



Marchwood Parish Council
Marchwood Village Hall, Village Centre, Marchwood SO40 4SF
Tel: 02380 860273 office@marchwoodparish.gov.uk

Dear Councillor, you are hereby summoned to attend the **Full Council of Marchwood Parish Council** on **16 October 2023**, at **7.30pm** to be held in the **Pine Room**.

Tina Dudley Clerk to the Parish Council

Monday, 10 October 2023

Agenda

23/188 - Apologies for absence

Tina Dudley

To receive and consider for acceptance any Member apologies for absence and approve by resolution.

23/189 - Declarations of Interest

Members and officers are invited to make any declarations of interest that they may have in relation to an item on the agenda and are reminded to make any declarations at any stage during the meeting if it becomes apparent that it may be required.

23/190 - Public Participation

For the public and press to ask questions on matters relating to items on the agenda.

23/191 - Minutes

To approve the minutes of the previous meeting of the Parish Council held on 11 September 2023 as a correct record and duly signed by the Chairman (appendix A).

Attachments

[Appendix A Full Council - draft minutes.pdf](#)

23/192 - Reports from the New Forest District Councillors

To note the reports from the New Forest District Councillors, P Mballa and R Young.

Attachments

[Appendix B NFDC Cllr Richard Young report.pdf](#)

23/193 - Draft 5-year plan - Task and Finish Group

To appoint 3 Members to a Task and Finish Group to develop the draft 5 Year Plan.

23/194 - Conclusion of Audit

To note the conclusion of the Council Audit and any actions required 2022/2023 (Appendix C).

Attachments

[Appendix C Notice of Conclusion of Audit 2022-2023.pdf](#)

23/195 - Town Centre Improvements - Parishes

To consider the utilisation of funding from NFDC levelling up fund provided by Central Government.

Attachments

[Appendix D Shared Prosperity Fund - Marchwood Parish Allocation.pdf](#)

23/196 - Falklands War Memorial Cherry Tree

To review the Cherry Tree and memorial plaques to former Councillors of the Parish

23/197 - Hedgehog R Us Highway Project

To receive a request to support Hedgehogs R Us by purchasing a box of hedgehog highway surrounds and make the available to residents.

Attachments

[Appendix E Hedgehogs R Us request.pdf](#)

All minutes are draft until ratified by the Committee at the next meeting.

Marchwood Parish Council

Minutes of the Full Council Meeting of Marchwood Parish Council held at Pine Room, Village Hall, Marchwood on Monday 11 September 2023 at 7.30pm

Present: J Case (Chairman), D Hindle, J Leath, M Proctor, M Saxby and L Shelley.

In Attendance: Tina Dudley, Parish Clerk.

Apologies

PC/23/047 – Apologies for absence were received from Cllr Buckett (annual leave) and P Mballa (NFDC).

Resolved – apologies for absence were approved.

Declarations of Interest

PC/23/048 – There were no declarations of interest for this meeting.

Public Participation

PC/23/049 – The Guide leader thanked the Council for implementing a scheme for locking and unlocking the height barrier at Lloyds Recreation Ground. She confirmed that the proposed signage was ready to be placed on the Scout and Guide building and that they were of equal size.

Minutes

PC/23/050 – RESOLVED – To accept the minutes of the Council meeting held on Monday 24 July 2023 as a true and accurate record and duly signed by the Chairman.

Reports from NFDC Councillor

PC/23/051 – Cllr Young updated the meeting on matters effecting the District Council. He explained the proposal for Appletree Court whilst assuring the public that the building would remain the home of the Council. Options of hiring part of the building to other organisations would be explored as an option to generate income.

Other matters being looked at were the Council's fleet of vehicles and refuse collection with the proposed transition to wheelie bins expected to take effect in April 2024. Savings could be achieved by residents if they order garden waste bins prior to November 2023.

Members raised concerns with the visual impact of the wheelie bins on residential streets, further concern was raised with the elderly and frail being unable to place the bins on the kerbside due to health or access arrangements.

Organisations helped to date from his community grant fund included the WI, Singing with Friends and Party in the Park.

Councillor Mballa provided a written statement due to attending the Council meeting at NFDC his apologies had been submitted.

He provided Council with an insight into his role at NFDC including being a member of the Housing and Communities Overview and Scrutiny Panel.

Plans for Appletree Court were also highlighted with the Estates and Facilities management reviewing options on how to deliver long term value for the foreseeable future with a feasibility study being undertaken.

All minutes are draft until ratified by the Committee at the next meeting.

The timeline for the wheelie bins introduction as shown below:

- Subscription for the wheelie bins start from the 1st of October, closing date by end of November.
- Delivery of the of the wheelie bins – early 2024
- Usage of the wheelie bins from the 1st April 2024
- The waste collections will follow the current schedule.

Further information was available at <http://www.newforest.gov.uk/wastestrategy>

He further reported keeping a close eye on Planning matters that may affect the village such as the Freeport, Dibden Bay, the A326 and Totton bypass.

His community fund budget would be allocated in the near future.

Scout building signage

PC/23/052 – Resolved to approve the signage for the Scout and Guide building at Lloyds Recreation Ground.

Party in the Park

PC/23/053 – Resolved to approve the transfer of funds from the Community Events EMR to facilitate payment required.

Grants

PC/23/054 –

Resolved – to approve a £150.00 grant for Oakhaven Hospice providing monthly respite day for carers who support Oakhaven patients.

Resolved – to approve a £100.00 grant for Singing with Friends providing an opportunity for those living alone, retired or suffering with dementia to join in the sing along/social event.

Draft 5 Year Plan

PC/23/055 – Members agreed that the Clerk could advance the process to implement the plan including an Astro turf football pitch at Lloyds Recreation Ground subject to a business case and financial viability being considered by Council in the future.

Calendar of Meetings 2024-2025

PC/23/056 – Resolved to approve the Calendar of meeting January 2024 – March 2025.

Close of meeting and Date of next meeting

PC/23/056 – the meeting closed at 8.40pm. The date of the next meeting 16 October 2023.

NFDC Councillor R Young

Councillors/Officers/Members of the public,

Councillors, officers, and members of the public are always most welcome to contact me directly (email richard.young@nfdc.gov.uk or search "Councillor Richard Young" on Facebook) with any questions, concerns, or queries.

I am delighted to advise that alongside selected New Forest communities Marchwood has been awarded £15,000 by NFDC from the governments Shared Prosperity Fund, having been identified as a priority centre (away from the usual tourist spots) for regeneration investment. Going forwards I will be working alongside NFDC officers and the portfolio holder to engage with Marchwood Parish Council on potential projects which this funding could be utilised for in and around the area of the village centre. Any agreed projects will need to be completed by March 2025.

Alongside Cllr Mballa it was a privilege to be invited to officially open the rescheduled 2023 Marchwood Village fete on 23rd September. The event was very well attended and supported by the wider community with a range of community groups, charities, local businesses, and voluntary groups hosting stalls. A variety of local interest groups also provided welcome entertainment in the fete arena during the occasion. The tasty chicken wraps cooked and sold by members of our Fijian community group were a particular personal highlight. I wish to thank everyone who played their part in making the day such a success, particularly the members of the fete committee, without whom there would not be a fete.

I recently attended the first get together of "Singing with Friends", organised and hosted by Marchwood WI. I even joined in singing a few numbers myself! They meet at Marchwood Village Hall on Mondays at 10am under the musical direction of John Bell to sing a variety of popular songs in a friendly and inclusive setting. These entirely free sessions are particularly aimed at supporting residents with dementia or whom may be feeling isolated, new attendees are always most welcome.

As you will likely already know, contractors working on behalf of Hampshire County Council will soon commence construction of a light-controlled toucan crossing at the Trotts Lane crossroads at the northern end of the cycle path, and a zebra crossing at Tavells Lane at the southern end of the cycle path. This is all part of the "transforming cities fund" scheme of work which aims to improve sustainable travel corridors to and from nearby cities, which in our case is Southampton. Whilst I recognise and very much welcome the enhanced safety that this will deliver for vulnerable cyclists and pedestrians, I am concerned by the concurrent scheduling of some of these works alongside other highways projects and the potential for serious adverse impacts upon local residents and businesses. I have therefore made robust representations on this to Hampshire County Council however it ultimately remains their decision on when to proceed.

Finally I have recently made two further modest awards from my councillors community grant budget. The first to Marchwood Parish Council to help facilitate the planned Party in the Park community event at the Lloyd recreation ground in summer 2024. The second to Marchwood Mens Shed to enable them to build, supply, and fit a mini outdoor library and food bank repository for Mulberry Pre-School.

Kind regards

Councillor Richard Young

New Forest District Council

Tel: 02380 285000

District Councillor for Marchwood and Eling

richard.young@NFDC.gov.uk

www.newforest.gov.uk

CLOSE OF MEETING

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

MARCHWOOD PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

05/06/2023

and recorded as minute reference:

PC/23/026

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Mr T. Dudley

WWW.MARCHWOODPARISH.GOV.UK

Section 2 – Accounting Statements 2022/23 for

ENTER **MAZECHWOOD IDB PARNH COUNCIL**

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	240,410	219,848	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	244,948	246,460	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	27,736	21,671	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	172,319	179,217	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	120,927	105,643	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	219,848	203,119	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	217,205	204,796	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	995,521	985,104	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Angie Woodward

Date

25/05/2023

I confirm that these Accounting Statements were approved by this authority on this date:

05/06/2023

as recorded in minute reference:

MIN PC/23/028

Signed by Chairman of the meeting where the Accounting Statements were approved

[Signature]

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

Marchwood Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

BDO LLP, Southampton

External Auditor Signature

DocuSigned by:

BDO LLP

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SIGNATURE REQUIRED

Date

19 September 2023

The government launched its UK Shared Prosperity Fund (UKSPF) Prospectus in April 2022 as part of its Levelling Up agenda. The funding covers the three-year period up to March 2025, with all areas of the UK receiving an allocation via a funding formula rather than a competition. NFDC received an allocation of £1m and was required to submit a Local Investment Plan to government by 1 August 2022.

In August 2022, following Cabinet approval, NFDC submitted an Investment Plan setting out how UKSPF would be allocated in the New Forest, the investment Plan included £220,000 of revenue funds to support our town centres. All funds must be fully spent by March 2025.

Earlier this month, Cllr Tipp as the Portfolio Holder with responsibility for UKSPF in the NFDC, clarified how the fund would be utilised across the district. It was agreed that Ringwood would receive a £15,000 revenue allocation as part of that process. Cllr Tipp additionally instructed officers to work with the relevant Town or Parish Council to develop individual projects.

- New Forest District Council (NFDC) received an allocation of £1m of which £762,000 is revenue funding and £238,000 is capital funding.
- The NFDC Investment Plan submitted to government in August 2023 identified £220,000 to support our town centres all of which is revenue funding. It was agreed that £75,000 would be allocated to Five town centre locations based on the fact that they were away from the major tourist areas across the district.
 - Fordingbridge - £15,000
 - Hythe - £15,000
 - **Marchwood - £15,000**
 - New Milton - £15,000
 - Ringwood - £15,000

The Fund aims to improve pride in place and increase life chances, it focuses on three priorities, which are communities and place, supporting local business, and people and skills.

What can UKSPF be spent on

- Projects that promote the town centre or encourage people to come to the Town Centre
- One off events – festivals, lantern lighting etc
- Extend existing projects
- Link with other UKSPF activities going on in your area e.g. Coastal Beach Shelters, E Bike Hiring Schemes, Improve the Cultural Offer – outdoor theatre, Encouraging Active Lifestyles etc.



Hedgehogs R Us

Linda Cook
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Market Weighton
YO433EX

HedgehogsRus@mail.com

Firstly, thank you for taking the time to read this letter!

I am writing to all Councils, Parishes, Towns and Wards in the UK to ask them to take part in this amazing project!

Hedgehogs R Us Highway Project

With Hedgehog numbers in decline and Hedgehog awareness on the rise, there has never been a better time to get involved in Hedgehog conservation.

A Hedgehog Highway is a 5 inch gap in a fence and is essential in the battle to prevent the extinction of our endangered spiky friends. This gap allows them access to forage for food and meet mates.

Hedgehog shaped fence surrounds raise awareness to the plight of Hedgehogs, create a talking point and encourage others to take part in the project. Fence surrounds are made from recycled plastic and can themselves be recycled.

I am asking for each area of the UK to use a small portion of their assigned funds to purchase a box of hedgehog highway surrounds and make them available for their residents.

Each box of 50 is £150 and includes:

- * 50 Hedgehog Highway surrounds & 50 information leaflets
- * A display box & window sticker showing you are part of the project.

Ideas of how to benefit your community include:

- * Donate the Highways and leaflets to your local school to educate in wildlife conservation
- * Swap the Highways for a donation of Hedgehog food which can then be given to your local Hedgehog Rescue Centre



The project will be receiving a lot of publicity in the coming months via Social Media and I really hope that you choose to take part.

My dream is to make the whole of the UK one giant Hedgehog Highway and for that dream to come true, it needs EVERYONE to take part.

Money is donated to Hedgehog Conservation for every box sold too!

If you would like to order or have any questions please do not hesitate to get in touch and thank you for caring.

Linda Cook, Founder of Hedgehogs R Us