



Sherborne St. John Parish Council

**MINUTES of the
ANNUAL PARISH COUNCIL MEETING
Of SHERBORNE ST. JOHN PARISH COUNCIL
Wednesday 24 May 2023.
The Chute Pavilion, Vyne Road**

Councillors present: Richard Morgan – Chair (RM), Jane Bechelet (JB), James Rowley (JR), Carl Davies (CD), David McIntyre (DM), and Jay Ganesh (Basingstoke & Dean BC)

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

MINUTES

- 45/23 Election of the Chair and acceptance of office: RESOLVED:** RM unanimously elected as Chair. Declaration of Acceptance of Office completed.
- 46/23 Election of the Vice-chair and acceptance of office: RESOLVED:** Deferred to the 28 June 2023 meeting
- 47/23 Open Forum & Parish Matters**
Period of time designated for Public Participation in accordance with the Standing Orders.
Allotments:-
 - ACV submitted? Not yet due to workload and priorities.
 - Two termination letters required due to non-cultivation of plots. MC will be sent details. People are on the waiting list.
 - Allotments at Spears Meadow to be taken on by SSJPC. DM will send MC details.
 - A couple of issues with invoicing – some over 65s were not identified as such on the spreadsheet and invoiced too much. If this has happened, contact MC and refunds will be made.
 - Clarified Over 65s still get a discount (although not 50% as in previous years). Rates were agreed and published in the Minutes 22 Feb (24/23).
- 48/23 Apologies for Absence:** Cllr Linda Agnew (LA)
- 49/23 Declarations of interest:** None
- 50/23 Minutes**
i) The Minutes of the Meeting held on **26 April 2023** were approved.
- 51/23 Governance**
 - s29(1) of the Localism Act 2011. RESOLVED: Councillors' Register of Interests are published and up to date.
 - RESOLVED: Councillor's commitment to abide by The Local Government Association's Model Councillor Code of Conduct

- RESOLVED: To re-adopt the Standing Orders
- RESOLVED To re-adopt amended Financial Regulations
- RESOLVED: To re-adopt the Publication Scheme for requests made under the Freedom of Information Act 2000

52/23

Planning

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

23/00875/FUL: The Vyne Vyne Road Sherborne St John Hampshire RG24 9HL

Proposal: Demolition of existing concrete spillway and removal of pedestrian bridge at junction of Large and Lower Lake. Construction of new concrete spillway with attached eel pass within Large and Lower Lake, erection of new footbridge along with associated land raising to east and west of existing dam. Erection of new brick flood wall over bypass culvert. Re-grading of existing banks to Large and Lower Lakes and north dam (Amendment to Planning Permission reference 20/00248/FUL to change the design and materials of the footbridge) (Part Retrospective)

RESOLVED: No Objection

53/23

Finance Part 1: Annual Governance

- i) RESOLVED: the signatories on the Council's Bank Accounts are RM and CD
- ii) RESOLVED: to continue variable DD payments set-up: O2, Rokill, Castle Water, WME (gas & electricity)
- iii) Noted the following Annual Subscriptions:-
- HALC/NALC
 - ICO
 - National Allotment Society
 - National Trust
- iv) RESOLVED: noted and confirmed arrangements for insurance cover in respect of all insured risks for 2023/24
- v) Ordinary Meetings of full council for remainder of 2023 will be held on: 28 June, 26 July (will take place in the Village Hall), 27 Sept, 25 October, 29 November, 13 December.

54/23

Finance Part 2

- i) Annual Governance and Accountability Return 2022/23 Form 3
- RESOLVED: there are no conflicts of interest with the new external auditor, BDO LLP
 - Noted the Bank Reconciliation ending 31 March 2023
 - Noted the Internal Auditor's Report
 - RESOLVED: approval of Section 1 – Annual Governance Statement
 - RESOLVED: approval of Section 2 – Accounting Statements
 - RESOLVED: approval of the Explanation of Significant Variances Report
 - RESOLVED: the period of the exercise of Public Rights and Publication of unaudited Annual Governance and Accountability Return will commence Monday 05 June 2023 and end Friday 14 July 2023.
- ii) To consider and resolve to approve the S137 grant application from the Village Hall seeking a financial contribution towards the purchase of King Charles III Coronation commemorative mugs. Deferred until such time the completed application has been received.
- iii) RESOLVED: the Cash Flow Report and payments were approved (see Appendix A)

55/23

Tennis Club

- i) RM delivered the following update on work undertaken / programme in hand for the Tennis Club:-
- Weedkiller applied Sept 2022
 - Weeds cut-back Feb 2023
 - Annual Maintenance contract approved meeting 07 Sept 2022 (Minute 111/22 iii)
- ii) RESOLVED: to invoice the Tennis Club £800 for 2022 and £800 for 2023.

56/23

Councillors Reports

- CD delivered a report on Finance
- JR delivered a report on Planning and status on the NDP
- JB:-
 - delivered an update on the Lengthsman
 - suggested the *Walks in Area* Map on the Noticeboard is made more visible (potentially move the Noticeboard) and more widely published e.g website

57/23

Correspondence, AOB, urgent matters: None

58/23

RESOLVED: Agenda item 59/23 would be closed 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

59/23

Confidential employment matters

- RESOLVED: SCP for permanent employees have been uplifted in line with National Salary Award announced Nov 2022. Backdated pay awarded. CD to issue up to date contracts.
- RESOLVED: RM to co-ordinate and conduct interview for a potential applicant for the Clerk/RFO vacancy.
- RESOLVED: Should the applicant be successful, there will be a transitional hand-over period supported by the Locum MC.

60/23

Date of next meeting

The date of next **Sherborne St. John Parish Council Meeting** will be held on **Wednesday 28 June 2023** in **The Chute Pavilion, Vyne Road, RG24 9HX**.

Being no further business, Cllr Richard Morgan closed the meeting at 8:50pm.

DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING

APPENDIX A

Treasurers Account Balance: 20 April 2023: £74,453.60

Payments

Payee	Detail	Amount £ (incl vat)	Method
R Morgan	Expenses	2.40	FPO
Basingstoke buses	Community Bus	66.66	FPO
Rokill	Pest Control	139.92	DD
O2	Mobile phone	50.32	DD
Basingstoke buses	Community Bus	66.66	FPO
Church of St.Andrews	\$137 Grant	1,500.00	FPO
Trafalgar Cleaning	Cleaning	229.41	FPO
Scarp	Plan Review + expenses	2,627.27	FPO
		325.96	

Receipts

Payee	Detail	Amount £	Method
Summit Judo	Chute Hire	205.95	S/Order
Member of Public	Chute Hire	272.00	FPI
Member of Public	Chute Hire	251.00	FPI
Piccolo	Chute Hire	708.00	FPI
Member of Public	Chute Hire	60.00	FPI
		1,496.95	