



Sherborne St. John Parish Council

**MINUTES of the
SHERBORNE ST. JOHN PARISH COUNCIL
ANNUAL PARISH COUNCIL MEETING
Wednesday 25 May 2022. Start time 20:05 pm
The Chute Pavilion, Vyne Road**

Councillors present: Richard Morgan (RM) - Chair, Lynda Agnew (LA) – Vice-Chair, Carl Davies (CD), and James Rowley (JR).

Plus: Melanie Camilleri (MC) – Locum Clerk/Responsible Financial Officer
Terry Buller – Grounds Manager
Cllr Rhydian Vaughan (Hampshire County Council)
Cllr David McIntyre (Basingstoke & Dean BC)
Cllr Jay Ganesh (Basingstoke & Dean BC – Planning & Infrastructure)
Five members of the public.

MINUTES

- 55/22 Election of the Chair and acceptance of office**
Resolved unanimously that Cllr Richard Morgan be elected Chair for the municipal year. Cllr Richard Morgan accepted and signed the acceptance of office.
- 56/22 Election of the Vice-chair and acceptance of office**
Resolved unanimously that Cllr Lynda Agnew be elected Vice-Chair for the municipal year. Cllr Lynda Agnew accepted and signed the acceptance of office.
- 57/22 Apologies for Absence:**
- Cllr Richard Williams reported that Cllr David McIntyre has resigned as a Councillor of Sherborne St. John Parish Council as he has been elected to office with Basingstoke & Dean Borough Council (representing Sherborne St. John & Rooksdown). MC to request a Notice of Vacancy.
 - Cllr Simon Bound (Basingstoke & Dean BC)
- 58/22 Declarations of interest: None**
- 59/22 The Minutes: of the Parish Council Meeting held on 27 April 2022, and the Annual Parish Meeting held on 21 April 2021 were unanimously approved.**
- 60/22 Open Forum**
Matters arising to add to the June Agenda:-
- Fencing for Allotments (stop badgers accessing). Quotes to be obtained.
 - Play Park Project – check H&S requirements incl Risk Assessment with Vitaply for installation
 - Hedges encroaching causing a hazard to pedestrians (property owners' responsibility).

61/22

Governance

- s29(1) of the Localism Act 2011: all members agreed to review and update, if necessary, their Councillors' Register of Interests.
- Compliance with The Local Government (Transparency Requirements) (England) Regulations 2015 – the Internal Audit Report has highlighted a number of areas where the Parish Council is non-compliant. It was unanimously agreed that MC and the Councillors will create an Action Plan to close these gaps.
- Given the findings of the Internal Audit Report, it was unanimously agreed that the Standing Orders will be fully reviewed. MC to lead this task.
- Given the findings of the Internal Audit Report, it was unanimously agreed that the Financial Regulations will be fully reviewed. MC to lead this task.
- Consider continuation of the following Subscriptions:
 - HALC/NALC. Noted
 - LCPD Bronze Membership (HR Service): Noted
 - Zoom Pro: Not to be renewed (free subscription will meet needs)
 - SLCC: This is a personal membership and not to be funded by the Parish Council
 - ALCC: This is a personal membership and not to be funded by the Parish Council
 - ICO: Noted. MC reported that if paid by DD the subscription is reduced from £40 to £35.
 - National Allotment Society: Noted
- Noted Electricity supply contract for Chute is with SSE
- Noted Gas supply contract for Chute is with Crown Gas & Power (3-year contract expires 2023)
- Noted Water supply contract is with Castle Water
- Noted start date of Broadband contract with BT
- Noted end date of mobile phone contract with O2 (after which will move to BT)
- Unanimously agreed to continue funding the Community Transport Bus (Local Government and Rating Act 1997, s 26-29) at the increased cost of £66.66/week
- Noted Annual Play Park Safety Inspection is next due Sept 2022
- Internal Auditor for 2022/23 AGAR – unanimously agreed to appoint J K Murray.
- Noted the appointed External Auditor is PKF Littlejohn
- Councillor assignment of responsibilities, memberships of groups and committees, and representatives to external bodies. Unanimously agreed:-
 - Cllr Carl Davies: Treasurer
 - Cllr James Rowley: Planning
 - Cllr Lynda Agnew: Planning support

62/22

Finance

- i) Annual Governance and Accountability Return 2021/22 Form 3
 - a) Results of the Annual Internal Audit Report: actions arising
 - b) Section 1 – Annual Governance Statement: completed, approved, and signed. Action Plan to be produced setting out how the Parish Council will address the issues identified for each 'No' response given (to accompany submission to the external auditor PKF Littlejohn)
 - b) Bank Reconciliation: approved
 - c) Section 2 – Accounting Statements: completed, approved, and signed
 - d) Explanation for High Reserves: approved
 - e) Explanation of Variances Report: approved

- f) The Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return- date for publication and dates set for the inspection period to be agreed – pending approval of Action Plan b) above.
- ii) Community Infrastructure Levy (CIL)
 - a) The Parish Council Neighbourhood CIL Report 01 April 2021 – 31 March 2022 shows CIL funds held = £28,527.79. MC to send the signed report to Basingstoke & Dean BC.
 - b) RM reported 100% of these CIL funds (including £9,191.33 S106 monies and £25,457.90 Grant monies) will be used for the Play Park Project being delivered by Vitaplay. As the cost of Play Park Project is £64,394 (excl VAT) balance funds £1,217 will be met by Sherborne St. John Parish Council.
- iii) The Cash Flow Report and payments were unanimously approved. See APPENDIX.

63/22

Employment matters

- i) To review basic no. hours of employment for the Grounds Maintenance contract
- ii) To review basic no. hours of employment for the Litter Picker contract
- iii) To agree the approval process for Employee's overtime, if it is deemed necessary by the Parish Council
- iv) Continuation with Edmonds Accounting for Payroll
An Extraordinary General Meeting will be held to discuss and agree these matters.

64/22

Chute Recreation Ground

- i) Reports on:-
 - a. Playground Equipment Project - Vitaplay installation due 14 June, subject to lead time on equipment being delivered
 - b. Quotation from Alliance Heating to carry out repairs and maintenance on the mains water filtration system (which includes 1st annual service free of charge provided booked within 1 month of works completed date): unanimously approved.
 - c. Installation of WiFi (BT): BT delays with installation

65/22

Queen's Platinum Jubilee Celebrations

- i) RM confirmed the ticketed event at The Chute will start 1pm. Food will be served 3-5pm.

66/22

Councillors Reports: None

67/22

Correspondence, AOB, urgent matters: None

68/22

Date of next meeting

The date of the next Meeting for **Sherborne St. John Parish Council** will be held on **Wednesday 29 June 2022 at 7:15pm** in **The Chute Pavilion, Vyne Road, RG24 9HX**

Being no further business, Cllr Richard Morgan closed the meeting at 8:56pm.

DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING

APPENDIX

Account Balances

Treasurers Account: 23 May 2022: £164,617.04

Payments

Payee	Detail	Amount £ (incl vat)	Method
Martin Stewart	New Equipment	39.50	055
Basingstoke and Dean BC	Community Transport	50.00	056
Void	Void	0.00	057
SSJ Village Hall	Coffee Morning 14 & 28 March	33.60	058
HALC/NALC	Void	0.00	059
Cllr R Morgan	Flags for Ukraine/Jubilee	23.23	060
Void	Void	0.00	061
Void	Void	0.00	062
Rokill	Pest Control	135.08	DD
Cllr McIntyre	Expenses	72.42	063
Member of public	Chute Hire Deposit Return	60.00	064
Member of public	Chute Hire Deposit Return	75.00	065
Member of public	Chute Hire Deposit Return	75.00	066
National Allotment Society	Subscription	67.00	067
Member of public	Chute Hire Deposit Return	100.00	068
Cllr Morgan	Stamps	34.00	069
Void	Void	0.00	070
Mr M Barnett	Professional fees	800.70	071
Mr M Barnett	Professional fees	800.70	072
Mr M Barnett	Professional fees	800.70	073
Mr M Barnett	Professional fees	800.70	074
Crown Gas & Power	Gas supply	534.69	DD
Member of public	Chute Hire Deposit Return	75.00	075
Basingstoke & Dean BC	Community Transport	61.00	076
Void	Void	0.00	077
O2	Mobile phone	44.39	DD
Cllr Morgan	Postage	7.45	078
Void	Void	0.00	079
Basingstoke & Dean BC	Community Transport	66.66	080
Mr Buller	Expenses	57.75	081
Southern Electric	Electricity supply	70.00	DD
Ms Nicola Wise	Marnel Park Jubilee celebrations (replacement chq 070 and 079)	495.45	082
Cllr Morgan	Phone expenses (bank account access)	38.96	083
Rocon	Chute drive repair	507.60	084
Rocon	Chute drive repair	507.60	085
Salaries	Salaries	290.51	086
Void	Void	0.00	087
Salaries	Salaries	594.50	088
HMRC	April payroll Tax & NI	326.80	089
Void	Void	0.00	090
Member of public	Chute Hire Deposit Return	60.00	091
SSJ Village Hall	Coffee Mornings 11 & 25 April	33.60	092
Salaries	Salaries	657.83	093
HALC/NALC	Subscription (replacement chq 059)	580.93	094
Mowmate	Ride on Mower repair	149.86	095
Basingstoke & Dean BC	Community Transport	215.98	096
Castle water	Water supply	1,627.55	DD
Alliance Heating	Water leak	156.00	097
Basingstoke & Dean BC	Community Transport	66.66	098
Vitaplay	Deposit for Playground Equipment	7,739.28	099
Crown Gas & Power	Gas supply	312.32	DD

Cllr Morgan	Postage	6.85	100
J K Murray	Internal Audit	450.00	101
O2	Mobile Phone	44.39	DD
TSP	Traffic Data	540.00	102
Member of public	Chute Hire Deposit Return	65.00	103
Highland Holdings	Balance payment Platinum Jubilee Food	2,673.00	104
Member of public	Chute Hire Deposit Return	65.00	105
Member of public	Chute Hire Deposit Return	65.00	106
Total debit		£23,155.24	

Receipts

Payee	Detail	Amount £	Method
Summit Judo	Chute Hire	205.95	S/Order
Member of public	Chute Hire	132.00	FPI
Basingstoke & District	Chute Hire	60.00	FPI
Member of public	Chute Hire	139.00	FPI
Member of public	Chute Hire	65.00	FPI
Aerial Direct		8.00	BGC
SSJ Village Hall	Loan repayment	250.00	S/Order
Member of public	Chute Hire	92.00	FPI
Yoga Blissipline	Chute Hire	390.00	FPI
Member of public	Chute Hire	120.50	FPI
Tennis Club	Chute Hire	812.00	FPI
Basingstoke & Dean BC	Precept – 1 st Instalment	21,685.00	BGC
Basingstoke & Dean BC	Grass cutting/Litter Picking Grants	5,489.00	BGC
Summit Judo	Chute Hire	205.95	S/Order
Member of public	Chute Hire	148.25	FPI
Piccolo	Chute Hire	864.00	FPI
Aerial Direct		8.00	BGC
Member of public	Chute Hire	120.50	FPI
SSJ Village Hall	Loan repayment	250.00	S/Order
Member of public	Chute Hire	76.00	FPI
Member of public	Chute Hire	120.50	FPI
Total credit		£31,241.65	