

Curdridge Parish Council

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**MINUTES OF ANNUAL GENERAL MEETING OF CURDRIDGE PARISH
COUNCIL HELD AT 7.00 PM ON THURSDAY 18 MAY 2023
IN THE BILLIARD ROOM AT CURDRIDGE READING ROOM CURDRIDGE**

Present:

Cllr Eric Bodger (Chairman)

Cllr Larry Burden

Cllr Jonathan Carkeet (from item 23.132)

Cllr Paul Haskins

Cllr Philip Hedger

Cllr Lynne Newton

Cllr Sian Townsend

In attendance:

Jenny Whittle (Parish Council Manager - PCM)

Cllr Hugh Lumby (County Councillor)

2 members of the public

23.122 To note attendance and apologies for Absence

Apologies had been received from the District Councillors.

23.123 Declarations of Interest

There were no declarations of interest.

23.124 To elect a Chair of Curdridge Parish Council for 2023-2024

Cllr Burden nominated Cllr Bodger to be Chair, Cllr Haskins seconded and Members voted unanimously in favour.

23.125 To receive the Chair's Declaration of Acceptance of Office

Duly noted. **ACTION: PCM.**

23.126 Chair's Statement

The Chair advised he would give a statement in the Annual Parish Meeting (following this meeting).

23.127 To elect a Vice Chair of Curdridge Parish Council for 2023-2024

Cllr Newton nominated Cllr Haskins, Cllr Townsend seconded and Members voted unanimously in favour.

23.128 To receive the Vice Chair's Declaration of Acceptance of Office

Duly noted. **ACTION: PCM.**

23.129 Public Session

There were no matters arising.

23.130 To appoint members of Planning, Highways and Licensing Committee and to elect Chair and Vice Chair for 2023-2024

Resolved that the Planning, Highways and Licensing Committee would remain as all Members and would be Chaired by Cllr Haskins, with Cllr Townsend acting as Vice Chair. ACTION: PCM.

23.131 To review the previously approved Annual Schedule of Meeting Dates of Curdridge Parish Council for 2023 (and to review meeting arrangements if applicable)

Members were very concerned that (as volunteers) they were finding it extremely difficult to attend two Full Council Meetings each month, as well as other Council working party and external meetings. They also felt that attending two Full Council Meetings a month was taking them away from actually dealing with the important issues and concerns raised by parishioners, i.e. speeding in the village. Members requested that Council returns to holding one Full Council a month (generally on the third Thursday of the month), with the Planning Committee meeting (generally on the first Thursday in the month), but only when required to deal with strictly urgent or contentious planning applications and business. The PCM said she fully endorsed this recommendation, as she has been struggling to prepare Full Council Agendas, Minutes, Finance Reports, Update Reports etc on a fortnightly basis (since the introduction of two Full Council Meetings per month in recent years) and is having to work increasing voluntary overtime to cope with her increasing workload, as she is only contracted to work 16 hours per week. She also advised that most parish councils of a similar size to Curdridge only hold one meeting per month and she will establish how they overcome planning deadlines.

Resolved that Full Council will revert back to meeting once monthly (generally on the third Thursday of the month), with Planning Committee Meetings being held only when required to deal with strictly urgent Planning Application and business (generally on first Thursday of the month). The PCM will notify Members each month if there is to be a Planning Committee Meeting and will update the website "Meetings" page accordingly each month to advise if a Planning Meeting is scheduled. PCM will also contact Planning at WCC to update and will liaise with Durley/Upham PC to see how they overcome Planning Application deadlines. ACTION: PCM.

23.132 To appoint representatives to parish offices

23.132.1 Allotment Recreation – Cllr Newton and Cllr Townsend

23.132.2 Curdridge Parish Council Cemetery – Cllr Bodger, Cllr Burden, Cllr Newton and Cllr Townsend.

23.132.3 Footpaths/Rights of Way Officer – Cllr Haskins and Cllr Newton.

23.132.4 Pond Warden – Cllr Burden, Cllr Haskins and Cllr Townsend.

23.132.5 Risk Assessment – All Parish Councillors & Parish Council Manager.

23.132.6 Transport Representative – Cllr Burden & Councillor Newton.

23.132.7 Tree Wardens – Cllr Burden and Cllr Newton.

23.132.8 To appoint representatives to any other parish offices arising. None arising.

23.133 To appoint representatives to outside bodies

23.133.1 Affordable Housing – Cllr Bodger and Cllr Carkeet.

23.133.2 Hampshire Association of Local Councils – Cllr Bodger and Cllr Haskins.

23.133.3 Botley to Bishops Waltham Trail – currently Cllr Carkeet and Cllr Newton.

23.133.4 Botley and Curdridge Welfare – currently no Councillor representation required; Welfare Group to notify Council if required.

23.133.5 Southern Parishes – Cllr Bodger, Cllr Burden and Cllr Hedger (with Cllr Newton also offering advice in her areas of expertise when required).

23.133.6 Police/PACT – Cllr Hedger and Cllr Newton.

23.133.7 Reading Room Management Joint Committee – Cllr Bodger, Cllr Burden, Cllr Hedger, Cllr Townsend and Parish Council Manager.

- 23.133.8 River Hamble - Hamble River Estuary Partnership – John Mitchell (when required).
23.133.9 River Hamble Valley Forum dissolved (informal meetings only) – Cllr Newton currently attending.
23.133.10 School Liaison – Cllr Townsend.
23.118.11 North Whiteley Forum – Cllr Bodger, with Cllr Burden acting as deputy in his absence.
23.133.12 To appoint representatives to any other outside bodies arising. None arising.

23.134 To receive reports from the County Councillor and District Councillor

It was noted that these reports would be taken in the following Annual Parish Meeting.

23.135 To review Council's Standing Orders (previously circulated)

Resolved to take no action at this time and to await the outcome of NALC's review.

23.136 To review Finance Regulations (previously circulated)

Resolved to leave the Finance Regulations as they currently stand at this time.

23.137 To review Curdridge Parish Council's Terms of Reference for the Planning, Highways and Licensing Committee (previously circulated)

Resolved to revise the Terms of Reference to include an addition that planning site visits will only be carried out where an application proves contentious OR has at least three objections submitted to Winchester City Council Planning by parishioners. It was also noted that all site visits must be made with at least two Councillors in attendance.

ACTION: PCM.

23.138 To approve Assets Register for Curdridge Parish Council (previously circulated)

Cllr Carkeet queried why the Assets Register quoted a nil balance for some properties. The PCM confirmed that she had historically been advised by auditors that where a property was obtained by the parish free of charge or at a peppercorn rate that this figure must appear on the Assets Register. Cllr Carkeet queried whether land valuations could be carried out (say three yearly), with a separate schedule being incorporated into the Assets Register enabling this to be submitted to our insurance company for insurance purposes. The PCM could see no reason why this could not be the case.

Cllr Carkeet also queried when the Cemetery Car Park Lease expired. The PCM said she could not recall this detail off the top of her head, but if the Lease has expired the Lease is being invoiced and paid annually on a rolling basis. Cllr Haskins kindly highlighted that the Lease details were included in the Assets Register; the PCM thanked him as she had forgotten she had recently incorporated Lease information to serve as a reminder.

It was noted that the St Peters Close Bus Stop Lease of the land is expiring on 25 June 2023. The PCM advised Members that she had liaised with Winchester City Council (and HCC Highways) when the new bus shelter was installed in recent years and they had advised that they would most probably be approaching Council at the end of the current Lease to establish whether Council wished to adopt this bus shelter (especially as the Council was installing and would own the new bus shelter).

Resolved that:

- i) the current Assets Register title would be revised to "Curdridge Parish Council Assets Register (figures at cost)". ACTION: PCM.***
- ii) the PCM will liaise with Paul Reynolds (the Internal Auditor) about property valuations for Assets Register and insurance purposes and will then return this item to Full Council to update Members. ACTION: PCM;***
- iii) PCM will add an item to the next Agenda to review the St Peters Close Bus Stop Lease and Council's proposed action. ACTION: PCM.***

23.139 To approve Minutes of Full Council Meeting of 4 May 2023
Resolved to approve the Minutes of 4 May 2023. ACTION: CHAIR/PCM.

23.140 Planning Applications received from Winchester City Council for decision/response

23.140.1 Blythewood Lake Road Curdridge Southampton Hampshire SO32 2HH - Conversion of an Existing Workshop to an Annexe at Blythewood, Lake Road. Curdridge SO32 2HH. Case Officer: Cameron Finch. Case No: 23/00651/FUL.

Members discussed this application.

Resolved DO NOT OBJECT. ACTION: PCM.

23.140.2 - 7 Skipper Road Curbridge Southampton Hampshire SO30 2YR - Ground floor amendment to existing determined Planning Permission for Ground floor single storey rear extension & loft conversion. Case Officer: Cameron Finch. Case No: 23/00876/HOU.

Resolved that the PCM will write to WCC Planning to advise that this application no longer falls within this parish following the North Whiteley Boundary Review. ACTION: PCM.

23.141 Finance

23.141.1 To approve the Finance Report dated 18 May 2023, cheque signing & payments.

Resolved to approve the Finance Report dated 18 May 2023. ACTION: PCM.

23.142 Correspondence

23.142.1 Sally Wood, Curdridge Primary School – thank you for King’s Coronation gift pen and invite to picnic in the park for each school pupil. **Noted.**

23.142.2 Marianne Small – thank you to Curdridge Parish Council for organising King’s Coronation gift pens for parishioners and invite to picnic in the park. **Noted.**

23.143 To note Parish Clerk’s Update Report (previously circulated to Members) – Noted.

23.144 To receive reports from Parish Councillors

Fly Tipping (Calcot Lane) – Cllr Carkeet advised that following this being reported by Council and himself several times, it has now been removed.

Speeding Vehicles (request for Police Speed Cameras to be deployed in the parish) – Cllr Carkeet had circulated the emails he has written to various Hampshire Constabulary representatives and will keep Council updated of the outcome.

Council Communication Strategy and Forward Planning - Cllr Carkeet had obtained quotations for advice regarding recommended consultation and planning processes, which were being considered by the working group on 12 June for recommendation to Council. PCM to place this item on the Full Council Agenda for 22 June 2023. **ACTION: PCM.**

THE MEETING CLOSED AT 8.30 PM.