



## OLD BASING & LYCHPIT PARISH COUNCIL

### FULL PARISH COUNCIL MEETING - MINUTES

**Meeting Date:** TUESDAY 7<sup>th</sup> MAY 2024  
**Location:** PARISH OFFICE, OLD BASING  
**Time:** 7.30 PM  
**Members Present:** Cllrs P Bloyce, S Brown, C Butfoy, R Doust, S Grassi, F Maritan, D Neat, K Tuck, , D Whiter  
**Members Absent:** M Campbell, A Renwick  
**In Attendance:** Mrs S Tuck (Clerk), Mr L Orvis (Finance Officer)

Item No	Item	Action
1.	<b>APOLOGIES FOR ABSENCE</b> Apologies were received from Cllrs Campbell and Renwick. The Vice-chairman, Cllr Bloyce, chaired the meeting in the absence of Cllr Campbell, the newly elected Chairman.	
2.	<b>RESIGNATIONS</b> 2.1 The resignation of Mark Hermitage was <b>received and noted</b> . The Clerk will notify the Borough Council of this vacancy. 2.2 The formal resignation of the Clerk effective from end August 2024 as advised verbally in January was <b>received and noted</b> .	Clerk
3.	<b>CONFIRMATION OF MINUTES</b> Minutes of the Full Parish Council Meeting held on Tuesday 2 <sup>nd</sup> April 2024 were received. Cllr Butfoy expressed concern that the Minutes did not reflect the fact that Cllr Doust is a LCRA committee member and requested that this is noted in these Minutes for future reference. <b>The Minutes were then agreed as a true record of the business conducted.</b>	
4.	<b>DECLARATIONS OF INTEREST</b> Cllr Grassi declared an interest in relation to item 13.1 relating to Broadhurst Grove Village Green.	
5.	<b>REPORTS FROM DISTRICT &amp; COUNTY COUNCILLORS</b> County Councillor Elaine Still was unable to attend but had responded to a request for her help with the Bake Shop parking problem. She suggested the only course of action remaining was for a deputation from the Parish Council/residents to attend the next full meeting of Hampshire County Council on 23 <sup>rd</sup> May to	

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	<p>address the executive member for highways and the environment on the issue. This was discussed and the following agreed:</p> <p>Clerk to contact Cllr Still for summary of her actions – Cllr Maritan is prepared to attend HCC meeting.</p> <p>Cllr Still also offered dates when she is available to meet with the Parish Council and members of the LCRA group as requested at the April meeting. The Clerk will forward details to the LCRA Chairman. The Chairman congratulated Cllr Grassi on her election as a Borough Councillor at the recent election and offered commiserations to Cllr Doust.</p> <p>Cllr Tuck reported that the Borough Council will continue as an Independent and Lib. Dem. Coalition and that Cllr Harvey has offered to meet members of the Parish Council if required.</p>	Clerk
6.	<p><b>PUBLIC PARTICIPATION SESSION</b></p> <p>No members of the public were present.</p>	
7.	<p><b>MATTERS RELATING TO FINANCE</b></p> <p>7.1 The Invoice Log detailing the previous month’s invoices, petty cash expenditure, salary costs and bank balances was <b>received and agreed.</b></p> <p>7.2 The End of Year Management Accounts for the period 1<sup>st</sup> January – 31<sup>st</sup> March 2024 together with a Summary by the Finance Officer were <b>received and agreed.</b></p> <p>7.3 Renewal of the HALC membership for 2024/25 <b>was agreed.</b></p> <p>7.4 Receipt of the 1<sup>st</sup> instalment of the Precept and associated Borough Council grants totalling £157,928.79 was <b>noted.</b></p> <p>7.5 The Clerk explained that there had been a disappointing response to the Basinga article advertising the Finance Officer position and further options are being explored. In the meantime an <b>extension of the current Finance Officer’s contract on a rolling basis from 1<sup>st</sup> June at the new rate was agreed.</b></p>	
8.	<p><b>ANNUAL AUDIT 2023/24</b></p> <p>8.1 The Annual Governance &amp; Accountability Return (AGAR) for 2023/24 was received and agreed as follows:</p> <ul style="list-style-type: none"> <li>i. Annual Internal Audit Report.</li> <li>ii. Section 1 – Annual Governance &amp; Accountability Return</li> <li>iii. Section 2 – Accounting Statements for 2023/24</li> </ul> <p>The return was signed and dated by the Vice-Chairman and Clerk/RFO.</p> <p>8.2 The date for Exercise of Public Rights from 3<sup>rd</sup> June – 12<sup>th</sup> July 2024 was noted.</p> <p>8.3 The Clerk explained that the “rolling contract” for the Internal Auditor (Fair Account) had not been reviewed in recent years and Councillors were asked to agree a continuation of the contract for 2024/25 at a rate of £1,020.00 for the year. <b>All agreed.</b></p>	

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9.	<b>CHAIRMAN'S ITEMS</b> An email from the Borough Council's Licensing Team requesting Parish Council agreement to the Carnival holding a cash charity collection along the street during the procession was noted and Councillors raised no objection subject to the criteria for distributing the funds being made clear.	
10.	<b>MONTHLY MONITORING REPORT</b> The Monitoring Report was <b>received</b> and is attached to these Minutes.	
11.	<b>CORRESPONDENCE RECEIVED</b> 11.1 Correspondence between the LCRA Secretary and Hampshire County Council relating to problems with the footpath between Little Basing and Oliver's Walk was <b>received and noted</b> .	
12.	<b>REPORTS FROM COMMUNITY REPRESENTATIVES</b> 12.1 <b>OB Village Hall (SG)</b> – meeting tomorrow evening. 12.2 <b>Beddington Centre (AR)</b> – no report. 12.3 <b>Basinga (AR)</b> – no report. 12.4 <b>BDAPTC (PB/MC)</b> – no report. 12.5 <b>Transport (RD)</b> – no report. 12.6 <b>Carnival (SG)</b> – no report. 12.7 <b>Footpaths/Rights of Way (RD)</b> – overgrowth a problem. 12.8 <b>Speedwatch (PB)</b> – PB to raise management of Speedwatch at the proposed meeting with the LCRA. CB & RD volunteered – PB to forward form. 12.9 <b>LCRA (SG)</b> – Successful Spring Fair at LH on Sunday.	
13.	<b>MISCELLANEOUS MATTERS</b> 13.1 Councillors were asked to agree restrictions to be included in the Deed of Transfer for the Broadhurst Grove Village Green as follows: i. No fencing shall be installed on the land; it shall be kept as open plan. ii. No buildings (either permanent or temporary) or any permanent installations (to include play equipment, goal posts or benches) are to be installed on the property. iii. The grass shall be kept mowed during the usual mowing season. <b>All agreed although Cllr Tuck would have liked an area set aside for wild flower planting.</b>	<b>Clerk</b>
14.	<b>MATTERS RELATING TO COMMITTEES</b> No items – Planning & Development Committee meeting scheduled for 23 <sup>rd</sup> April was cancelled due to lack of applications.	
15.	<b>CONFIDENTIAL MATTERS</b> No items	

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<p><b>There were no other matters for discussion and the Chairman closed the meeting at 20.55.</b></p>		

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SIGNED:.....

DATED:.....