

**LONGSTOCK PARISH COUNCIL ANNUAL GENERAL MEETING
19:00 MONDAY 13th MAY 2024 IN THE VILLAGE HALL**

Present: Cllr Alice Foster (AFo) – Chairman
Cllr Selina Musters (SM) – Vice Chairman
Cllr Angie Filippa (AF)
Cllr Charles Grieve (CG)
Cllr Sarah Johns (SJ) until 20:05
Cllr Beccy Soper (BS)
In attendance: Clerk Gill Bulpitt, David Drew (DD) HCC Councillor (part of the meeting), Nicky Goodridge TV School (part of the meeting) and 2 residents

- 1) **Election of Chairman and Vice Chairman:** AFo was proposed as Chairman by AF, seconded by CG, and unanimously elected by Councillors. SM was proposed as Vice Chairman by CG, seconded by BS, and unanimously elected by Councillors.
 - Declaration of Acceptance of Office: Both AFo and SM signed the official DAO book.
 - Declaration of Pecuniary Interest: Councillors reminded that any changes to the current DPIs should be advised to the Clerk.
- 2) **Apologies:** Cllr Kirsty Dominick-Gibson (KDG); Colin McIntyre (CM), Leckford Estate; Ian Jeffries (IJ) TVBC; Cllr Sarah Johns (SJ) advised she will need to leave before the end of the meeting.
- 3) **Declarations of interest :** None
- 4) **Minutes of PC Meeting of 8th April 2024**
 - Unanimously agreed for adoption and signed by AFo.
- 5) **Points from the Floor**
 - None

As NG, DD and SJ had to leave the meeting early, the Chairman amended the order of the agenda items. Therefore the minute numbering does not exactly match the agenda.

- 6) **Test Valley School Report (NG)**
 - NG provided an update on the school and the recent consultation to change the school name, uniform and hours. The school will now be called Danebury School with a new logo. HISP have provided some funds to rebrand the school. The uniform has been changed and is now £30 cheaper than the previous one, having more options and a coat rather than a blazer. There has been a real drop in admissions this year which is believed to be a result of the OFSTED report and transport. OFSTED are due to return within the next 12 months to re-assess the school and interim reports by OFSTED are positive. One of the school's big issues is transport as it costs £880pa, if a child lives outside of the catchment for the bus service. NG is considering the school leasing/buying their own coaches. Discussion about how the school could link with the village newsletter team (SJ), consider adult night courses (AF) and promote the school facilities for hire (SJ). No news about the swimming pool proposal. The PC are keen to support the school and CG suggested we should write to the Exec Head **ACTION:** Clerk
- 7) **Allotment Trees (Clerk)**
 - There are 5 dead Pine trees within the 'Wildlife corridor' between the fences of Little Manor field and The Glebe which is leased by the PC for the allotments. A large dead tree fell in a recent storm into one of the allotments and the allotment holders are concerned about the other 5 trees as they are likely to fall at any time. Quotes have been obtained to reduce the height of the trees by half. The remaining 'stumps' would be left for use by birds such as Woodpeckers. The lease for The Glebe clearly states that the PC is responsible for management of the trees at the property in a safe condition. PC unanimously agreed to accept the quote of £1,280 +VAT for the work. Mr John Milne would like to donate £780 to the PC to assist with the costs of the works in view of the shared boundary. The contractors will be instructed to look for any nesting birds before the work is carried out. **ACTION:** Clerk
- 8) **No Mow May (SJ)**
 - SJ proposal to support the national No Mow May campaign and leave an area of the Cemetery and the Playing Field unmowed to create a wildlife area. The PC agreed to keep the North East corner of the Cemetery 'wild'.

However it was not agreed for the Playground as wildlife areas will be incorporated into the bid for the renewal of the playground and there is an issue with the amount of nettles around the boundary and what would happen if they were left unmowed. **ACTION:** SJ to take forward with the contractor for the grass cutting of the Cemetery.

9) Councillors' Reports.

a) Newsletter (SJ)

- i) SJ reminded that articles for the newsletter are required by Friday 17th May. Agreed to continue with the front page being written by one Councillor to highlight their area of responsibility. KDG will do the next issue. **ACTION:** SJ
- ii) SM reminded that any changes to the delivery numbers and any changes to empty houses near Councillors should be advised to SM who will update the newsletter distribution spreadsheet.

SJ left the meeting at 20:05

10) HCC Report (DD)

- Report pre circulated to PC and is available on the website. Key highlights are 99% of parents received a primary school place at one of their top 3 choices with 94% obtaining a place at their first choice. HCC are currently filling in more pot holes than are being reported.

11) Policies

- a) The Council considered no changes were required to the Standing Orders and Code of Conduct
 - i) Code of Conduct – unanimously agreed to continue with Code of Conduct as published.
 - ii) Standing Orders – unanimously agreed to continue with Standing Orders as published.
- b) The Council resolved to ratify the existing three policies detailed below with no changes.
 - i) LPC Health and Safety at Work policy
 - ii) LPC Data Protection policy
 - iii) LPC Equality & Diversity policy**ACTION:** Clerk to update the confirmation dates on the website.
- c) Clerk advised that HALC had provided a completely updated model template for financial regulations. These will be reviewed by the Clerk, pre-circulated and presented to the next PC meeting for approval.

12) Correspondence

- a) Items noted on previously circulated report with the agenda
- b) The Replacement Traffic Order for a 3T restriction on one of The Bunny bridges is being consulted upon with a decision at the end of May.

13) Planning

- a) Charity Farmhouse – replace 2 windows with like for like design - It was unanimously agreed that the PC would SUPPORT the proposal. **ACTION:** Clerk to report to TVBC
- b) Previous applications TVBC decisions: No2 The Grange has been withdrawn and the Kingsfisher Lodge appeal to build a single story extension has been submitted to the Secretary of State.

14) Highways

- a) The Clerk maintains a spreadsheet of all reported concerns. Any questions – refer to the Clerk.
- b) The HCC drains work along Longstock Road due to take place 2-6th May appears not to have taken place
ACTION: Clerk to follow up with HCC

15) Finance

- a) **Monthly Finance Report** – Clerk circulated PC Bank account status also showing approved April payments and income receipts. Reviewed and approved. The Bank balance is £22,778.48. Cllrs noted the income and expenditure. Clerk advised that first half precept had been received. Hugo Fox and HALC invoices approved.
- b) **Annual AGAR Governance Statement** - Clerk took the PC through each of the clauses of the Annual Governance Statement for 2023/4, and it was unanimously agreed that the PC complies with each of the conditions and signed by Clerk and AFo
- c) **End of Year Accounting Statements** – Clerk already circulated the 2023/24 financial accounts in advance of the meeting. They were unanimously approved and signed by Clerk and AFo
- d) **AGAR Certificate of Exemption** - Clerk confirmed that with both income and expenditure below £25k, LPC is able to declare itself exempt from external audit. Unanimous PC agreement for the Certificate of Exemption to be signed and sent. **ACTION:** Clerk
- e) **Audit Timescale** - Clerk laid out the timescale for the annual audit with internal auditor Patrick Coates. Target

dates for the exercise of public rights to examine the accounts are 26th June to 2nd August. **ACTION:** Clerk

16) Village Benches (CG)

- CG is undertaking a review of the state of the village benches with the Lengthsman and will share the results with the PC to discuss any actions required. It was unanimously agreed that the bench at the Playground presented to David Burnfield for his work as a Councillor will become a Parish Council Asset. **ACTION:** Clerk to update asset log for accounts and insurance company

17) Stockbridge Fire Station (BS)

- The fire station is short of volunteers, further information will be obtained by BS and an article placed in the newsletter.

18) Vulnerable Villagers Cascade (CG)

- Paper pre-circulated to PC for consideration. Agreed the proposal is a good idea and PC would wish to take forward. CG to put together a detailed proposal for next PC meeting. **ACTION:** CG

19) Cemetery Regulations (CG/Clerk)

- In KDG absence, CG explained the amendments proposed to the Cemetery Regulations regarding the allocation of plots to immediate family. These amendments were unanimously approved by the PC/Burial Committee. **ACTION:** Clerk to update the regulations and publish
- CG has taken on the task to completely review the regulations to ensure they are current. **ACTION:** CG

20) Councillors' Reports

a) Affordable Housing and NHP. (AF)

- Affordable housing – No update about the Church Road Development **ACTION:** Clerk to chase
- NHP – AF awaiting final bill from Plan-et and confirmation that the NHP can be put forward to TVBC for review. **ACTION:** AF. Still aiming for a NHP public consultation event late summer with the opportunity for residents to view the proposals subject to screening by TVBC.

b) Allotments, Cemetery and Henry Smith Charity. (KDG)

- Henry Smith - Report provided by KDG and read by the Clerk. There is approx. £800 left in the fund. A decision required regarding the distribution of remaining funds and this will be done in the closed session after the PC meeting.

c) Footpaths and Lengthsman and Past Chairman Board (CG)

- Footpaths – still muddy in places
- Lengthsman – In April he cut back the foliage around the street furniture, washed the road signs and tidied up around The Bunny bench. In May he is due to do a litter pick and clean the 10 village benches. In June he is planned to paint the benches, dig out the grips and tidy up around the Bunny bench. SM raised that some grips are not attended to by the Lengthsman and cleared by local residents. CG will obtain a list from the previous Clerk to ensure all appropriate grips are included by the Lengthsman. **ACTION:** CG
- AFo advised that Mr David Burnfield (DB) has agreed to plant the posts around the playing field with the PC purchasing the materials. CG to request a quote for the Lengthsman to do the wire. DB has also kindly agreed to flatten the Bottom Road verges and he will be asked if it possible to mud scrape the playground car park **ACTION:** AFo
- AF offered to put a working party together to consider felling the remaining diseased trees in the Chalk Pit on Bottom Road. The trees currently house a large Rookery and so no action can be undertaken until after September. **ACTION:** Clerk to place on agenda in September

d) Test Valley School, Litter Picking, River Test Pollution, Website and Longstock Road Safety Plan. (AFo)

- Website – up to date. As we now pay £122 inc VAT pa to Hugo Fox to manage the website, Clerk will investigate link with the .gov.uk domain initiative to see if the two can be incorporated. **ACTION:** Clerk

e) Village Hall and Street Lights (SM)

- Village Hall – There a 5 enormous Poplar trees in the land next to the Village Hall that are a concern. One has dropped a branch onto the car park and another has broken in a recent storm. In addition, they block any light to the roof which will hamper any plans to install solar panels. The Village Hall committee is considering any action that should be taken. Village Hall AGM due to take place on 16th May.
- Street Lights – During the cleaning process, the company noticed a broken light (on Houghton Road) and has been asked to provide an estimate for repair.

f) Playground (BS)

- The sub-committee has gone back to market research/consultations in the community to help support with grant applications. Further work to be undertaken at the Stockbridge Primary School and other events.
- Two generous anonymous donations have been received of £500 each. This takes the total funds raised so far to just under £9,000.
- Other events are planned and the sub-committee will meet to discuss next steps.

21) **D-Day 80 (AFo)**

- Plans still in preparation for a community family event from 2-5pm on 8th June with a 1940's theme. Music booked. To be promoted in the newsletter. AFo requested help with organising, and also asked for any memories of Longstock in that era, which we can display at the event.
- Leckford Estate will not be doing anything on 6th June. It was agreed that a low key commemoration would be at the war memorial including lighting the Lamp of Peace and reading The International Tribute at 9:15pm BST. SM will purchase a lantern. **ACTION:** AFo

22) **Matters Raised and for possible inclusion on next month's agenda**

- None

23) **Date of Next Meeting**

- **Agreed as Monday 10th June at 7:00pm**

The Chairman closed the meeting at 9:35pm

Monthly Finance Report for Longstock PC Meeting

Month: April 2024

Date of PC Meeting: 13/05/2024

Bank Account Status as at 30/04/2024

Current Account	£ 22,778.49
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Income Received in Apr 2024

(Items included in the current account balance above)

Type	Date Received	From	Description	Amount
BACS	03/04/2024	Longstock Village	Easter Trail - playground fund	£ 201.08
BACS	03/04/2024	Longstock Village	Sale of furniture - playground fund	£ 50.00
BACS	19/04/2024	R Steel & Partners	Cemetery fees (late Janette Finn)	£ 180.00
BACS	22/04/2024	TVBC	Precept (6 months)	£ 4,500.00
BACS	30/04/2024	Private Donation	Playground Fund	£ 500.00

Payments Approved in Apr 2024

(Items included in the current account bank balance above)

Type	Date issued	Payee	Detail	Amount
DD	03/04/2024	SSE	Street light electricity	£ 61.15
CHQ	03/04/2024	G&M Bulpitt	Removal of trees	£ 600.00
BACS*	10/04/2024	Sarsen Press	Newsletter printing	£ 320.00
BACS*	22/04/2024	Daniel Robins	Grass cutting contract (01/01 - 31/03)	£ 625.00

* Faster Payment authorised by Cllrs

Income to be received (Items received and NOT yet included in the current account bank balance above)

Type	Date Received	From	Description	Amount
None				£ -

Payments Approved (Items NOT included in the current account bank balance above)

Type	Date issued	Payee	Detail	Amount
CHQ	20/02/2024	HMRC	Clerks Tax	£ 500.00

Projected Bank Account Status (including all approved items)

Current Account	£ 22,278.49
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Invoices received and requiring authorisation for payment

Type	Date Received	From	Description	Amount
Invoice	10/04/2024	Hugo Fox	Website provision (due 9th June 2024)	£ 122.28
Invoice	08/04/2024	HALC	Annual Subscription (due 8 th June 2024)	£ 270.00