

Clerk: Mr Roy Hamilton

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**NURSLING &
ROWNHAMS
PARISH COUNCIL**

Phone: 02380 736766

PO Box 1780, Southampton, Hants, SO15 9FX

**Minutes of the Virtual Meeting of the Parish Council held
on Tuesday 4th May 2021 at 7:30pm**

Council Members Present:

Cllr P Bundy, Chairman (PB) Cllr S Williams Vice- Chairman (SW)	Cllr A Bulpit (AB) Cllr T Swain (TS) Cllr M Maltby(MM) Cllr M Harding (MH)	Cllr J Lines (JL) Cllr D Spooner (DS) Cllr H Painting (HP) Cllr G Orriss (GO)
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In Attendance: Clerk Roy Hamilton

No	No.	ITEM	Action by
1		(a) Election of Chairman SW commenced the meeting by proposing PB as Chairman. GO seconded the proposal and all agreed. (b) Declaration of acceptance PB accepted the position with the declaration to be signed later. (c) To Elect Vice Chairman PB proposed SW as Vice Chairman, TS seconded and all agreed.	
2.		Apologies. None	
3.		Declarations of Interests. None	
4.		To Receive and Approve the Minutes of the Full Meeting of the Council held on 13th April 2021. Minutes proposed by TS and DS seconded, all agreed that the minutes of the Full Meeting held on Tuesday 13 th April 2021 were correct.	

No	No.	ITEM	Action by
5.		Adjournment for 10 Minute Public Question Time.	
	5.1	None attended.	
6.		To Appoint Representatives to:	Complete
	6.1	Hall Management Committee – PB, TS, JL, MH, SW, HP and MM.	
	6.2	Test Valley Association of Parish Councils – JL. JL advised the association was open to any Parish Councillor who wished to attend.	
	6.3	TCV – Sue Lambert, Pam Ward and HP.	
	6.4	Twining Committee - SW	
	6.5	Rights of Way/Footpaths – HP, JL and AB	
	6.6	Tree Wardens – HP, MH and Sue Lambert. Pam Ward has agreed to assist, health permitting.	
	6.7	Parish /District Transport Liaison – TS, HP.	
	6.8	Police Liaison - PB	
	6.9	Annual May Fair Committee – MM, GO.	
7.		Review of Adopted Standing Orders and Financial Regulations	
	7.1	SW advised the last review was conducted in May 2018. No significant changes since then and policy is available on the website. No need to amend at present. DS suggested that in future the issue of Zoom meetings could be incorporated. All members agreed the Standing Orders and Financial Regulations.	Complete
8.		Review of Arrangements with Other Local Authorities	
	8.1	PB advised that the any contract is negotiated as it arises and all the members agreed to the current arrangements.	Complete
9.0		Review of Work with other Local Bodies and arrangements for reporting back.	
	9.1	PB advised that a new PCSO had been appointed to cover the Parish. PB suggested that PCSO be invited to a Parish Council meeting.	Clerk

No	No.	ITEM	Action by
10		Review of Asset Register, including Land, Buildings and Office Equipment	Complete
	10.1	SW advised that there had been no change during the year, apart from the acquisition of a small plot of land beside the school.	Complete
11		Review and Confirmation of Insurance Cover of all Insured Risks.	
	11.1	SW confirmed that the Parish Council had insurance cover up to £10 million, with medical and travel insurance of £2 million. SW confirmed that the Clerk and employer liability insurance is held and the certificate is on display in the Village Hall.	Complete
	11.2	Due to Covid Lockdown the insurance cover was rolled over in the year ending March 2021. SW asked that the Clerk obtain other quotes before the next renewal date.	Clerk
12		To Review the Council's/Employees Membership to Other Bodies.	
	12.1	DS proposed that all membership be retained. SW seconded and all agreed.	Complete
13		Review the Council's Complaints Procedure	
	13.1	SW advised that the complaints procedure was drafted on 14 February 2012, readopted in 2018 and no revisions were required.	Complete
14.		Establish the Council's Policy for dealing with the Press/Media	
	14.1	PB explained that he and the Clerk would be responsible when dealing with the Press or Media, where appropriate the Parish Council would be consulted before any statements were made.	Complete
15.		Set the Dates/Time/Place for ordinary meetings for the year ahead.	
	15.1	PB said that the Parish council should be returned to face to face meetings for the remainder of the year. The dates for 2022 would be decided between PB and the Clerk in the coming months.	Complete
16.		Review the Council's Grant Awarding Policy and Procedure	
	16.1	SW advised that the Policy was adopted in May 2018 and only one small alteration required. The change would be to replace the name Bill Ashdown with Clerk.	Complete
17.		Review Grant Applications received from:	
	17.1	PB advised the only current grant was an amount up to £250 to PCC. GO proposed this be continued, MM seconded and all agreed.	Complete

No.	No.	ITEM	Action by
18.		To Dispose of Business Remaining from The Previous Meeting/ Chairman's Report.	
	18.1	Telephone Box – Redbridge Lane. Bloor's have advised they have contacted SSE to arrange for a power connection and contractors to carry out the work.	Continues
	18.2	Meeting with the Co-op. PB is encountering difficulty obtaining reply from the responsible manager at the Co-Op.	Continues
	18.3	Resilience Forum/Emergency Planning - HP advised that details were included in the Village News for May 2021, with the hope of encouraging residents from the Parish to Volunteer their assistance.	Continues
	18.4	Planning Training. PB has contacted the Head of TVBC Planning and is awaiting advice in respect of face to face meetings before progressing further.	Continues
	18.5	SANG alongside Broadleaf Development. Concerns about materials being used in SANG and an enforcement officer has been asked to look into this. Awaiting advice from Enforcement Officer. PB advised that lorries dumping material in the SANG has been stopped and no further houses should be occupied until the work is complete.	Continues
	18.6	Graffiti on motorway fence. Further works have been made in the area and the Graffiti artist has been identified.	Complete
	18.7	Re-levelling of Nursling Recreation Ground. PB is looking at options in respect of the recreation ground. A meeting is scheduled for Friday and AMS (contractors) likely to be available to start in August. Test Valley have been advised that grass does not require cutting and Test Valley to review the charges for the year.	Continues
	18.8	Village Hall extension. Clerk to sign contract from Genesis to allow first stage of project to proceed.	Continues
	18.9	Razor wire in Bakers Drove. DS advised he has not had a reply from SCC and will follow up the query.	Continues
19		Approval of Payments for Period Ending 31/03/2021, and Finance.	
20.		Approval of Audited Accounts FY 2020/21	
	20.1	The Clerk apologised for not sending out a copy of the figures to be entered into Section 2 of the AGAR, a copy would be sent to councillors after the meeting. The Clerk read out the 20/21 figures the comparative figures for 19/20 and the percentage variation between the two years. TS proposed the accounts be accepted, JL seconded and all	Complete

No	No.	ITEM	Action by
		agreed. Clerk to be contacted if any issues arose after reviewing the AGAR figures. (Note no issues arose minutes finalised).	
21.		Approval Annual Governance Statement	
	21.1	The checklist accompanying the AGS was presented by the Clerk and each item was agreed in turn by all the members.	Complete
22.		Confirmation of Declaration of Interests	
	22.1	DS was the only member who had had a change in circumstances and the relevant form had been provided to the Clerk and forwarded to TVBC.	Complete
23		TVBC and County Councillors Report	
	23.1	PB advised that there was no report as we were in a period of Purdah due to election. PB advised that the Village News had wrongly shown the Annual Parish Meeting in April 2021 as the Annual General Meeting.	Complete
	23.2	PB thanked Roy Perry for all the hard work he had undertaken on behalf of the Parish and wished him the very best in retirement. SW emphasised that Cllr Perry had been very supportive to the Parish and made a very positive contribution to the area over the years. All members agreed.	
24		Police Report and Community Safety	
	24.1	None	Complete
25.		Confirmation of approval of £1,723 plus Vat for CCTV fitted to Scout Hut.	
	25.1	DS proposed the payment be agreed, JL seconded and all agreed.	Complete
26		Discussion of Internal Audit Report (Use of Debit Card, Control of Website, Scribe Accounting Software)	
	26.1	Clerk advised that review of the Internal Audit report and recommendations be recorded in the Parish Council minutes. Clerk advised Internal Audit held on 20 April 2021 and he was unable to answer all the Auditor's queries, as he had only been in post for two weeks.	Complete
	26.2	Query over laptop raised. Clerk was unable to answer but now was aware MM had possession of laptop.	Complete
	26.3	Auditor had suggested that Parish Council consider using a bespoke software package designed for Parish councils, as the parish population was increasing. Clerk had been demonstrated the system via Zoom but had been unable to obtain any recommendations from other Parish Council's to	Clerk

No	No.	ITEM	Action by
		establish their experience. The system would cost an initial fee of £297 plus Vat and an annual cost of £468 plus Vat. DS indicated that Overton Parish council was shown on the Scribe website and the Clerk agreed to obtain recommendations before taking any decision.	
	26.4	The Auditor indicated that funds had been set aside by the Parish Council to contribute toward the Village Hall project. It was suggested that care be taken to comply with VAT rules surrounding the Charities, Parish councils and Capital Projects. This was discussed but project was still at an early stage and Parish council were contributing toward cost and not directly involved in project.	Complete
	26.5	Auditor suggested that the Financial Risk Assessment be reviewed with the change in Clerk. SW agreed and advised that this could be carried out within the next few months. Clerk advised a proforma Risk Management Record and he would look at the Risk Assessment and liaise with SW.	Clerk
	26.6	The Auditor raised the point that supporting documents for Agendas be placed on the Website along with the Agenda in advance of meetings and retained. MM advised that the documents are published on the Website.	Complete
	26.7	Auditor suggested that Vat returns be made on a quarterly basis rather than an annual basis. Clerk advise that he was now aware a Vat reclaim had been made and the period of return could be considered when he had become more familiar with the role.	Complete
	26.8	Auditor asked for the litter warden's status be considered and confirm the self-employed status. Clerk agreed to take forward.	Clerk
	26.9	Auditor advised that payments and budget is published along with minutes. This was discussed and these were normally published by the Parish Council.	Complete

27	Schedule of Planning & TPO Applications for Discussion 4/05/2021		
27.1	21/00677/FULLS – Unit 41 Oriana Way, Nursling Estate. Provision of 6 storage containers. No objection.		
27.2	BT Phone Box – BT request to remove telephone Box due to low usage. Junction of Nursling St and Winifred Way. It was thought this had already been discussed and there was no objection, as it was a new style telephone box.		
27.3	21/01143/TPOS - 21 Horns Drove, Rownhams. Application to fell Silver Birch. Objection due to gap left in skyline.		

27.4	21/00911/FULLS - 58 Testlands Ave, Nursling. Construct and orangery and sunroom. This application had been received late in April 2021 and had not yet been reviewed.
27.5	21/00702/FULLS - Land attached to Hillside Cottage, Toothill Road. Change of use of land from countryside to nature site for Kindergarten. The application would lead to creating 6 jobs in the area and it had no effect on neighbours. Agreed to application as long as land reverted to countryside when business ceased.
27.6	21/01252/TPOS – 6 Fernyhurst Ave, Rownhams. Still to be decided.
27.7	21/00943/FULLS – 3 Shepherds Way, Nursling. Still to be reviewed.

28		Correspondence. Appendix 2 attached.
	28.1	None

No.29	Members Questions	
29.1	PB advised Councillors that there had been an incident with an HGV mistakenly driving into Nursling Street. PB outlined the incident and the damage caused to private property, lighting and Street signs. PB had established the driver was delivering to Tesco Distribution Centre and had not used the Post Code details provided. The driver was supplied by an agency but has since stopped driving for the agency. A resident has suggested that the use of clear signage would help prevent this problem in the future. PB suggested that HCC be approached with recommended sites for the street signs to be placed – probably on Romsey Road. All members agreed this was a good idea.	Clerk
29.2	JL advised that there had been no progress in obtaining a volunteer to plant the troughs or in getting a solution to watering the troughs. PB thought that a nursery could be approached to fill the troughs, but watering was the main issue. GO had asked his window cleaner but they use ionised water, which is not suitable for plants.	Continues
29.3	SW said that he had seen an item on BBC about Rudgwick Council and the use of Solar powered speed cameras. In addition, the cameras sent a message to a telephone app. SW asked that Rudgwick Parish Council be approached to obtain more information about the system they use.	Clerk

The meeting closed at 9:25pm.

The next Full Meeting of the Council will be held on 7.30pm 15th June 2021