

MINUTES OF THE SMANNELL PARISH COUNCIL MEETING HELD ON 3RD MARCH 2025 AT APRIL'S FARM, SMANNELL, HAMPSHIRE

Cllrs. Present: Cllr. Paul Dunning (Chair until 18.30 hours), Cllr. Rob Price (Acting Chair from 18.30 hours to close), Cllr. David Martin, Cllr. Sue Rogers

In attendance:

Jack Goodwin

1. APOLOGIES

Cllr. Marianne Black

Cllr. Stephen Jenkins

Cllr. Erica Mason

County Cllr. Kirsty North – Hampshire County Council

Borough Cllr. Phil North – Test Valley Borough Council

2. TO CO-OPT A SERVING PARISH COUNCILLOR TO THE SMANNELL PARISH COUNCIL

The Parish Clerk advised members that he was in receipt of two applications from Jack Goodwin and Sue Rogers who expressed an interest in becoming a Parish Councillor for Smannell Parish Council. Their CVs were previously circulated to all members prior to this meeting for consideration. Members RESOLVED to co-opt Sue Rogers as a serving Parish Councillor to Smannell Parish Council. Cllr. Sue Rogers signed the Declaration of Acceptance of Office, which was countersigned by the Parish Clerk as Proper Officer of the Smannell Parish Council.

3. PUBLIC QUESTIONS NOT ON THE AGENDA

None recorded

4. DECLARATIONS OF INTEREST

None recorded.

5. TO RESOLVE THE FULL COUNCIL MINUTES OF THE MEETING HELD ON 6 JANUARY 2025

The Chair reviewed the Minutes of the Full Council meeting held on 6 January 2025. Members unanimously RESOLVED to accept the Minutes of this meeting as a true and correct record. The Chair signed the Minutes accordingly.

6. MATTERS ARISING FROM THE MEETING HELD – 6 JANUARY 2025

The Chair reviewed all the action points that were raised from the meeting held 6 January 2025, which had been carried out.

7. CORRESPONDENCE

The Parish Clerk advised members of all correspondence received, which were noted without further comment. The Parish Clerk drew members specific attention to the Devolution Consultation and briefing paper which opened on 17 February 2025 and will close on 13 April 2025. There will also be a teams briefing event held by Hampshire County Council on 20th and 21st March 2025 explaining devolution and reorganisation open to all members. The Parish Clerk advised members of a range of dates that the first aid trainer could manage to provide a community first aid course. It was agreed that the first aid course should take place on 7 June 2025 and preferably at the Landale Wilson Hall, Enham Alamein.

**SMANNELL PARISH COUNCIL
MEETING OF 3 MARCH 2025 – PAGE 2 (CONT'D)**

ACTION

The Parish Clerk to book the first aid training course with the trainer for 7 June 2025 and enquire as to availability of the Landale Wilson Hall and make a booking.

8. TO RESOLVE THE FINANCIAL EXPENDITURE OF THE PARISH COUNCIL FOR JANUARY/FEBRUARY 2025

The Parish Clerk advised members of the expenses of the Parish Council for January/February 2025, amounting to £616.35 as scheduled below and the Parish Clerk advised members of the latest financial position of the Parish Council.

£82.60 – Test Valley Trophies – Invoice 9383 dated 20 January 2025 – Memorial plaque including engraving and oak memorial stake

£216.75 – Kevin Glyn-Davies – January Salary

£48.00 – Loos 2 Go – Invoice 19501 dated 27 November 2024 – Servicing of 2 units

£48.00 – Loos 2 Go- Invoice 18962 dated 11 September 2024- Servicing of 2 units

£4.25 – Lloyds Bank – Invoice 449853211 dated 10 February 2025 – Bank charges

£216.75 – Kevin Glyn-Davies – February Salary

Members RESOLVED the financial expenditure schedule for the parish council amounting to £616.35

9. TO RECEIVE AN UPDATE FROM THE LLPF AND EVENTS TEAM AND ACTIVITIES

A report was provided by Cllr. Marianne Black as set out below.

The event team including Andy Hooker met on 18 February 2025 and were joined by Steve Jenkins. I am delighted to say that Steve has also now joined the team. Main points to note:

1. Parish Council Budget 2025-26.

This was circulated and discussed. Questions were asked around the planned frequency of grass cutting for the coming year and concerns raised regarding the cost. It was also pointed out that Alan Mitchener had been cutting the grass verge and the car park field pro bono in addition to the playing field and there is a concern this would not be done now by Enham going forward.

2. Roles and responsibilities.

With Andy having stepped down from the Team, we have begun the process of clarifying and re-assigning responsibilities amongst the team members. Andy provided invaluable advice and input during the meeting. We agreed that to enable roles to be taken up/reassigned by others on short notice, a guide/'what's what' would be prepared for each of the main areas: Treasurer, Marketing, Electrics and Power and Health & Safety; it will include an inventory, key contact details and event checklists if appropriate. Food and Parking still to be discussed.

**SMANNELL PARISH COUNCIL
MEETING OF 3 MARCH 2025 – PAGE 3 (CONT'D)**

Treasurer - Meg Chant

Marketing - Mandy Dunning

Electrics & Power - Gavin Mason (supported by Steven Jenkins)

Health & Safety - Marianne Black (supported by Steven Jenkins)

Andy has now passed his set of keys for the playing field/container etc to Gavin Mason.

3. Test Valley Borough Council VE Day Grant:

It was unanimously agreed that we should make use of the grant and combine with the parish fete. Although there was some concern about people being away over the bank holiday weekend, it was decided to hold the event on bank holiday Monday 5th May 2025 to be aligned with other celebrations. This will be a community focused event to include fancy dress contest, traditional games, a dance contest, music via the PA system with tea and scones to be provided. There may be some opportunities to raise funds e.g. raffle, serving Pimms, but this will be discussed at the next meeting. There may also be scope to work with the Smannell Primary School in terms of their 80th VE day celebrations.

There have been suggestions for holding a music event the same weekend to make use of the marquee being up. This is being explored in terms of feasibility but is unlikely due to volunteer time/manpower.

4. Football nets.

Gavin Mason rescued a deer which was being strangled in the football nets earlier this month. It was agreed to take down the current nets. In view of the poor state of the nets, the team would like to request a set of new nets, which would be kept in the container and put up for events. The cost of new nets is quoted as being £50.00.

5. First aid training

Five members of the team would like to do the training including myself. Finding a date is proving tricky. Two of the five members can't do weekdays and only Saturdays (Gavin and Sally). Our next meeting will be on 11 March 2025. The Parish Clerk advised members that he has asked for further dates from the training provider but none have proved helpful to date.

Members acknowledged the report. In terms of the grass cutting, this will be monitored in the usual way. With reference to the football nets, members felt it was not financially viable to replace them and felt that repairs could be effected instead. In respect of the first aid training, this was previously discussed earlier in the meeting and is being organised.

10. TO PROVIDE AN UPDATE ON THE SMANNELL PARISH COUNCIL RESILIENCE PLAN

Cllr. David Martin advised members that he has devised a procedure setting out a formal flow chart to finalise and 'mop-up' an incident. Members unanimously RESOLVED to adopt the flow chart as part of the formal Resilience Plan. Cllr. David Martin advised members that he has established a suitable definition for 'vulnerable people' and this is now contained in the updated resilience plan. He stated that he will circulate the updated document to all.

**SMANNELL PARISH COUNCIL
MEETING OF 3 MARCH 2025 – PAGE 4 (CONT'D)**

ACTION

Cllr. David Martin to update the Smannell Parish Council Resilience Plan and circulate the document to all members and the Parish Clerk.

11. TO AGREE AND RESOLVE THE RISK ASSESSMENT FOR THE PARISH COUNCIL FOR 2025

The Parish Clerk advised members of the recent Smannell Parish Council risk assessment carried out for 2025 and updated as necessary by members, which was circulated to all members previously. Members RESOLVED acceptance of the risk assessment for 2025 and agreed the next review will be March 2026.

12. TO AGREE THE RESERVE POLICY STATEMENT FOR THE PARISH COUNCIL FOR 2025/2026

The Parish Clerk referred to the report on the Reserve Policy Statement previously circulated to all members. The brought forward reserve balance for 2024/2025 is £34,111 following the earmarked reserves ring-fenced balance of £14,807. This has been reached by bringing forward the 2023/2024 balance of £48,918 LESS earmarked reserves of £14,807 = £34,111. No earmarked reserves agreed towards capital projects at the present time. All capital projects have been separately budgeted. To be reviewed for consideration for the financial year 2026/2027.

Total Earmarked Reserves for 2025/2026 - NIL

Total to General Reserves as at 31 March 2026, expected to be - £34,111

Members agreed the earmarked reserves as stated coupled with the general reserves for 2024/2025 and RESOLVED to agree and accept the reserve policy statement for the parish council for 2025/2026.

13. TO AGREE THE FIXED ASSET REGISTER FOR 2024/2025

The Parish Clerk advised members that he has reviewed and evaluated the fixed asset register for 2024/2025 as required by the Parish Council and expected by audit and it has been updated accordingly. A copy of the fixed asset register for 2024/2025 was previously circulated to all members prior to this meeting, The total value of the fixed assets as at 31 March 2025 is £73,359.00 and included all items purchased and owned by the Parish Council. Members carefully reviewed the list and it was RESOLVED to agree the fixed asset register for 2024/2025 as presented.

14. TO DETERMINE PLANNING APPLICATIONS

None recorded. The Parish Clerk advised members that he chased Emma Jones in respect of the current status of planning application 24/00507/FULLN. She has replied stating that discussions are currently ongoing between Test Valley Borough Council's Housing Team and the applicant in respect of establishing the specific need for affordable units in Smannell. It is considered that establishing this is fundamental before moving forward with requesting amendments/additional information in respect of the proposals. Members acknowledged the response received from Emma Jones. There remain a couple of points that the parish council requires clarification from Planning.

What is the current affordable housing application and expression of interest for Smannell? Test Valley Borough Council Planning were asked this last year to which no reply was

**SMANNELL PARISH COUNCIL
MEETING OF 3 MARCH 2025 – PAGE 5 (CONT'D)**

received despite it having been promised. Could Planning confirm whether there will be a need for a full planning application re-submission from the applicant?

ACTION

The Parish Clerk to contact Test Valley Borough Council Planning to raise the questions specified above.

15. FOOTPATHS AND ROADS

Cllr. David Martin queried the lack of any reply from Hampshire County Council Traffic Management in respect of the submitted application for a reduction in a speed limit on the Smannell Road. The Parish Clerk was requested to chase this matter again.

ACTION

The Parish Clerk to seek a definitive response to the Smannell Parish Council submission for a change in speed limit on the Smannell Road from Hampshire County Council Traffic Management.

Members commented that there is a significant pothole requiring urgent remedial attention outside the Christ Church and The Oak pub on the Smannell Road and that this should be reported to Hampshire Highways.

ACTION

The Parish Clerk to report the pothole on the Smannell Road to Hampshire Highways.

16. BOROUGH AND COUNTY COUNCIL REPORTS

None recorded.

17. MEMBER QUESTIONS

Cllr. David Martin made reference to a current consultation document on the North Wessex Downs Landscape Character Assessment review consultation hub, which is live until 14 March 2025. He felt that the document required an evaluation and if necessary comments should be made and sent.

ACTION

Cllr. David Martin to review the consultation document concerning the North Wessex Downs Landscape Character Assessment and check whether a response is required from Smannell Parish Council.

The next meeting of the Smannell Parish Council will take place on 19 May 2025 at April's Farm, Smannell, commencing at 6.30pm. This will be the Annual Parish Assembly, Annual General Meeting and the usual May Smannell Parish Council meeting. All three meetings are separate meetings and must be treated as such.

There being no further business to transact, the Acting Chair closed the meeting at 19.15 hours.