



Sherborne St. John Parish Council

**MINUTES of the
SHERBORNE ST. JOHN PARISH COUNCIL
PARISH COUNCIL MEETING
Wednesday 29 June 2022.
The Chute Pavilion, Vyne Road**

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

Plus: Melanie Camilleri (MC) – Locum Clerk/Responsible Financial Officer
Terry Buller – Grounds Manager
Cllr David McIntyre (Basingstoke & Dean BC)
Six members of the public.

MINUTES

- 69/22** **Apologies for Absence:** Carl Davies (CD) and Cllr Jay Ganesh (Basingstoke & Dean BC – Planning & Infrastructure)
- 70/22** **Declarations of interest:** None
- 70/22** **Minutes:** The Minutes of the **Annual Parish Council Meeting** held on **25 May 2022** were unanimously approved.
- 71/22** **Open Forum & Parish Matters**
To be added to July Agenda:-
 - Consideration for SSJPC to submit an ACV application on the Allotments
- 72/22** **To receive a report from Councillor Rhydian Vaughan (HCC):** Cllr Vaughan was not in attendance.
- 73/22** **To receive a report from Councillor David McIntyre (Basingstoke & Dean BC)**
 - Has now been in the role for 7 weeks
 - Commended the Parish Council on the new Play Park
 - Basingstoke Festival currently taking place. Encouraged people to attend and give their support
 - Contentious Planning Application registered - 22/01669/OUT. Land At Cranesfield Sherborne St John Hampshire. Proposal: outline planning application for the erection of up to 26 dwellings. The Parish Council is a statutory consultee
 - Basingstoke and Deane Borough Council adopted the Local Plan 2011-2029. Its review is now underway – next stage is a Reg 18 for consultation.
 - The crossing on A340 has been closed by HCC for safety reasons. Only the streetlight has been damaged meaning SSE is responsible for the repair. He will now establish SSE point of contact to make the repair. He will also contact Cllr Vaughan to gain HCC Highways support expediting the repair given the importance of the crossing to pedestrians.

- Rumble strips on A340 – data gathered to evidence there is a speed issue. He will ask Thames Valley Police to take a more active role in speed enforcement. He will also explore with HCC Highways other measures to slow vehicles down.
- HCC Highways have allocated funding for road maintenance. Important that members of the public report online. See link [Report a pothole | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/report-a-pothole)

74/22

Planning

i) To Consider the following applications:-

22/01404/AGPD: Weybrook Farm West End Sherborne St John Hampshire RG24 9WF

Proposal: Erection of 2 no. steel frame sheds for the use of storage for hay/straw and for housing Bulls in winter and a covered area for manure pile Grid Ref: 461659, 156541

Agricultural determination for a proposed development as to whether the proposed works constitute permitted development: For information only as a planning application is not required. Notwithstanding this, the Councillors noted there are no grounds to object.

22/01460/HSE: 9 Aldermaston Road Sherborne St John Hampshire RG24 9LA

Proposal: Erection of a new detached garage (amended scheme to that approved under 17/02541/HSE) Grid Ref: 461777, 155502

Unanimously agreed No Objection on the condition that the garage is for ancillary use only and is 'subordinate' to the principal use of premises.

ii) BDBC's Economy Planning and Housing Committee draft Spatial Strategy

Cllr Rowley reported that on 09 June BDBC's Economy Planning and Housing Committee met to consider a draft Spatial Strategy which proposes 1800 houses up to 2039 in the Borough.

Following representation made by some parishes and Councillors, the Strategy was rejected as premature before further debate on the case for lowering overall housing number and recently published Water Cycle Study and Transport Assessment.

Whitchurch Conservation Group experts will now be critically assessing the Water Cycle Study in association with BDBC and WTC. In addition, running the Chelmer Population and Housing Model to provide a more credible assessment of the overall housing requirements for the Borough.

Maria Miller MP held a meeting on the Local Plan Update on 23 June.

Meeting to take place in the Village Hall 03 July 2022.

75/22

AGAR submission 2021/22

i) Section 1 Annual Governance Statement 2021/22

Unanimously resolved that the Action Plan (setting out how the Parish Council will address the issues identified for each 'No' response given) be approved and sent to the external auditor, PKF Littlejohn.

ii) Unanimously resolved that 'The Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return' will be published on Thursday 30 June 2022 with an inspection period of Friday 01 July 2022 – Thursday 11 August 2022.

76/22

Finance

- i) Fencing quote for Sunnyside Allotment: unanimously approved
- ii) Quotes for a) repair of the Church path (near the pond) and b) repair defective section of handrail by Chute entrance: unanimously approved
- iii) The Cash Flow Report and payments were unanimously approved. See APPENDIX

77/22

Lengthsman

- i) Jobs: cut back vegetation obstructing road signs.

78/22

Councillors Reports

JR

- Play Area will be finished, and a safety inspection will be carried out Thurs 30th June 4pm before it can be officially opened to members of the public. BDBC Safety Team will also attend inspection. Leaders Grant will be paid upon the inspection being approved. Settlement of Vitaplay's invoice can then take place. After Leaders Grant and CIL monies, £1,217 shortfall will be met by the Parish Council. Consideration to be given to an official opening ceremony in Sept with local press to publicise.
- Group of young people with rowdy behaviour congregating at The Chute. He will speak to the PCSO Emma Payne and Paula James to raise a police presence.

RM

- £10K grant available from Basingstoke Voluntary Organisation (who work in conjunction with the Council) for projects which deliver community benefits involving continuity and resilience. Deadline is 28 July. It was agreed that SSJPC will submit an application for Scribe (as an automated Chute Booking system), improve disabled access to The Chute's Car Park/path, instal security CCTV at The Chute/Play Park. JR will co-ordinate completion of the application.
- He's received a congratulatory email from BDBC to use of the £500 grant they awarded towards the Platinum Jubilee Picnic
- Online access to SSJPC bank accounts now in place

LA

- Dealt with a 'noisy neighbour' complaint by writing directly to the household in question.

79/22

Correspondence, AOB, urgent matters

- i) The Chute's gas service checks booked for 28 July.

80/22

Resolved unanimously to close Agenda item 81/22 to members of the public and press under the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) by reason of the personal nature of the business to be discussed

81/22

The Chute Booking

- i) New charges to be implemented wef 01 August 2022:-
 - a. Parishioners discounted rate £18/hr
 - b. Non-parishioners £21/hour
 - c. Regular block bookings for businesses: £rate/hour to be further considered and agreed
 - d. Security Deposit: £125
- ii) Revised booking process and T&Cs unanimously approved – to be published on the SSJPC website

82/22

Resolved unanimously to close Agenda item 83/22 to members of the public and press under the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) by reason of the personal nature of the business to be discussed

83/22

HR matters

- i) The 'Disciplinary & Grievance Committee Terms of Reference' was unanimously approved and adopted
- ii) The 'Disciplinary & Grievance Appeals Panel Terms of Reference' was unanimously approved and adopted
- iii) Unanimously resolved to uphold:-
 - 1. The Report dated 12 April 2022 produced by the independent HR Consultant Mike Barnett (of Mike Barnett Human Resources) following his investigation on matters relating to the potential misconduct of the SSJPC Clerk/RFO, and
 - 2. The findings of the Disciplinary Panel, led by the independent HR Consultant Helen McDougall, following Disciplinary Procedures they carried out in consideration of the Report dated 12 April 2022Accordingly, it was unanimously resolved that the SSJPC Clerk/RFO's contract of employment be terminated immediately and without notice. Helen McDougall will be asked to produce the letter of notification to the SSJPC Clerk/RFO for Council's prior approval.
- iv) Cllr Agnew reported that the Grievance Process brought by SSJPC Clerk/RFO against the Parish Council will reach its conclusion on 11 July 2022.

84/22

Date of next meeting

The date of the next Meeting for **Sherborne St. John Parish Council** will be held on **Wednesday 20 July 2022 at 7:15pm** in **The Chute Pavilion, Vyne Road, RG24 9HX**

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: 29 June 2022: £149,589.67

Payments

| Payee | Detail | Amount £ (incl vat) | Method |
|-----------------------|-----------------------------|---------------------|-------------|
| Southern Electric | Electricity supply | 70.00 | DD |
| Castle Water | Water supply | 146.88 | DD |
| O2 | Mobile phone | 44.39 | DD |
| Crown Gas & Power | Gas supply | 230.72 | DD |
| Rokill | Pest Control | 91.20 | DD |
| Southern Electric | Electricity supply | 70.00 | DD |
| SSJ Village Hall | 50% Jubilee Grant from BDBC | 250.00 | 107 |
| Staff Expenses | May | 23.40 | 108 |
| Staff Salaries | May | 1,589.29 | 109/110/111 |
| Basingstoke buses | Community bus | 66.66 | 112 |
| Cllr R Morgan | Expenses | 34.20 | 113 |
| HMRC | Payroll May Tax & NI | 339.00 | 114 |
| Basingstoke buses | Community bus | 66.66 | 115 |
| Cllr R Morgan | Reimbursements | 25.00 | 116 |
| Member of public | Chute Hire Deposit Return | 75.00 | 117 |
| Chubb Fire & Security | Annual Service | 322.72 | 118 |
| Basingstoke buses | Community bus | 133.32 | 119 |
| Member of public | Chute Hire Deposit Return | 65.00 | 120 |
| Cllr R Morgan | Expenses | 16.32 | 181 |
| Association | Chute Hire Deposit Return | 122.00 | 182 |
| Basingstoke buses | Community bus | 66.66 | 183 |
| Rokill | Pest Control | 91.20 | 184 |
| Void | Void | 0.00 | 185 |
| Member of public | Chute Hire Deposit Return | 60.00 | 186 |
| Member of public | Chute Hire Deposit Return | 65.00 | FPO |
| Staff Salaries | June | 1,599.02 | FPO |
| Staff Expenses | Expenses | 241.31 | FPO |
| HMRC | Payroll June Tax & NI | 341.00 | FPO |
| Alliance Heating | Inv 3007 | 1,295.52 | FPO |
| Total debit | | £7,541.47 | |

Receipts

| Payee | Detail | Amount £ | Method |
|------------------|----------------|------------------|---------|
| Member of public | Chute Hire | 157.60 | FPI |
| BDBC | Jubilee Grant | 500.00 | BGC |
| Summit Judo | Chute Hire | 205.95 | S/Order |
| Yoga Blissipline | Chute Hire | 312.00 | FPI |
| Member of public | Chute Hire | 110.00 | FPI |
| Member of public | Chute Hire | 157.50 | FPI |
| Member of public | Chute Hire | 348.00 | FPI |
| Aerial Direct | | 8.00 | BGC |
| Member of public | Chute Hire | 120.50 | FPI |
| Member of public | Chute Hire | 120.50 | FPI |
| SSJ Village Hall | Loan repayment | 250.00 | S/Order |
| Member of public | Chute Hire | 105.00 | FPI |
| Member of public | Chute Hire | 100.00 | FPI |
| Member of public | Chute Hire | 75.00 | FPI |
| Member of public | Chute Hire | 48.00 | FPI |
| Member of public | Chute Hire | 165.00 | FPI |
| Piccolo | Chute Hire | 984.00 | FPI |
| Member of public | Chute Hire | 129.50 | FPI |
| Member of public | Chute Hire | 141.50 | FPI |
| Rokill | Refund | 91.20 | BGC |
| Total credit | | £4,129.25 | |