



## Sherborne St. John Parish Council

**MINUTES of the  
ANNUAL PARISH COUNCIL MEETING  
Of SHERBORNE ST. JOHN PARISH COUNCIL  
Wednesday 15 MAY 2024: Commenced 8pm  
(Immediately after the Annual Parish Meeting)  
The Chute Pavilion, Vyne Road**

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Councillors present: Richard Morgan – Chair (RM), Jane Bechelet (JB), and Carl Davies (CD).

Plus: Councillor Simon Minas-Bound (Basingstoke & Dean BC).

Plus: Melanie Camilleri (MC) – Clerk & Responsible Financial Officer  
Terry Buller – Grounds/Site Manager  
6 members of the public

### MINUTES

- 53/24 Councillors' Acceptance of Office (signed declarations) following the 02 May election:**  
All elected Councillors signed their Acceptance of Office paperwork.
- 54/24 Election of the Chair for the municipal year 2024/25:** RM proposed by CD, seconded by JB, and unanimously approved. JB accepted office.
- 55/24 Election of the Vice-chair for the municipal year 2024/25:** Deferred to the 24 July meeting.
- 56/24 Public Question Time:** All matters covered under the Annual Parish Meeting.
- 57/24 Apologies for absence:** Cllr David McIntyre, Cllr Rhydian Vaughan, and Cllr Linda Agnew
- 58/24 Declarations of Interest:** None
- 59/24 Minutes: RESOLVED:** the Minutes of the Parish Council's Meeting held on **27 March 2024** were approved.
- 60/24 General Powers of Competence (under Localism Act 2011)**  
i) RESOLVED that SSJPC meets the eligibility criteria and declares General Powers of Competence
- 61/24 Councillor vacancy**  
i) The application from James Rowley was considered. RESOLVED: that he be co-opted to fill the remaining vacancy with immediate effect. MC will send Mr Rowley the necessary paperwork for completion.
- 62/24 Governance**  
• s29(1) of the Localism Act 2011: RESOLVED: confirmed Councillors' Register of Interests are published and up to date.

- **RESOLVED:** Councillor's confirmed their commitment to abide by The Local Government Association's Model Councillor Code of Conduct
- Dates of all Ordinary Meetings of full council up to and including the next Annual Parish Council Meeting in 2025 were agreed.
- **RESOLVED:** The following Policies and Procedures were approved and adopted: -
  - Standing Orders
  - Financial Regulations
  - General Reserves Policy
  - Publication Scheme and FOI Requests
  - Complaints Policy

**63/24 Finance Part 1: Annual Governance**

- i) **RESOLVED:** the signatories on the Council's Bank Accounts for orders of payment are RM, CD, and LA
- ii) **RESOLVED:** CD appointed to at least once in each quarter, and at each financial year end, verify bank reconciliations (for all accounts)
- iii) **RESOLVED:** continuation of variable DD payments set-up: Rokill, O2, Castle Water, WME, ICO
- iv) Note the Annual Subscriptions: ICO and HALC/NALC
- v) Conformed insurance cover in respect of all insured risks, as set out in the Asset Register (including land and building assets)

**64/24 Finance Part 2: Internal and External audit**

- i) Annual Governance and Accountability Return 2023/24 Form 3
  - a. **RESOLVED:** confirmation that there are no conflicts of interest with the external auditor, BDO LLP
  - b. Noted the Bank Reconciliation ending 31 March 2024
  - c. Noted the Internal Auditor's Report
  - d. **RESOLVED:** Section 1 – Annual Governance Statement was approved
  - e. **RESOLVED** Section 2 – Accounting Statements was approved. It was noted that the turnover does not exceed £200K and therefore the external auditor does not need to conduct an intermediate review.
  - f. **RESOLVED** : Explanation of Significant Variances Report was approved
  - g. **RESOLVED:** the dates for the period of the exercise of Public Rights and Publication of unaudited Annual Governance and Accountability Return were approved

MC will now publish the documents on the Parish Council's website and submit all necessary documentation to the external auditor, BDO.

**65/24 Finance Part 3: Payments**

- i) **RESOLVED** : the Cash Flow Report and payments were approved. See Appendix.
- ii) **RESOLVED:** the Bank Reconciliation prepared by the RFO was verified, approved, and signed-off as correct by CD and RM

**66/24 Planning**

- i) To consider applications received and resolve on recommendations to be made to BDBC Planning Authority

**T/00202/24/TCA:** Swan Cottage 5 Kiln Road Sherborne St John Hampshire RG24 9HS  
 Proposal: Cherry tree crown reduction by 1-2 meters taking the height from approximately 7 meters to approximately 5 meters with a finished approximate canopy spread of 4 meters

Observation Date: 07 May 2024

**RESOLVED:** No Objection

**24/00931/LBC:** The Vyne Vyne Road Sherborne St John Hampshire RG24 9HL  
Proposal: Listed Building Consent to revert two rooms (kitchen and bathroom) within redundant Buttery Flat back into one single room, to include removing the stud wall and modern splash back tiles and any kitchen or bathroom plumbing

Observation Date: 22 May 2024

**RESOLVED:** No Objection

**24/00948/ROC:** 17 Paice Gardens Basingstoke Hampshire RG24 9NX

Proposal: Variation of condition 1 of 23/02358/HSE to increase size of dormer for headroom to bedroom

Observation Date: 22 May 2024

**RESOLVED:** No Objection

**T/00212/24/TPO:** 23 Cranesfield Sherborne St John Hampshire RG24 9LN

Proposal: Full removal of - Goat Willow (T1).

Observation Date: 24 May 2024

**RESOLVED:** No Objection

**T/00224/24/TCA:** The Grange Nursing Home Vyne Road Sherborne St John Basingstoke Hampshire

Proposal: T5901 Ash: fell to ground level. Replace with native hardwood T5914 Ash: fell to ground level

Observation Date: 24 May 2024

**RESOLVED:** No Objection

**24/00752/FUL:** The Grange Nursing Home Vyne Road Sherborne St John Hampshire RG24 9HX

Proposal: Erection of 4 no. 3 bed dwellings (2 no. pairs of semi detached dwellings) with parking and amenity space

Observation Date: 28 May 2024

**RESOLVED:** To consider and make a recommendation under the Scheme of Delegation by 28 May 2024

ii) **42A Manor Road** – Planning Appeal

Planning Ref: 23/02981/HSE

BDBC Appeal Ref: 24/00014/REF

Inspectorate Appeal Ref: APP/H1705/D/24/3342482

**RESOLVED:** To consider and make a recommendation under the Scheme of Delegation by 23 May 2024.

**Weybrook Farm** – Planning Breach Appeal APP/H1705/C/07/2036433

The report of a breach in conditions for planning 17/02580/FUL (change of use Agricultural Store to commercial B8 use) was noted and that SSJPC had made a recommendation to report the matter to BDBC's Enforcement Officer

**67/24**

**Public Footpaths**

- i) The landowner was invited to address Councillors on their proposal to submit a Public Path Order to Hampshire County Council to change the definitive map by diverting footpath no 502 at Mill House. **RESOLVED:** that the matter would be fully considered by all Councillors under the Scheme of Delegation and that a response of support (or otherwise) communicated to the landowner.
- ii) Noted that on 03 April 2024, Hampshire County Council approved an application to change the definitive map for a partial diversion of footpath no 15.

**68/24 Lengthsman**

- i) Noted the Lengthsman Scheme will continue for 2024/25 and 2025/25 at the same level of support (£1,000 per financial year).
- ii) **RESOLVED:** the Lengthsman Scheme Agreement (operated through Pamper Parish Council, Clerk/RFO Chris Gunnell) was signed
- iii) JB compiled a list of jobs for the Lengthsman

Other jobs:

MC to write to PCC with a polite request to cut back their hedge.

CD to assess the condition of the wood (rotting) of the Bus Shelter and report back.

**69/24 Councillors Reports: None****70/24 Correspondence, AOB, urgent matters: None****71/24 Date of next meeting**

- i) The date of the next **Sherborne St.John Parish Council Meeting** will take place on **Wednesday 24 JULY 2024** in **The Chute Pavillion, Vyne Road.**

Being no further business, Cllr Richard Morgan closed the meeting at 9:25pm.

**DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING**

**APPENDIX**

**Treasurers Account Balance:** 30 April 2024 £136,064.91

**Payments: 01 April – 30 April 2024**

Date	Method	Payee	Details	Amount
02 April 2024	BACS	BT	Broadband Chute	51.59
02 April 2024	BACS	SSJ Village Hall	Coffee Morning	56.40
02 April 2024	BACS	Member of public	Deposit refund	60.00
02 April 2024	BACS	ET Planning	NDP Review	348.00
03 April 2024	BACS	SSJFC	Chute clear-up	200.00
05 April 2024	BACS	Basingstoke and Dean BC	Community Transport	66.66
09 April 2024	BACS	Mr R Morgan	Expenses	10.80
11 April 2024	DD	West Mercia	Gas	875.81
12 April 2024	BACS	Basingstoke and Dean BC	Community Transport	66.66
12 April 2024	BACS	Basingstoke and Dean BC	Grounds Maintenance 2024/25	5,165.40
16 April 2024	BACS	West Mercia	Electricity	117.86
16 April 2024	DD	Castle Water	Water Supply	1,037.94
16 April 2024	BACS	Member of public	Deposit refund	125.00
16 April 2024	BACS	Member of public	Deposit refund	65.00
16 April 2024	BACS	Member of public	Deposit refund	125.00
17 April 2024	DD	O2	Mobile phone	52.76
17 April 2024	BACS	ETA Electrical	Repairs lighting	240.00
19 April 2024	BACS	Basingstoke and Dean BC	Community Transport	66.66
26 April 2024	BACS	Basingstoke and Dean BC	Community Transport	66.66
26 April 2024	BACS	ET Planning	NDP Review	1,261.50

29 April 2024	BACS	Member of public	Deposit refund	125.00
29 April 2024	BACS	M Camilleri	Expenses	59.29
29 April 2024	BACS	BT	Broadband Chute	55.38
29 April 2024	BACS	John Murray	Internal Audit	425.00
29 April 2024	BACS	Salaries	Salary April	2,548.65
29 April 2024	BACS	HMRC	Tax Mth 1	704.06
				<b>13,977.08</b>

#### Income Received

Date	Ref. No.	Sender	Details	Amount
April		Yoga Bliss	Hire	312.00
April		Member of Public	Allotment	55.00
April		Member of Public	Allotment	56.00
April		Summit Judo	Hire	205.95
April		Member of Public	Allotment	56.00
April		Member of Public	Allotment	37.50
April		Member of Public	Allotment	50.00
April		Member of Public	Allotment	76.00
April		Member of Public	Allotment	45.00
April		Member of Public	Allotment	50.00
April		Member of Public	Hire	293.00
April		Member of Public	Allotment	100.00
April		Member of Public	Allotment	67.50
April		Member of Public	Allotment	50.00
April		Member of Public	Allotment	50.00
April		Member of Public	Allotment	28.00
April		BDBC	CIL	28,312.16
April		HALC	Refund	198.00
April		Member of Public	Allotment	67.50
April		Member of Public	Allotment	112.50
April		Member of Public	Allotment	56.00
April		Member of Public	Hire	864.00
April		Member of Public	Hire	312.00
April		Member of Public	Hire	233.00
April		Member of Public	Hire	149.00
April		Member of Public	Hire	138.50
April		Member of Public	Allotment	67.50
April		Member of Public	Allotment	135.00
April		HMRC	VAT reclaim	12,774.75
April		Piccolo	Hire	1,344.00
April		Member of Public	Hire	159.50
April		Member of Public	Hire	138.50
April		BDBC	Precept - 1st instalment	29,869.53
				<b>76,463.39</b>