

NETLEY MARSH PARISH COUNCIL

Minutes of the Parish Council meeting held at Netley Marsh Community Hall, on 17 July 2024

Present: Cllr Welbourn, (Chairman), Cllr Cook, Cllr Haysom, Cllr Johnstone, Cllr Merrill and Cllr Shaw.

In attendance: Cllr Reilly, two members of the public, the Parish Clerk and the RFO/Clerks Assistant:

66. **Welcome**

Cllr Welbourn welcomed Councillors and Members of the Public to the meeting

67. **Apologies** for absence Cllr Penman, HCC

68. **Public Participation**

69. Declaration of Interests – none

70. **Approval of** minutes of 19 June 2024 subject to amendment to item 55 - 1st action point to read RFO to contact Cllr Tipp agreed.

The minutes and amendment having been circulated were agreed and were signed by the Chairman.

71. **Planning**

Planning and appeal decisions from NFNPA and NFDC were noted.

The following decisions were agreed for forwarding by the Clerk to NFNPA/NFDC as necessary.

Appl no	Address	Proposals	Parish Council Recommendation
00743	Bartley Grange House, Eadens Lane, Bartley, Southampton, SO40 2LB	Swimming pool; patio; associated landscaping	3 Permission, the proposals will have no adverse affect on neighbouring properties and will not be visible from the road.
00741	Mead House, Bartley Road, Woodlands, Southampton, SO40 7GN	Single-storey side extension	3. Permission subject to there being no issues regarding the 30% rules.
00712	Sunnycroft, 148 Woodlands Road, Ashurst, Southampton, SO40 7AP	Single-storey second-floor extension	3. Permission the proposals seem acceptable in terms of the character of the building.
00634	Little Northaw, The Crescent, Ashurst, Southampton, SO40 7AQ	Single-storey rear extension	3. Permission, the site is well screened.

Clerk to send comments to NFNPA/NFDC

72. **County, National Park & District Matters**

72.i Cllr Reilly advised the meeting that grant help for the Hall lighting scheme should have been received. Cllr Tipp had an enquiry about the scheme and the Assistant Clerk had replied.

73. **Matters Arising**

73.i Ringwood Road and pedestrian crossing: A copy of an email from HCC to Sir Julian Lewis had been received. The A336 will be included in the feasibility study which is taking place on the A326. Clerk will chase results of this study if nothing received by early September.

Clerk to contact HCC if nothing heard by early September.

Clerk to contact Copythorne PC

73.ii Speedwatch ongoing nothing to report at present.

73.iii Woodlands Road dog waste bin purchase and contract costs, Agreed to include a survey on the NMPC website and in the Autumn Outlook to gauge public opinion on expenditure on the scheme.

Clerk to organise survey and item for Outlook

73.iv High speed broadband ongoing, reply from HCC awaited. A questionnaire to gauge typical broadband speeds will be included in the website and autumn Outlook.

Clerk to organise questionnaire and item for Outlook

73.v A326 North Improvement results of feasibility study awaited, see 73.i above.

73.vi Terms of reference for Conservation Area working group agreed to accept the draft as circulated by the Clerk. See appendix I. Members of the group are Cllrs: Cook, Haysom and Johnstone.

73.vii Members appointed and Terms of reference for the Resilience Working Group. Members of the group are: Cllrs Haysom, Johnstone and Merrill. The Clerk will circulate draft terms of reference for the next meeting.

73.vii Absence/apologies policy for how to deal with apologies, as draft circulated by the Clerk, agreed. See appendix I

74. **Members Report**

74.i Community Hall report from meeting held 8th July 2024

Lighting proposals. Neighbouring properties had been advised by hand delivered letter with a personal follow up by Cllr Johnstone. All comments were considered.

- A. Quote for the continuation of the **field path** from the rear door of the small hall and possible ramp/barrier – quote from R C Duell in the sum of £1125.00 plus VAT, agreed to be accepted..
- B. **Main gate/access** 3 quotes considered, that from R C Duell agreed to be accepted. In the sum of £2430.00 for the double gate including galvanising and powder coating – concreting £600.00, £1250.00, total £4280.00 plus VAT. Existing metal roadside gate to be moved.
- C. **External hall lighting and car park lighting** 2 quotes considered, – subject to confirmation that the scheme adheres to the New Forest NPA Dark Skies regulations, agreed the quote from EVR to be accepted in the sum of £6150.00 plus VAT.
- D. Options for the possible installation of **EV chargers** in the car park and wiring to be laid at the same time as the lighting – this to be passed to the Hall Committee. Permission for the installation agreed subject to all costs being covered by the Hall Management Committee.
- E. **Land drainage of recreation field:** A contractor had been approached by the Chairman who advised that the ground is clay, the costs would be extremely high and a waste of money. The field would be out of use for possibly a year. The results would be disappointing. Agreed no further action.

Based on the above decisions it was agreed

- f. Groundsman to be asked to move the existing metal road gate to the field gate site, some adjustment of the fencing would be required.
- g. Hall committee to be advised NMPC gives permission for the key box to be discreetly sited on the south side of the hall porch. Policy on amending the code following field hires to be established.
- h. Cllr Johnson will ask the Hall Committee if one of them – being the closest to the site, would agree to lock the roadside lower gate in the event of an emergency.
- i. Next agenda to consider purchase of a dedicated phone number for NMPC.
- j. Contact information for Councillors in Outlook and on website to include name and email contact only.
- k. Field and Hall hirers are occasionally causing a problem using the play area bins rather than the commercial bin near the hall entrance. It was agreed and large notice be added near the signatory area of the Field hire contract and that the Hall Committee be asked to do something similar. A polite notice will also fixed to the top of the two play area bins advising hall/field hirers to use the commercial bin, leaving the play area bins for play area, recreation ground users.

RFO to contact Mr Duell, EVR and the Hall Chairman

Next agenda – dedicated phone

RFO to amend website contacts

Clerk to amend field hire notice, prepare a laminated sign for the tops of the bins and contact the hall booking Administrator.

- k, **Picnic benches**, following a request it was agreed to consider installation of three picnic benches.

Clerk to source suppliers and prices.

74.ii **Play area, gym and recreation field** the groundsman is doing a good job. Area of the orchard is still to be cut, contractor to be contacted.

Clerk to contact Gardeners South

74.iii To review works on play area including wet pour - VitaPlay invoice approved for payment. - and play area annual report – this is awaited.

74.iv **Benches**, hedges, fencing and noticeboards, all in hand. The Groundsman will be asked to treat the fences.

Clerk to contact Groundsman

74.v **NFNPA conservation review** awaiting response from NFNPA

74.vi **Outlook** – Review of the Summer edition, copies were available at the meeting, this is now ready for delivery.

74 viii **NE Quadrant** meeting held 27th June NMPC was not represented.

75. **Footpaths and Bridleways** The Clerk has reported overgrown vegetation on footpath 5 to HCC, noted.

76. **Lengthsman:** Whitemoor Lane/Tatchbury Lane junction needs attention, grips will need attention prior to the winter. The sign at the approach to Whitemoor Lane at the Whitemoor Lane/Tatchbury Lane junction has been damaged. Cllr Shaw will report this online to HCC.

77. Groundsman; residents in properties backing on to the recreation ground on the orchard side of the field have asked if a path could be strimmed to give them access to cut their hedges. Agreed Groundsman to be asked to do this.

Clerk to contact Groundsman

Cllr Johnstone tp advise which properties are involved.

78. **Co-option** – NFDC advised there was no call for an election so a co-option will be made. Posters inviting applications will be put in the noticeboards and on the website. Closing date 2 September, interviews week of 9 September with a decision made at the September meeting. The posters will include a QR code.

79. **Clerks Report**, noted

80. **Correspondence** a list of correspondence had been circulated. Matters requiring attention 79 were

NFDC	Gambling consultation	noted
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81. **Financial matters**

81.i To approve July and August online payments and consider other Finance Matters

July

Expenditure

Detail	Details	Net	VAT	Gross
TLC Inv	Online	15.00		15.00
Marcus Burt Groundsman	Online	215.29		215.29
Gardeners South weed spray + June grass 3611/3696	Online	426.00	85.20	511.20
H Lawrence	Online	368.12		368.12
R Cooper	Online	386.30		386.30
Hall rent APM	Online	24.00		24.00
VitaPlay annual inspection	Online 129.36 Plus 3850,80			
VitaPlay playground works - completed	Online	3,316.80	663.36	3,980.16
Sharks Basketball field use deposit refund	Online bank info awaited	50.00		50.00
O'Connor field use deposit refund	Online end July bank info awaited	50.00		50.00
	Total uncleared above			5,600.07

August

Expenditure

Detail	Details	Net	VAT	Gross
TLC Inv web maintenance 15 + Outlook inv2499 £322	Online	337.00		337.00
Marcus Burt Groundsman	Online	200.00		200.00

Gardeners South July grass tbc	Online	379.00	75.80	454.80
H Lawrence	Online	239.45		239.45
R Cooper	Online	284.55		284.55
	Total uncleared above			1,565.80

The payments listed above were agreed.

An invoice for Defibrillator pads has been received, £104.00 plus VAT this will be paid in August but added to the September payments list.

81.ii **To review budget and expenditure to 30 June 2024** Cllr Cook had checked the figures and all was correct.

81.iii **Cllr Johnstone has heard from the Bank** and has responded regarding being added to the bank signature list.

81.iv In view of the works agreed in para 74 the RFO was asked to check amounts in the accounts and if necessary give notice of a withdrawal from the High Interest Account.

82. **Parish Matters**

82.i **Cllr Haysom** reported two 'Cooper Drives' are being arranged locally on 10-11 August and 4 weeks later. Noted. Cllr Haysom also reported that the problems with a 'kissing' gate on the Forest near Woodlands Road had been resolved. Noted.

82.ii **Cllr Johnstone** reported he had attended a Solar Roof Top event arranged by the University of Southampton. All roof tops in a large part of Netley Marsh and other areas have been mapped and the potential for roof top solar generation recorded. Agreed Cllr Johnstone will be a Netley Marsh Solar Champion and will visit some of the properties advising residents of the potential and where to find grants and suppliers. Should any paperwork be supplied it will state that Netley Marsh Parish Council does not endorse any supplier, nor recommend any grant giving organisations. A Notice will be put on the website and an article included in the next Outlook.

Clerk to prepare item for the website and Outlook.

83. **Confidential** - 'In view of the special/Confidential nature of the business to be transacted, it was advisable in the public interest that the press and public be temporarily excluded in accordance with the 'The Public Bodies (Admission to Meetings) Act 1960', and they were instructed to withdraw'

One new enforcement case has been notified to the Parish Council by the NFNPA and a response will be made. **Clerk to contact NFNPA**

There being no further business the Chairman closed the meeting at 9.15pm.

Clerk to the Council to: All Members of the Council

Next meeting Wednesday 18 September 2024 at 7.00pm Woodlands Community Hall

Signed:

date: 18 September 2024

Appendix I.

NETLEY MARSH PARISH COUNCIL

TERMS OF REFERENCE FOR THE CONSERVATION AREA REVIEW WORKING GROUP

The purpose of this committee is to work with the New Forest National Park Authority to carry out the Forest North East Conservation Area Character Appraisal.

The working group will comprise of a minimum of three councillors who will consider the requirements for the review as defined by the existing review and the guidance of the NFNPA. The work will be carried out and reported to the NFNPA as required. All members will abide by the code of conduct.

The working group will deal with any ongoing decision regarding the review but cannot make formal decisions or spend any money on behalf of the Parish Council, and any recommendations made will be subject to approval by the Full Council.

The working group will arrange its own informal meetings and schedule of work. The leader of the working group, if unable to attend a meeting of the Full Council, will nominate another member of the working party to deliver the progress report.

The working group will be responsible for correspondence relating to the review and the clerk will be copied in on all correspondence with the NFNPA. The clerk will arrange hall bookings as required. The working group is expected to be time limited. The continuing need for a working group will be reviewed by the Full Council at the Annual Council meeting.

At the conclusion of the working group all supporting documentation will be passed to the Clerk for record keeping

ADOPTED: 17-7-24

REVIEWED: ANNUALLY OR SOONER IF REQUIRED

Appendix 2.

NETLEY MARSH PARISH COUNCIL COUNCILLORS ABSENCE POLICY

This policy is designed to promote efficient administration of meetings, avoid inquorate meetings and permit timely rescheduling of meetings where necessary. It will also provide accountability for members.

Elected/co-opted Members are expected to attend meetings that they have been assigned as part of their role. However, there will be occasions when they are unable to attend for a variety of reasons. To ensure that the record is accurate this policy sets out the procedure the Council will follow for member's absence from Council meetings and submission of apologies

Apologies for Absence

Members shall give as much advance notice as possible of absence from all meetings either by mentioning at a previous meeting, email or telephone to the Parish Clerk. The deadline for receipt of an apology for absence is **5pm on the day of the meeting**.

Apologies for absence shall be made directly in advance and not via a third person such as another member at the meeting.

Extended Periods of Absence

A Councillor who does not attend any meetings for a period of six consecutive months will automatically cease to be a Member of the Council unless the reason for absence is approved by the Council before the end of the period. Section 85. of the Local Government Act 1972 states; ... if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority.

Whilst the clerk will make every effort to monitor attendance and forewarn any councillors who may be nearing the expiry of the six-month period, the responsibility for ensuring that they comply with the requirements of s.85 is that of the individual councillor

If absence becomes necessary for extended periods, Councillors are advised to submit a request to the Parish Clerk giving the reason for absence, for approval by the Council. A leave of absence may be granted for such period as the Council thinks is reasonable in all the circumstances. Once that leave of absence expires, the clock re-starts so far as s.85 is concerned and the councillor has a further six months in which to attend a meeting (or seek a further leave of absence)

Recording and Publishing Attendance

For all meetings of the Council, the Clerk will record members' attendance, or non-attendance with or without apologies, in a centrally held unpublished register kept for that purpose.

The name of members present at the meeting will be recorded and will form part of the minutes of each meeting.

The name of members absent will be recorded and will form part of the minutes. The minute record will be restricted to confirming the member absence only and clearly stating that the reason for absence was accepted and approved by council.

APPROVED: 17-7-23

TO BE REVIEWED:

