footpaths to provide historical and local information.

f. Village Hall, Streetlights and Newsletter. (SM)

- Village Hall – Bookings have not returned to pre-COVID levels. SM explained that the Village Hall

Management Committee (VHMC) manage the hall and the PC is the custodian trustee. The provision of WiFi in the Village Hall has been considered by the VHMC and not pursued on cost grounds. If a competitive supplier for WiFi can be found then this can be put to the VHMC for consideration.

- Streetlights – These were not cleaned/maintained last year as it was not deemed to be required. SM will check if there is a requirement for an annual maintenance/electrical check. £400 has been budgeted for the maintenance.

11. Leckford Estate

- CM had expressed disappointment to the Chairman about the recent PC newsletter article where Leckford was not given a right to reply. Leckford Estate has a number of initiatives in place such as Bio Methane tractor(s), expansion of the vineyard, landscaping and the oil seed processing plant. CM is not able to attend Thursday meetings and will be asked to provide a report ahead of the meetings. **ACTION:** Clerk
- Under this section, Rob Marsh (RM), Estate Manager, Charity Down Farm requested to the Chairman to make a report. Chairman agreed. RM explained the estate has planted 28,000 trees with more planned. The trees on Church Road had to be cut down due to safety reasons as they had Ash die back and are being replaced. Logs have been placed at the end of Church Road track in an attempt to prevent anti-social behaviour. There have been instances of fly-tipping, hare coursing and encampments leaving rubbish. If any instances are seen then they should be reported by calling 101 (Country Watch Officer) or 999 if someone is in immediate danger.

12. HCC & TVBC (DD & IJ)

- IJ has presented his report in the earlier Annual Parish Assembly. DD has not provided a HCC update. **ACTION:** Clerk to request HCC update.

13. King's Coronation Event

- AFo presented the paper that had been pre circulated and the PC unanimously agreed to the expenditure of the £500 grant from TVBC. AFo presented that the final costs may be nearer £600 and the PC unanimously agreed that £100 of PC funds could be used to support the celebration event if required.

14. Parish Council Policy and Procedures

- Clerk summarized advice from HALC and NALC regarding policies and procedures. Unanimous agreement to Complaints policy, Vexatious complaint policy and Publicity/Social Media Policy pre-circulated with the agenda. An amendment to the social media policy to show that the PC does not have a PC Facebook page at this present time. It was agreed not to have a Grant Aid or Training & Development policy at this time but Clerk will draw up a proposed Meeting Procedures policy, HR policies and Health & Safety policy and present to a future PC meeting for approval. Draft versions will be added to the website. Terms of reference for committees or working groups will be created at the time the council chooses to set up such a committee. **ACTION:** Clerk

15. Correspondence

- Noted by Councillors

16. Matters Raised

- Cemetery Regulations and Fee structure to be considered at the next meeting.

17. Date of Next Meeting

- Discussion that the next meeting has to move in view of the election. Date to be advised in due course.*

The Chairman closed the meeting at 9.05 pm

* Post the meeting the date has been moved with a placeholder for the AGM of 15th May at 7:00pm

Monthly Finance Report for Longstock PC Meeting

Month: March 2023

Date of PC Meeting: 13/04/2023

Bank Account Status as at 31/03/2023

Current Account	£ 11,375.43
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Income Received in March 2023 (01/03/2023 to 31/03/2023)

(Items included in the current account balance above)

Type	Date Received	From	Description	Amount
BACS	06/03/2023	HMRC	VAT Refund	£ 1,487.75
BACS	13/03/2023	Andover Alarms	Newsletter Advert	£ 85.00
BACS	13/03/2023	Walkabout Vet	Newsletter Advert	£ 125.00
BACS	15/03/2023	Chilbolton Chair	Newsletter Advert	£ 49.00
BACS	16/03/2023	Local Zero	Newsletter Advert	£ 125.00
CHQ	21/03/2023	Greenfield Farm Shop	Newsletter Advert	£ 85.00
BACS	22/03/2023	Winchester Auto Barn	Newsletter Advert	£ 85.00
CHQ	21/03/2023	KT Preservation	Newsletter Advert	£ 70.00

Payments Approved in March 2023

(Items included in the current account bank balance above)

Type	Date issued	Payee	Detail	Amount
CHQ	09/03/2023	Gill Bulpitt	Clerk salary	£ 350.00
CHQ	09/03/2023	HMRC	Clerk Tax	£ 150.00
DD	20/03/2023	SSE	Street light electricity	£ 44.21
BACS *	27/03/2023	Planet Evolving Together	NHP Counsultancy	£ 288.00
BACS *	27/03/2023	Planet Evolving Together	PC Training	£ 300.00
BACS *	27/03/2023	Dash UK Ltd	Coronation Mugs	£ 429.60
BACS *	27/03/2023	Waitrose	Remaining Cherry Trees	£ 196.26
CHQ	28/03/2023	Sarsons Press	Newsletter printing	£ 292.50
BACS *	31/03/2023	Longstock Village Hall	NHP Meetings	£ 30.00

* Faster Payment authorised by Cllrs Musters and Burnfield

Income to be received in March 2023

(Items received and NOT yet included in the current account bank balance above)

Type	Date Received	From	Description	Amount
None				£ -

Payments Approved in March 2023

(Items NOT included in the current account bank balance above)

Type	Date issued	Payee	Detail	Amount
None				£ -

Projected Bank Account Status (including all Feb approved items)

Current Account	£ 11,375.43
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