

DAMERHAM PARISH COUNCIL
Minutes of the Parish Council Annual Meeting held
on Monday 20th May 2024 in Damerham Village Hall

Councillors present: Phil Tandy (Chairman), David Crane (Vice-Chairman), Kirsty Anderson, Phil Stephens, Ann Bellows, Peter Doherty, Glyn Ruth
Members of the public present: 1
Others present: NFDC Cllr Janet Richards Lindsey Malcom (Clerk)

The Damerham Parish Council Annual Business Meeting

1. The incumbent Chairman gave a review of council business during 2023-2024:

This has been quite a straightforward year following the May 23 elections where all the existing Councillors were re-elected.

This year it has become clear that as a Parish Council we are going to come under budget pressures as both the District and County Councils remove items and services to our Parish and we as a Council have to decide if we are to continue to provide these items at local level either from current budgets or to increase the precept to cover these expenses. Therefore budget in the next year is going to be one of the main concerns.

We are continuing to support ongoing maintenance to the Meadow, Footpaths, Beacon and from this year the emptying of our waste bins from our budgets. Also, the S137 grant scheme that helps toward supporting local organisations.

We are in continual contact with HCC to try and ensure that the roads and highway infrastructure is better maintained. This in the past year has been particularly difficult with many problems with potholes, poor carriageway maintenance and the continued problems with the Church Lane bridge.

The Phone Box project has been slow going, but it is hoped that it will be completed by the autumn this year.

There have been a number of planning applications and these have been mostly supported by the Parish Council, even if Councillors and Officers at NFDC have had a contra view. I am sure we will continue to make decisions based what we feel is best for our Parish and not the views of decision makers in another place.

Could I now thank my fellow Councillors who give up their time for free in support of our Parish. It can sometimes be a contentious job but I hope they as I do that it does make a difference and most of the time is worthwhile.

Whilst I am still on the thanking subject I would like to once again thank our Clerk who was thrown in at the deep end when she joined us last year and has, I think, been a great asset to the Parish. We now have better working practices, and our important documents and procedures are either in the process of being updated or have been completed.

Lastly, I want to give a mention to and thank Cllr Crane as Vice Chair. He has been invaluable, taking on some of the work load that may in the past have been covered by the Chair. This has made my return to the Councils Chair so much easier.

I hope that Council, as a whole, is ready for what could be a difficult year, but working together for the benefit of our Parish I am sure we will all succeed.

2. To review, approve and adopt Parish Council legal documents:

- *Standing Order*
- *Risk Assessment*
- *Complaints Procedure*
- *Financial Regulations*
- *Asset Register*

All voted in favour and it was RESOLVED to approve and adopt the legal documents.

3. To elect the Chairman of the Council

Cllr Tandy accepted the proposed and seconded nomination and all voted in favour. It was therefore RESOLVED that Cllr Tandy would remain Chairman. The Declaration of Acceptance was signed in the presence of the Clerk.

4. To elect the Vice Chairman of the Council

Cllr Crane accepted the proposed and seconded nomination and all voted in favour. It was therefore RESOLVED that Cllr Crane would remain Vice Chairman. The Declaration of Acceptance was signed in the presence of the Clerk.

5. Apologies and declaration of quorum:

Cllr Major had sent his apologies and quorum was declared.

6. To receive any declarations of interest:

Cllrs Crane, Doherty, Stephens, Anderson and Godber declared interests in the s137 grant applications from the village hall, sports field, school and church respectively. There were no changes to the Declaration of Interest forms.

7. To approve & sign the Minutes of the meeting held on 18th March and 15th April 2024:

All agreed and it was RESOLVED to accept both sets of Minutes as an accurate record of the meetings. The Chairman signed both sets of Minutes.

8. To consider and confirm the dates & times of ordinary meetings of the Council for the ensuing year:

Due to Clerk difficulty with Monday meetings, the council voted all in favour and it was RESOLVED to change the meeting days from Monday to Tuesdays, subject to village hall availability.

9. Elect official signatories to official documents on behalf of Damerham Parish Council:

All voted in favour and it was RESOLVED to maintain the Chair, Vice Chair and Clerk as signatories on the bank.

10. Finance

i. To review current balances & financial position:

Current Account: £170.72 Deposit Account: £21,376.24

ii. To approve expenditure:

L Malcom	Folders for 24/25 documents	18.98
Time2Display	Parish Pump - May	30.00
Zurich insurance	Insurance 2024-2025	627.07
Sandleheath PC	50% printers exp 23-24	50.76

The Chair and Vice Chair advised the council that a tree had fallen in the Meadow and was resting on a resident's shed. Therefore it had to be dealt with quickly, and the quote from the Lengthsman of £420 for removal was accepted.

iii. To receive annual accounts and bank reconciliation 2023-2024:

1.4.23	Deposit Account	8966.69	
1.4.23	Current Account	7280.94	
1.4.23	Bank balances b/fwd	16247.63	
31.3.24	Income to Date	12,869.97	
31.3.24	Expenditure to date	10038.58	
	Bank balances c/fwd	19,079.02	These must agree
31.3.24	Deposit A/C per Bank Statement	17736.74	
31.3.24	Current A/C per Bank Statement	2303.72	
	Bank balances per Bank Statements	20040.46	
30.3.24	50% refund to SPC for phone -o/s payment	-9.44	<i>Bank Holiday</i>
30.3.24	MJ Parker gazebo repairs - o/s payment	-552	<i>Bank Holiday</i>
30.3.24	Clerk wages + bonus - o/s payment	-400	<i>Bank Holiday</i>
	Bank balances c/fwd	19079.02	These must agree
	Bank Difference	0	

iv. Note CIL received: £0

v. To approve and sign Annual Governance and Accountability Return:

- a) *Annual Governance Statement*: All voted in favour and it was RESOLVED to accept the statement, which was then signed by the Chairman.
- b) *Certificate of Exemption*: This was signed by the Chairman as Damerham received less than £25k income in 2023-2024
- c) *Accounting Statements 2023 – 2024*: This was signed by the Chairman
Dates for Exercise of Public Rights is 1st July – 9th August 2024.

v. Consider award of s137 grants to local individuals and organisations:

After discussion, all councillors without an interest voted in favour and it was RESOLVED to award the church, sports field and village hall £500 each. Further information was requested from Western Downlands School before considering the request.

11. To receive Officer reports:

- i. *Parish Footpaths Officer*: Cllr Bellows advised that HCC have yet to come out and evaluate footpath 28 which still has problems. However, the steps had been replaced by the landowners, although not their responsibility. Footpath 21 still had a tree blocking it and it was believed that this would be done when good weather arrived. Grants are now available to get new kissing gates. The landowners of Manor Farm footpath would need to apply for funding for a permissive footpath, or install gates at own expense. Cllr Bellows thanked the churchwarden for putting up signs and repairing fence by churchyard.
- ii. *Dark Skies Officer*: Nothing is happening until October
- iii. *Parish Transport Representative*: Councillors are encouraged to approach the Chair or Clerk if interested.
- iv. *Any other reports from meetings attended*: None

12. Matters to report: None

13. Planning Applications:

i. To receive & comment on applications received:

24/10257 MERIDAN COTTAGE, HIGH STREET, DAMERHAM SP5 3EU: All voted in favour of recommending PAR3 Approval for the following reasons: Less light pollution in a dark skies area; better insulation and more energy efficient; improvement on current structure

24/10377 HYDE FARM, CRANBORNE ROAD, DAMERHAM SP6 3JH

The council voted all in favour of recommending PAR3 Approval as the repairs are essential.

ii. **To review decisions received from the NFDC Planning Authority:**

21/11663 GREENBANK FARM HOUSE, LOWER DAGGONS LANE, SOUTH END, DAMERHAM SP6

NFDC decision: Granted

The decision was noted by the council.

iii. **Other planning matters:**

TEMPORARY EVENTS NOTICE: JUBILEE CAMPING, BROWNS LANE SP6 3EJ

The council noted the hours

14. Public Participation Session: The council were asked the latest regarding the flooding by the layby as it was still happening. Cllr Tandy advised it was outside parish council jurisdiction and that he has a constant running job number with HCC regarding it. It was noted that 30mph signs had been reinstalled but the village sign on Rockbourne Road had not yet been replaced.

15. Community matters:

To receive an update on 80th D-Day Commemoration lighting of beacon: Following discussion regarding appropriate date for lighting beacon, it was agreed to find someone to light it on Thursday 6th June.

16. Environmental matters:

The Lengthsman was thanked for his good work in laying gravel on footpath 49, using most of the two deliveries of aggregate. Next visit is 8th July and Lengthsman could be asked to remove hemlock in river and cut back vegetation alongside riverbank alongside the meadow and village hall.

Cllr Tandy asked NFDC Cllr Richards if she could find out the cutting schedule for West Park Meadow as grass is extremely long and complaints had been received. Cllr Tandy also advised that the basket swing would be replaced imminently, and awaiting delivery of swing and pole which are arriving separately.

17. To receive items of correspondence: All correspondence has been forwarded to Councillors prior to the meeting.

18. Matters to be raised on the next agenda: The phonebox will be discussed further as Cllr Bellows will chase up the gentleman who will repair.

19. To set date & time of the next Parish Council Meeting at Damerham Village Hall: the third Tuesday in July at 7.30pm. Cllr Tandy advised his apologies for this meeting.

Date of next meeting: Tuesday 16th July at 7.30pm at Damerham Village Hall

Tuesday 18th June at 7.30pm (if needed for planning applications)

These are draft minutes until approved at the next meeting

Lindsey Malcom – Damerham Parish Council Clerk

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