



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 MEETING of Marchwood Parish Council** on Monday 16 September 2024 at **7.30pm** to be held in the **Pine Room Marchwood Village Hall**.

Tina Dudley, Clerk to the Parish Council

Date 10 September 2024

Agenda

1. Apologies for absence

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

2. 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.

3. Public Participation

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

4. Minutes

To approve the minutes of the previous meeting of the Parish Council held on 22 July 2024 as a correct record and duly signed by the Chairman (appendix A).

5. Reports from the Hampshire County Council and New Forest District Councillors

To note the reports from the New Forest District Councillors (Appendix B, Cllr Harrison, Appendix B(i) Cllr Young).

6. Outside Organisation

To receive verbal reports from Councillors representing the Council on outside organisations.

7. External Auditor Report and Certificate 2023/2024

To note the Annual Governance and Accountability Return and Conclusion of the Council Audit 2023/2024 report and any actions required (Appendix C).

8. Application for Councillor

To receive an application for a resident, Mr Keith Petty to become a Parish Councillor (Appendix D).

Members of the Press and Public are welcome to attend any meeting of the Parish Council. These rights are enshrined in the Public Bodies (Admission to Meetings) Act 1960 and the Openness of Local Government Bodies Regulations 2014.

All in attendance should be aware that filming, photographing, recording, broadcasting or transmitting the proceedings of the Council may occur during the meeting.

9. **Exempt Business:** To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press from the discussion of the following matters where publicity might be prejudicial to the special nature of the business.

At this meeting these matters include the following:

- Larkspur, RNAD, and Footpaths Mitigation Project (Appendix E, E(i) and E(ii)).

10. **Close of meeting, Date of next meeting 16 December 2024 at 7.30pm.**

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 22 July 2024 at 7.30pm

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

In Attendance: Tina Dudley, Parish Clerk.

Apologies

PC/24/020 – There were no apologies for absence for this meeting.

Declarations of Interest

PC/24/021 – There were no declarations of interest for this meeting.

Public Participation

PC/24/022 – No members of the public attended for this item.

Minutes

PC/24/023 – Resolved – To accept the minutes of the Council meeting held on Monday 20 May 2024 as a true and accurate record and duly signed by the Chairman.

Reports from NFDC (New Forest District Council) Councillor

PC/24/024 – Cllr Young, NFDC sent his apologies for this meeting. He submitted a report read out by the Clerk.

Cllr Young stated he had spent a considerable amount of time dealing with local housing matters, new planning applications, enforcement issues and ensuring existing developments are being appropriately maintained by landlords.

Supporting concerns raised by resident relating to the Avondale Lodge Care Home on Hythe Road, including parking issues.

With development shortly to commence on the new care home to be sited between The Pilgrim and St Contest Way. He had been in direct correspondence with the developer, planning officers, and numerous residents to do all that was reasonably could to try and mitigate the likely impacts resulting from the construction phase such as additional on street parking.

The minority of those in our community who refuse to respect planning rules and regulations can rightly expect to be dealt with robustly, and council members will no doubt be familiar with the long running planning enforcement saga on the agricultural land adjacent to Wrenwood on Trotts Lane. To that end he was pleased to advise that NFDC planning officers were bringing further court proceedings against the landowner, which are currently listed to be heard at court in October.

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

Finally, for a number of months he had supported residents of Bury Brickfields in trying to resolve a stinky sewage issue. Working with NFDC Environmental Health Officers and numerous site visits to see for himself the failing sewage system which resulted in raw sewage seeping across roads and driveways.

Following robust representations, the landlord eventually recognised their responsibilities, and has installed new sewerage pumps which help connect the site to the mains sewer on Marchwood Road. Resultantly there was then found to be a blockage on the Southern Water owned section of the sewer. Southern Water thankfully responded promptly and positively to this issue, commissioning tankers to routinely remove sewage from site whilst they investigate and resolve the blockage.

It has also been announced in the last week that the planned 1500 home development at Fawley Waterside would not proceed as currently planned. Exactly what this means for the future A326 proposals and the waterside rail proposals is currently unclear, however I will be sure to advise the community of any impacts just as soon as they are fully known.

David Harrison, HCC, gave his apologies for this meeting however, Members were advised to email Cllr Harrison should they have any queries regarding Highways.

Councillors raised issues with regard to works on Trotts Lane and Pooks Green, works had been advertised to begin on Pooks Green however, the works were actually on Park Lane.

Further concern was raised with works on the Redbridge fly-over relating to the previous work with the supporting structure not being completed correctly.

There was a ditch on Jacobs Gutter, Trotts Lane that was considered to be dangerous.

Members agreed the Chairman would write to the Highways authority with the concerns raised with a response being given to Council at its September meeting.

Internal Audit Review

PC/24/025 – Resolved to appoint Do the Numbers for the 2024/2025 financial year. A review of the internal audit role would be undertaken yearly thereafter.

BDO Conflict of Interest

PC/24/026 – Resolved that no conflict of interest with the External Auditor BDO was raised.

The Chairman and Clerk duly signed the completed declaration of Conflict-of-Interest declaration.

Cork Lane works required

PC/24/027 – Resolved to approve the quote for the works on the ditch along Cork Lane, to be funded from general reserves.

Members agreed that a twice-yearly maintenance schedule would be implemented on the ditch running along Cork Lane.

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

Training would be sought for ground staff to carry out any new tasks required to maintain any land within the village, including the use of any appropriate machinery.

The Clerk was asked to look into 360 training.

Waterside Community Fund representation

PC/24/028 – Members agreed to appoint Judy Saxby as the Council representative on the Waterside Community Fund.

Mrs Saxby was thanked for the diligent work she has done representing the Council on this organisation.

EV ChargePoint Update

PC/24/029 - Resolved to proceed with the enquiry using the existing power supply at the Lloyd Recreation Ground.

Members agreed that no commitment would be made until all facts are known including the full implications of any works including the reinstatement of the works carried out on buildings and land.

Personnel Committee membership

PC/24/030 - Resolved to appoint Cllr Buckett to the Personnel Committee being the fourth Member.

Lloyd Recreation Ground

PC/24/031 - Resolved to authorise the Clerk to undertake a feasibility study into the Lloyd Recreation Ground sports facilities.

Close of meeting and Date of next meeting

PC/24/032 – the meeting closed at 8.50pm. The next meeting was 16 September 2024.

Cllr Harrison – HCC Councillor

Firstly apologies that I cannot attend the Council meeting. It clashes with a New Forest District Council meeting. Obviously, if there are any questions or clarifications required, please let me know. The e-mail address I mostly use for case work is David.harrison@hants.gov.uk.

Financial matters : In common with many other upper tier authorities, Hampshire County Council is challenged to balance the books. The situation is even more serious than previously thought because it was recently announced that HCC has to save £175 million (it was previously £132 million), just to balance the books..... a legal requirement.

The financial challenge is almost entirely down to the increased cost of funding social care.

Council members have been involved in looking at every area of expenditure to see where savings might be made (once again). I won't speculate as to what decisions will emerge next month, but there have already been some announcements involving the proposed ending of the award winning Hampshire Caterers contract, cut backs in Home to School Transport, not replacing School Crossing patrol officers when they retire.

I have had a lot of comment about the wisdom of spending so much money on bus lanes, including the new crossing into Hounslow Industrial Park, whilst cutting back on road maintenance. Indeed, I am actively challenging the proposed expenditure of £1.5 million in Junction Road Totton, on a scheme nobody seems to support. These things happen using central government funding (Transforming Cities funds). They can't normally use the money on other things.... Without a lot of wrangling!

Another frustration is the time it is taking to install the traffic lights at the new crossing at Trotts Lane. It seems there are real difficulties sourcing the equipment (from Europe) and a national shortage of electrical engineers willing and able to do the work.

Very pleased to see that the Party in the Park was so successful. I think that my fellow District Councillors agree that this is a good use of some of the limited grant monies we have available to support such events.

I still don't think that Marchwood is well served by the bus company, Bluestar. It's even worse further down the Waterside for the people who live in Calshot. They seem to put a lot of emphasis on speed of service, rather than making buses more accessible through regular services at bus stops where people need them.

I don't know yet whether the new laws that give powers to local authorities to run bus services will make any difference locally. It is one thing to give new powers, but quite another to give local authorities the necessary resources !

Perhaps there may be a link to discussions taking place at a very high level involving the government and Leaders of the big local authorities in the region, offering the prospect of new devolved powers and resources.

Another possible source of funds is the Freeports policy, allowing business rates to be retained locally. I am told it is a good thing for Parish and Town Councils to be considering what they would put on a wish list for projects that need funding, so that if and when funding does become available, you have an agreed policy on priorities and projects to submit! The difficulty here is that (as I write this), nobody knows if the new Labour government is similarly supportive on the Freeports project. I asked Sir Julian Lewis to ask the question in the House of Commons and he kindly agreed to do so. No answer just yet....

County Councillor David Harrison

MPC,

My sincere apologies that I cannot be with you this evening, unfortunately tonight's Parish Council meeting clashes with the full council meeting at NFDC.

Since you last met I have continued to work closely with your officers and to foster a productive working relationship between NFDC and MPC, dropping by the parish office at least once a week. In recent weeks I also attended a meeting with Parish Council Officers, the Parish Chairman, and an NFDC Officer from our open spaces team to discuss land at Oak Park, Admiralty Quay, and the refurbishment of the footpath which runs from Kingfisher Way, across Bilberry Drive, The Rushes, and Main Road, before then reaching The Gulls and Tides Way.

On the latter of these three projects, I am very pleased that after a few false starts we now have something being worked up which will deliver an accessible all year-round walking route taking in a large chunk of the village. In future years there may also be possibilities to extend this route depending on any detailed proposals which come forward for the Corks Farm strategic housing site which was granted outline permission last year. I am keeping my ear close to the ground on this development but there is no further information at this time if or when we may see the required further application to cover the "reserved matters" of this site such as the design detail.

Onto other planning matters. I have been in frequent ongoing contact with a number of residents living in St Contest Way and Hythe Road regarding the construction of the new care home which has commenced between St Contest Way and The Pilgrim Inn. I have also made a number of representations directly to the developer of the care home and to council officers in an effort to help ensure that wider adverse community impacts from the build are minimised as far as is reasonably possible. Especially with the known parking issues upon Hythe Road relating to school run traffic. I have also reaffirmed to NFDC planning officers my material objection to the proposed conversion of the former Avondale Lodge care home into a 14 bedroom House of Multiple Occupation (HMO). In my view the development would have a significant detrimental impact upon local neighbours quiet enjoyment of their homes, and upon local highway safety.

Onto the subject of wheelie bins. NFDC have now been operating wheelie bins for the "paid for" garden waste collection service for nearly 6 months. In the first three months of this service over 23000 households had signed up to and are utilising this service. This has helped deliver a 60% increase in the volume of recycled garden waste in comparison to the same period from previous year. All garden waste collected by NFDC is sent to Hampshire County Council for composting.

Following the fatal road traffic collision that sadly occurred on Normandy Way in August I wrote to the Hampshire County Council cabinet member for Highways asking them to consider reducing the speed limit on the entirety of Normandy Way from 40mph to 30mph and inviting them to explore options for providing a safe crossing point. I am conscious that if we want to see fewer local car journeys being taken we simply have to make it safer to walk around the village, and that very much includes pedestrian routes which cross Normandy Way. HCC officers have

apparently been tasked to investigate my requests, and I will happily advise the Parish Council further once a more substantive response is received.

Finally, I was pleased to be able to provide a modest sum from my Councillors Community Engagement Grants budget towards holding the recent Parish Council organised "Party In The Park" live music event. I know from my own families experience of the day and from the direct feedback that I received from many other residents just how much the event is enjoyed, valued, and appreciated by our community. My sincere thanks in particular to Deputy Clerk Colette Cockeram for the many years that she has successfully spearheaded Party In The Park, and to everyone else who has supported in some way its successful delivery.

I very much look forwards to the next Parish Council event in the shape of the Village Christmas Fayre on Tuesday 3rd of December.

Please do come back to me if you or any residents have any further queries or questions that I can potentially assist you with.

Kind regards,

Councillor Richard Young

Section 1 – Annual Governance Statement 2023/24

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 2024, 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:

20/05/2024

and recorded as minute reference:

PC/23/013

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

Chair

Clerk

[Signature]
No Daddy

Marchwoodparish@gov.uk

Section 2 – Accounting Statements 2023/24 for

MARCHWOOD PARISH COUNCIL ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	219,848	203,119	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	246,460	237,057	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	21,671	23,948	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	179,217	196,859	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	105,643	121,159	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	203,119	196,106	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	204,796	200,651	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	985,104	993,007	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 exclude any Trust transactions.

I certify that for the year ended 31 March 2024 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

13/05/2024

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

20/5/2024

as recorded in minute reference:

PC/23/015

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

[Signature]

Section 3 – External Auditor’s Report and Certificate 2023/24

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 2024; 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 2023/24

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.

(continue on a separate sheet if required)

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

The Period of engagement as stated on the Internal audit letter of engagement does not cover 2023/2024 AGAR period. It is best practice for the authority to receive an Internal audit letter of engagement which covers the AGAR period under review.

The council have provided minutes resolving to re-appoint the internal auditor, but the minutes do not indicate whether the independence of the internal auditor has been considered, which is not in line with best practice contained in the practitioners' guide.

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

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 2024.

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR
BDO LLP - Southampton

External Auditor Signature

DocuSigned by:

BDO LLP

F88E8F3322FA4B1...

SIGNATURE REQUIRED

Date

20 August 2024/YY

Clerk to the Parish Council
Marchwood Village Hall,
The Village Centre,
Marchwood,
SO40 4SF

Dear Ms Dudley

Parish Councillor vacancy

In response to the recent article in the Village News I would like to submit my application to be considered for co-option to the Parish Council.

I have previously served as a Councillor on the Parish Council for three terms, including as Chairman of the Council. I have had forty years of experience working in local government, my latter career was in a chief officer role in Finance. I am a qualified public sector accountant. I have recently retired and now have more time to be able to serve on the Council, if the existing Councillors would support my application.

Outside of my working life I have undertaken a lot of voluntary work. I have been involved in Scouting for over forty years, helped with running the Totton Drama Festival, a member of the New Forest Mummers, Chairman of Marchwood Twinning as well as serving on the Marchwood Fete Committee.

I have lived in the village for twenty five years, my children attended the local schools and my family have been active members in our community. I love living in Marchwood and would like to make a contribution towards retaining its particular charm.

Hopefully the above provides a brief view of my background but if you require any further information, please do not hesitate to get in touch.

Yours sincerely

Keith Petty

Keith Petty