

DRAFT

SOBERTON PARISH COUNCIL

DRAFT Minutes of the AGM of Soberton Parish Council held
Tuesday 17th May 2022 in Soberton Village Hall

PRESENT: Cllrs Mr D Cleeve, Ms R Cole, Mr N Findlay, Mr S Marland, Mr D Salmon, Mr J Sherwood, Mrs V Weston

In attendance: County Councillor Mrs Patricia Stallard
District Councillors Mr Frank Pearson, Mr Malcolm Wallace &
Mrs Vicky Weston
Acting Clerk Mrs Liz Manship
Members of the Public: 2

58/22 TO ELECT THE CHAIRMAN

In the absence of the Chairman & Vice-Chairman, Cllr Findlay was appointed to chair this item.

Resolved:

Cllr Hyland was resolved as Chairman

Proposed: Cllr Marland Seconded: Cllr Salmon All Agreed.

59/22 THE CHAIRMAN TO SIGN THE DECLARATION OF ACCEPTANCE TO OFFICE

Resolved:

That Cllr Hyland may sign the Declaration of Acceptance to Office as Chairman before or at the next meeting to which he is summonsed.

Proposed: Cllr Cleeve Seconded: Cllr Marland All Agreed.

60/22 TO ELECT THE VICE-CHAIRMAN

Resolved:

Cllr Findlay was resolved as Vice-Chairman

Proposed: Cllr Cole Seconded: Cllr Cleeve All Agreed.

61/22 THE VICE-CHAIRMAN TO SIGN THE DECLARATION OF ACCEPTANCE TO OFFICE

Cllr Findlay signed the Declaration of Acceptance to Office.

In the absence of the Chairman, Cllr Findlay chaired the remainder of the meeting.

62/22 WELCOME, APOLOGIES FOR ABSENCE AND

Cllr Findlay welcomed everyone to the meeting, thanked D/Cllrs Pearson, Wallace and Weston for their attendance, advised that C/Cllr Stallard would be joining the meeting a little later, and welcomed D/Cllr Wallace, as a new District Councillor following the elections.

Apologies for absence were received from Cllr Hyland (Vacation) & ACSO Gary McCulloch.

63/22 DISCLOSURE OF INTERESTS

No disclosures were made.

64/22 MEMBERS DECLARATION OF ACCEPTANCE OF OFFICE

The Clerk advised that all councillors present had signed the Declaration of Acceptance to Office before her.

Resolved

That Cllrs Hyland and Turner may sign the Declaration of Acceptance of Office before or at the next meeting to which they are summonsed.

Proposed: Cllr Findlay Seconded: Cllr Marland All Agreed.

65/22 PUBLIC PARTICIPATION

2 members of the public expressed their interest in being co-opted onto the Council. The Vice-Chairman thanked them for their interest and attendance and advised the process of co-option was tabled as an agenda item later in the meeting.

66/22 COUNTY & DISTRICT COUNCILLRS AND ACSO REPORTS

Reports were received from C/Cllr Stallard, D/Cllrs Pearson, Wallace and Weston and ACSO Gary McCulloch. Their reports to be uploaded to the website.

67/22 MINUTES OF THE LAST MEETING HELD ON 19th APRIL 2022

Resolved

The Minutes of the last meeting, having been previously circulated, were taken as read and signed by the meeting Chair.

Proposed: Cllr Cleeve Seconded: Cllr Marland All Agreed.

68/22 TO APPOINT COMMITTEES, SUB-GROUPS AND COUNCIL REPRESENTATIVES

Resolved

Existing Members of Committees and Sub-Groups to continue, to offer consistency.

Proposed: Cllr Findlay Seconded: Cllr Marland All Agreed

a) **Policy Committee** – 5 members – Cllrs Findlay, Hyland and Turner to continue.

Cllr Weston Proposed: Cllr Sherwill Seconded: Cllr Marland All Agreed.

Cllr Cole Proposed: Cllr Weston Seconded: Cllr Findlay All Agreed.

Chair: Cllr Findlay

Proposed: Cllr Marland Seconded: Cllr Cleeve 5 agreed.

b) **Actions Committee** – 5 members – Cllrs Hyland, Marland and Salmon to continue.

Cllr Sherwill Proposed: Cllr Weston Seconded: Cllr Marland All Agreed.

Cllr Cleeve Proposed: Cllr Marland Seconded: Cllr Cole All Agreed.

Chair: Cllr Cleeve

Proposed: Cllr Marland Seconded: Cllr Findlay All Agreed.

c) **Planning Sub-Group** – 3 members – Cllrs Findlay and Hyland to continue

Cllr Weston Proposed: Cllr Findlay Seconded: Cllr Cole All Agreed.

d) **Finance Sub-Group** – 3 members – Cllrs Hyland and Turner to continue
Cllr Marland Proposed: Cllr Findlay Seconded: Cllr Weston All Agreed.

Council Representatives – to attend meetings of other organisations:

a) Newtown & Soberton Community Action Group
Resolved: Cllr Hyland
Cllr Cleeve to represent Council at the 23rd May 2022 meeting, as JH unavailable.
Proposed: Cllr Sherwell Seconded: Cllr Weston All Agreed.

69/22 CO-OPTION – TIMELINE AND PROCESS

Resolved:

- Vacancies to be advertised in the June magazine, on the noticeboards, website and Facebook.
- Expression of Interest application Form, together with information about Parish Councils, to be available from the Clerk from Monday 6th June 2022
- Completed Expression of Interest application forms to be forwarded to the Clerk by **Friday 24th June 2022** closing date.
- Interviews to be held over the following two weeks by a panel of 3: Cllrs Cleeve, Hyland and Sherwill. If any are unavailable, one of Cllrs Cole, Turner or Weston to be called upon.
- An Extraordinary meeting of Full Council to be called on **Tuesday 12th July 2022 at 7.30pm** for the purpose of Co-option.

Proposed : Cllr Findlay Seconded: Cllr Marland All Agreed

70/22 PARISH COUNCIL INSURANCE

Resolved:

To take out insurance, via Gallagher Insurance Brokers, with Hiscox for an annual premium of £1,572.28, fixed for 3 years.

Proposed: Cllr Marland Seconded: Cllr Findlay All Agreed

71/22 INTERNAL AUDIT 2021/22

Resolved:

The Internal Auditor's report, previously circulated, was received.

Proposed: Cllr Marland Seconded: Cllr Findlay All Agreed.

72/22 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021/22 Annual Governance Statements 2021/22

The Annual Governance Statements, circulated in advance of the meeting, were discussed.

Resolved

The Annual Governance Statements were approved.

Proposed: Cllr Findlay Seconded: Cllr Marland All Agreed.

73/22 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021/22 Accounting Statements 2021/22

The Accounting Statements, circulated in advance of the meeting, were discussed.

Resolved

The Accounting Statements were approved.

Proposed: Cllr Marland Seconded: Cllr Findlay All Agreed.

**74/22 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021/22
The Exercise of Public Rights 2021/22**

Resolved

Dates set for the period for the Exercise of Public Rights are: Mon 20th June to Fri 28th July 2022. To be advertised on the Council's website and noticeboards.

Proposed: Cllr Marland Seconded: Cllr Findlay All Agreed.

**75/22 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021/22
Submission of Papers for External Audit 2021/22**

Resolved

That the approved Annual Governance Statements, Accounting Statements and supporting papers required for External Audit, be forwarded to PKF.

Proposed: Cllr Marland Seconded: Cllr Findlay All Agreed.

76/22 QUEENS PLATINUM JUBILEE CELEBRATIONS

Cllr Marland updated Council on the event.

Resolved:

- a) The Chairman to write a courtesy letter to residents living adjacent to the recreation ground.
- b) A warm invitation is extended to County and District Councillors
- c) The Council to apply for a Temporary Events Licence
- d) St John's Ambulance to be based at the Soberton and Newtown Guide Hut, with the kind agreement of the Guides. The Council agrees the Terms of Use.
- e) Expenses for the event are approved: Children's Entertainer - £300, Bungee Equaliser - £360, Band £300, Stage - £500, St John's Ambulance - £144, Licence - £21, Cleaning/Toilet Roll/Black Bin Bags - £18.10, Hand Sanitiser - £25.99.

Proposed: Cllr Cole Seconded: Cllr Findlay All Agreed.

The Chair extended the Council's thanks to Cllr Marland and the QPG group for all their work putting this event together.

77/22 WINCHESTER CLIMATE ACTION NETWORK

Resolved

That Cllr Sherwill represent Council on the Winchester Climate Action Network

Proposed: Cllr Findlay Seconded: Cllr Cole All Agreed.

78/22 DATA PROTECTION POLICY

Resolved

Discussion of the Data Protection Policy to be postponed to a later meeting, further to the new clerk taking up his position.

Proposed: Cllr Findlay Seconded: Cllr Marland All Agreed.

79/22 PLANNING APPLICATIONS

a. [Discharge of condition 3,5 and 11 of planning application SDNP/19/05711/FUL](#)

Drapers Field Kingsmead Wickham Fareham Hampshire PO17 5AU

Ref. No: SDNP/22/01980/DCOND

Resolved: No Comment

b. [New porch, loft conversion, addition of air- to- water heat pump, patio more than 300mm in height from adjacent ground level, rebuilding of rear extension and addition of photovoltaic panels](#)

2 Valley View High Street Soberton Hampshire SO32 3PN

Ref. No: SDNP/22/02064/HOUS

Resolved: No Comment

c. [2x pine trees - Fell. They are very close to the house and of great concern. The property is screened by approximately 185 trees and this application is to remove 2 trees and replant 4 new trees. \(...\)](#)

Hundred Acres House Hundred Acres Road Wickham Fareham Hampshire PO17 6JD

Ref. No: 22/00893/TPO

Resolved: No Comment

d. [Erection of new detached outbuilding to consist of garage, home office and gym at ground floor with two bedroom self-contained annex at first floor within roof space with use of existing driveway.](#)

Rose Cottage Chapel Road Soberton Hampshire SO32 3PP

22/00478/HOU

Resolved: No Comment

e. [Erection of two infill dwellings](#)

Beriton Heath Road Soberton Hampshire SO32 3QH

Ref. No: 22/00528/OUT

Resolved: Object

Contrary to MTRA3. Yew Tree Cottage sits back from the road, this is not infill and doesn't qualify under the in-fill policy. It compromises Glimpse 13. The design unimaginative. The Council is concerned as to the loss of biodiversity and the possibility of the open pond being filled.

f. [Two storey & single storey side extension to existing two storey dwelling](#)

Penlan Forester Road Soberton Heath Hampshire SO32 3QG

Ref. No: 22/00470/HOU

Resolved: No Comment

f. [Demolition of existing conservatory and replacement extension constructed with mansard roof.](#)

[Existing porch demolished and replaced with a new oak porch with windows.](#)

[Revised fenestration and internal alterations.](#)

Invicta Heath Road Soberton Hampshire SO32 3PQ

Ref. No: 22/00699/HOU

Resolved: No Comment

h. Two storey side extension to form accommodation for elderly parents returning to the UK having retired in Europe

Dulce Domum Church Road Newtown Hampshire PO17 6L

Ref. No: 22/00472/HOU

Resolved: No Comment

i. New Feed and machinery store

West Down Farm Peststead Lane, Soberton Hampshire SO32 3RJ

Ref. No: SDNP/22/02143/APNB

Resolved: Comment Only

The proposal is for a big building on a very high sight. There will be significant visual impact within the SDNPA and the adjacent footpath. The Council requests conditions to ensure materials used blend into the environment.

j. To demolish an existing detached two storey dwelling and a detached double garage and to construct a new single storey detached factory unit with a single storey office side extension. The site will be mostly laid to concrete as a service yard for material storage and lorry collection/delivery manoeuvres. A comprehensive landscape scheme is proposed for the north-west, north-east and south-east boundaries to provide vision and sound screening and ecological enhancements. The site will form an extension to an existing timber merchant business on the site to the south-west.

Sydenhams Ltd Wickham Road Mislingford PO17 5BA

Ref. No: SDNP/21/05716/FUL

Resolved: Comment Only

The Parish Council no longer objects on landscape providing WCC's landscape officer is content with the amendments being proposed by the Applicant.

We note the submission of a noise report but cannot see any response from WCC's acoustic officer yet. The PC would therefore still wish to have reassurance from the WCC acoustic officer with regard to the noise impact on adjacent properties and the Meon Valley Trail before and after the scheme is implemented.

The Council would still seek the following conditions:

- a) Apply a limit to the working hours for the use of machinery and ensure the noise created by all machinery on site (including reversing sounds from vehicles) are not heard outside the boundaries on the site itself.
- b) Light Pollution, ensure that lighting after working hours is reduced to a maximum of 2 lux and this is directed downward avoiding any light spill from the site itself (security cameras if required can use alternative technology).

Proposed: Cllr Weston

Seconded: Cllr Sherwill

All Agreed

80/22 FINANCE

a) Receipts

VAT Reclaim £7,412.74

b) Resolved Expenditure

Swanmore Parish Council – ACSO £166.32, Ampfield Consultants – Deployment of SID £100, HALC – membership £498.23, Paul Collins – Rec maintenance Nov/Dec 2021 £1,550, Paul Collins – Rec maintenance Jan to April 2022 £1,550, Apollo Events – Jubilee event £500, Soberton Allotment for the Labouring Poor – CPA Rent £100, John Hyland – Google payment £58.11, Liz Manship – Locum Clerk £843.54, Vitaplay – Playground inspection £58.20, St Peter’s Church – Churchyard maintenance grant £1,250, Holy Trinity Church – Churchyard maintenance grant £1,250, Tom Davies – Jubilee event £350, Harvo Entertainment – Jubilee event - £300, Jumping Jacks – Jubilee event - £360, Sam Marland – Hand sanitiser - £25.99, WCC – Licence for Jubilee Event - £21.

Proposed: Cllr Findlay Seconded: Cllr Marland All Agreed

c) Finance update:

Approved spend £8,981.39

Cash in Bank £56,385.94 (17/05/2022)

81/22 CORRESPONDENCE RECEIVED

a) New plans to stop households paying for DIY waste to reduce fly-tipping – public consultation. <https://www.gov.uk/government/consultations/household-waste-recycling-centres-diy-waste-disposal-charges-and-booking-systems> Expiry date 11:45 4th July 2022.

b) Use of Pavilion for Children’s Week

Resolved:

Use of the Pavilion toilets and changing rooms for Children’s Week, 24th to 29th July 2022, an annual event.

Proposed: Cllr Weston Seconded: Cllr Marland All Agreed

82/22 CHAIRMAN’S COMMENTS

The Vice-Chairman offered his thanks to Councillors, County and District Councillors for their support to the parish and to Mrs Liz Manship for her support as Locum Clerk.

83/22 ITEM FOR NEXT AGENDA

HR Sub Group

Standing Orders review (when the new Clerk is in post).

84/22 DATE OF NEXT MEETING

Resolved:

- Tues 21st June 2022 – Actions Committee meeting
- Tues 12th July 2022 – Extraordinary Full Council meeting (to co-opt)
- Tues 12th July 2022 – Policy Committee meeting (to follow the above)

Proposed: Cllr Findlay Seconded: Cllr Weston All Agreed

There being no other business the meeting closed at 9.30pm.