



## MOTTISFONT PARISH COUNCIL

### MINUTES OF THE MEETING HELD ON 6<sup>th</sup> MAY 2021

**Present:** Cllr J Channing (Chairman), Cllr Mrs J Barnett (Vice Chairman), Cllr P Barnett, Cllr A Simmonds, Cllr G Jenkins & Cllr J Millns.

**In attendance:** Heather Bourner, Clerk  
Cllr Alison Johnston. TVBC  
No members of the public

The meeting was held via zoom in accordance with COVID 19 guidelines. The Chairman welcomed everyone present to the meeting.

#### **Apologies for Absence**

1) There were no apologies for absence.

#### **Election of Chairman**

2) Cllr Millns proposed Cllr Channing be returned as Chairman; this was seconded by Cllr Simmonds. All in favour. Cllr Channing accepted and agreed to sign the necessary declaration.

#### **Election of Vice Chairman**

3) Cllr P Barnett proposed Cllr Mrs J Barnett be returned as Vice Chairman, this was seconded by Cllr Simmonds All in favour. Cllr Mrs J Barnett accepted and agreed to sign the necessary declaration.

#### **Standing Orders, Code of Conduct, Financial procedures, risk assessment & asset register**

4) Documents had been circulated to all councillors and were agreed and formally adopted for 2021/22.

There was some discussion regarding the asset register and the value figure required for insurance purposes. The list of assets was agreed and the Clerk agreed to research and present a figure for insurance purposes to all councillors.

#### **Public Participation**

5) There were no members of the public present.

#### **Declarations of Interest**

6) There were no declarations of interest. All Councillors confirmed that no revisions were required to their individual declaration of interest forms.

#### **Planning**

7) The following decisions by TVBC were noted:

None

Resolved: that the planning decisions on the following applications were endorsed:

21/00550/FULLS- roof alterations, replace fence with wall, Nethercote, Church Lane- no objection

21/01174/LBWS & 2101173/FULLS-internal & external alterations, first floor extension and alterations to the roof- Oakley Farmhouse, Oakley Road- No comment.

### **County and Borough Councilors' Report**

8) There was no Hampshire County Councillor present it being election day.

Cllr Johnstone, TVBC, **noted** the recent Mid Test Matters newsletter.

She said she is hoping to build a good relationship with the new Hampshire County Councillor in particular for roads and highways and will work closely with the councillor whenever necessary.

She asked if there were any unspent S106 funds for Mottisfont and suggested these be spent wherever possible. Cllr Channing said that TVBC provided a statement of sums available and periodically and this would need to be reviewed.

She asked that a response be sent to the TVBC climate change survey and will email the link for this to the Clerk.

She asked if there was any news regarding possible development of land next to the station – the Dunbridge station goods yard. Cllr Channing confirmed TVBC will be issuing a housing needs survey to all households on 14 May for return by 2 June which will establish whether there is a need for further housing in the parish and, if so, what type.

Finally, she reminded the Parish Council of the availability of small grants to help with Parish projects.

### **National Trust Report**

9) There was no representative of the National Trust present.

### **Minutes**

10) **Resolved:** The minutes of the meeting held on 17<sup>th</sup> March were confirmed as a correct record with the amendment of one type error These will be signed by the Chairman. Proposed Cllr Millns seconded Cllr Simmonds. All agreed.

### **Road Repairs & Potholes**

11) Cllr Simmonds reported that road repairs and resurfacing work have been carried out on the B3084 between Dunbridge and Broughton. A major drainage scheme will also be carried out north of Jerrem's Hill starting mid-May, with work expected to take five weeks, following which any gaps in the resurfacing will be completed. The resurfacing work has blocked some drains but assurance has been given that these will be cleared. He has ascertained the resurfacing work should include the red surfaces that highlight speed limit change areas. Cllr Channing asked that the markings required by the gates on Barley Hill be completed at the same time. Cllr Simmonds agreed to contact Hampshire Highways regarding this.

Pot holes outside The Mill Arms, near the railway crossing and at the top of Barley Hill have all been reported.

Cllr Simmonds further reported the Operation Resilience team has bid for funds to fit carry out work on Hatt Hill footway in the current financial year. Finally, he suggested the Road Closed sign at Hatt Hill, which has been there for many years is removed. Cllr Jenkins said this was a temporary sign erected as many vehicles kept trying to use the track. An approach would be made to the resident of the White House to ascertain if this was still a problem, if not the sign could be removed.

### **Traffic speed indicator**

12) Cllr Channing agreed to discuss traffic speed indicators with a neighbouring parish

(Houghton) and report back to the next meeting.

### **Clerk's Report**

13) The Clerk reported as follows:

A revised data protection policy, freedom of information scheme publication and GDPR consent forms had been circulated. Cllr Mrs. J Barnett and the Clerk are continuing to review these alongside several other policies that require updates.

Hampshire County archives have confirmed they do not hold any minutes for Mottisfont Parish Council for years from 1923. The Clerk has those from 1997. All earlier years are held by Cllr Millns. It was agreed these should be deposited to archive and the Clerk agreed to arrange this.

Cllr Channing has set up online banking for the Parish Council and the Clerk had now been able to log in and make payments for all items listed in finance.

Finally, all financial workings have now been transferred to an electronic spreadsheet. Details had been circulated to all Councillors. The spreadsheet showing the proposed budget was discussed. Councillors felt this required updating and all agreed to review this and send details to the Clerk.

### **Finance**

14) Balances in the bank accounts were noted as:

30/04/2021:

TSB Charity account £8528.53

TSB Business Instant £11570.21

**Payments: Resolved** that the following payments be approved and online transactions agreed

H Bourner salary	£249.95
HMRC	£62.48
H Bourner exp	£27.70
HALC	£198.74
DJC Services	£305.82

The final payment above relates to the repair to the notice board at the Village Hall. Shortly after the repaired board was refitted it was found to have been damaged again and one of the perspex panels missing. After some discussion it was agreed the damage was likely to have been caused intentionally. The payment for the original repair will be made and Cllr P Barnett will speak to DJC Services about further repairs and possibly re-siting the board

Retrospective

S Holder £457.72

### **Accounts and audit return year ended 31<sup>st</sup> March 2021**

Accounts for the year ended 31<sup>st</sup> March had been circulated and were discussed and agreed. The Audit return was reviewed. Section 1 was reviewed and agreed followed by section 2 which was also reviewed and agreed.

The Clerk was asked to approach the internal auditor to carry out the review.

### **Items to carry forward**

15) None

### **Correspondence**

16) There were no items of correspondence.

### **Items for next meeting**

17) The merits of holding an annual parish meeting given the current covid restrictions were discussed. Given that the Parish Council felt they had a duty to ensure the safety of their parishioners Cllr Jenkins proposed that a meeting be held later in the year when the public may have more confidence in attending a public meeting. Cllr Mills seconded this. All agreed. A date for such a meeting will be considered at the next meeting.

**Items to be considered at the next Parish Council meeting are**

Speed indicator signs  
Housing needs survey  
Date for annual parish meeting

**Any Other Business**

18) None

**Date of next meeting**

19) Thursday 22<sup>nd</sup> July 7.30pm at Mottisfont Village Hall