

All minutes are draft until ratified at the next meeting.

Marchwood Parish Council

Minutes of the Annual Council Meeting of Marchwood Parish Council held at Pine Room, Village Hall, Marchwood on Monday 19 May 2025 at 7.30pm

Present: N Buckett, J Case, D Hindle, J Leath, M Proctor, M Saxby and L Shelley.

In Attendance: Tina Dudley, Parish Clerk; Angela Woodward, Deputy Clerk /Responsible Finance Officer.

Election of Chairman 2025 – 2026

PC/25/001 – Cllr Hindle proposed Cllr Case to be Chairman for the municipal year 2025/2026, seconded by Cllr Buckett and agreed by all.

Resolved - Cllr Case be elected Chairman of Marchwood Parish Council for the Municipal year 2025/2026.

Election of Vice Chairman 2025 – 2026

PC/25/002 – Cllr Case proposed Cllr Hindle to be Vice Chairman for the municipal year 2025/2026, seconded by Cllr Proctor and agreed by all.

Resolved – Cllr Hindle be elected Vice Chairman for the municipal year 2025/2026.

Apologies

PC/25/003– Apologies for absence was received from Cllr Mballa (work commitments), Cllr Petty (health reasons).

Resolved – to accept apologies for absence for Cllr Mballa and Petty.

Declarations of Interest

PC/25/004 – There were no declarations of interest for this meeting.

Public Participation

PC/25/005 – No members of the public attended this meeting.

Minutes

PC/25/006 –

Cllr Leath proposed to accept the minutes as a true and accurate record, seconded by Cllr Shelley and agreed by all.

Resolved – To accept the minutes of the Council meeting held on 25 February March 2025 as a true and accurate record and duly signed by the Chairman.

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Standing Orders

PC/25/007 – The Chairman proposed to an amendment to standing order 4 by adding the following (4d):

‘Nominations for the appointment of positions to be filled by the Council have to be made in person and seconded by those present at the meeting. A Councillor can nominate themselves’.

The amendment was seconded by Cllr Shelley and agreed by all.

Resolved - to approve the Marchwood Parish Council Standing Orders subject to the amendment as set out above.

Financial Regulations

PC/25/008 – Cllr Case proposed to accept the Financial Regulations as set out, seconded by Cllr Hindle and agreed by all.

Resolved – to approve Marchwood Parish Council Financial Regulations as set out.

Membership of Committees

PC/25/009 –

- a) No changes to the Committee Membership were proposed as Members considered the existing arrangements worked well.

Resolved – to approve the membership of all committees.

Chairman of Committees

- b) Chairman of all committees 2025/2026:

Cllr Hindle, Policy and Resources;
Cllr Shelley, Planning;
Cllr Buckett, Amenities; and
Cllr Case, Personnel

Terms of Reference for Council Committees

- c) No amendments for the Council's Committees Terms of Reference were proposed.

Resolved - to approve the Terms of Reference for all Committees without change.

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Outside Bodies

PC/25/010 – Members on Outside Side Organisation were reviewed.

Marchwood Community Association	Cllr Hindle
New Forest Association Local Council	All Councillors
New Forest Environment Protection Liaison	Cllr Leath
New Forest Consultative Panel	Cllr Proctor, Cllr Buckett
The Handy Trust (Nominated Trustee)	TBC
Marchwood Twinning Association	TBC
Marchwood Fete	Cllr Mballa
NFDC Quadrant Meetings	All Councillors
Marchwood Schools Liaison (2 members)	Cllr Leath, Cllr Shelley, Cllr Buckett.
ABP Port Consultative Committee (2 Members)	Cllr Case, Clerk
Solent Gateway Liaison Group	Cllr Buckett, Leath and Mballa
Scout and Guide Management Committee	Cllr Buckett
Waterside Community Association	Judy Saxby

Resolved – To approve Councillor representation on Outside Bodies.

Internal Audit for 31 March 2025

PC/25/011 –

a) Independence of the Internal Auditor –

Resolved – the independence of the Internal Auditor was agreed; there were no actual or perceived conflict of interest; there were no involvement in or responsibility for financial decision making.

b) Internal Audit report

Members noted the Internal Audit report and acknowledged the actions required.

Councillors agreed that for the financial year 2026/2027 consideration would be given to changing the Internal Auditor as they felt the existing Auditor had been in place for many years and that it was appropriate to review the role of the Internal Auditor at that time.

Annual Governance and Accountability Return 2024/2025

PC/25/012 - Resolved - the Internal Audit report for the 2024/2025 was received and actions noted.

PC/25/013 - Resolved – to approve the Annual Governance Statement 2024/2025.

PC/25/014- Resolved – to authorise the Chairman and the Clerk to sign the Annual Governance Statement 2024/2025.

PC/25/015 - Resolved – to approve the Accounting Statement 2024/2025.

PC/25/016 - Resolved – to authorise the Chairman and the Responsible Finance Officer to sign the Accounting Statement 2024/2025.

PC/25/017 - Resolved – to approve the publication of the Public Rights of Inspection on the Council's website and on parish council notice boards on 2 June 2025, to begin the public rights of inspection on 3 June 2025 – 16 July 2025.

PC/25/018 – Resolved – to confirm there were no members or officers of the Parish Council that had any conflicts of interest with BDO LLP.

Solar Panels at the Lloyd Recreation Ground

PC/25/019 – These three separate business cases are unique in their own right but should be considered part of a fully integrated sustainable green energy strategy.

As sole trustees of the Lloyd Recreation Ground, Marchwood Parish Council (MPC) has a compelling rationale for transitioning to renewable energy, driven by significant economic, environmental, and social benefits. One of the most persuasive factors is cost savings. Switching to renewable green energy will help reduce our carbon footprint, result in cost savings, and enhance our public image.

We are considering them tonight because of two noteworthy events.

Firstly, Tina has successfully secured a grant of £9,995.00 for us to install solar panels on The Pavilion at the Lloyd Recreation Ground. Secondly, our gas service engineer has informed us that spare parts for the gas boiler are no longer available, so they cannot repair it.

Installation of Solar PV & Battery Storage

From April 2022 to March 2025, our electricity bills averaged £4,913 per annum. Despite moving to a new electricity tariff, the projected electricity bill for 2025/26 would be about £3,120 per annum.

The proposed new Solar Photovoltaic (PV) with Battery storage is estimated to reduce this to £900 per annum, a saving of £2,200 per annum.

Our recommended Inverters and Batteries have a 12-year Manufacturer's Warranty. The batteries utilise Lithium iron phosphate chemistry, the safest cell technology on the market. The solar panels have a lifespan of around 30-40 years.

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The solar array has a capacity of 19. SkWh and would qualify us as a Smart Export Guarantee (SEG) generator, and MPC would currently get 3 pence per kWh. The annual income from SEG, estimated at £252 per annum, would offset our daily standing charge of £178 per annum if we switched to the recommended Octopus Energy Tariff.

Solar power generation and storage can power our electric vehicles, and they can also heat water, similar to that of a domestic immersion heater. The Solar PV & Battery Storage has the potential to meet the hot water heating requirements of the changing rooms in the Pavilion.

In the summer months, we will be energy independent. During winter, we can utilise our energy storage capacity to maximise off-peak electricity via the proposed Octopus Shape Shifter tariff.

Our preferred supplier GivEnergy and Octopus Energy are a green energy partnership providing unparalleled value and control over our energy needs. GivEnergy provides batteries that charge and discharge intelligently, allowing us to power our property cheaply and sustainably.

Octopus Energy provides smart tariffs that offer cheap pricing whenever green energy flows through the wires.

GivEnergy and Octopus Energy are undoubtedly MPC's best sustainable green energy solutions for the short and longer term as they capitalise on cheap, off-peak energy rates.

The equipment and installation cost for the recommended system is £23,030. Earmarked reserves or general reserves will fund the £13,035 balance.

Resolved – to approve the installation of Solar Panels on the Pavilion at the Lloyd Recreation Ground. To be funded from a grant of £9,995.00 from the NFDC Community Infrastructure Levi and £13,035 from Council reserves.

Air Source Heat Pump at the Lloyd Recreation Ground

PC/25/020 - MPC recently sought an Energy Performance Certificate (EPC). The EPC recommended two pertinent considerations for greater energy efficiency: -

1. Installation of a more efficient water system, and
2. Consider installing an air source heat pump (ASHP)

At the last gas boiler service, MPC's service report noted that the current heating system was inefficient, and parts were no longer available, so MPC has a simple decision to make.

Replace with a Gas Boiler and continue not to have heating in The Pavillion and, or a system that will provide central heating. It can also heat water stored in a hot water cylinder for hot taps. It will also end our need for a gas supply.

The cost for a gas boiler replacement is £16,431 but is subject to a pending price increase.

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The ASHP option will supply 14 radiators and hot water via a 250-litre unvented hot water cylinder.

The cost for the ASHP is £13,500, which includes the Boiler Upgrade Scheme Grant (BUS) of £7,500 - a minimum of £2,932 saving on the Gas Boiler Option,

The ASHP system does not require a gas supply, which will provide an additional yearly saving of £1,577 per annum based on the average of the last three years' gas supply expenditure.

The ASHP will pay/or itself in average gas costs in around ten years, but this doesn't consider that a new heating system is required.

The proposed new solar PV and battery electricity generation and storage capacity will power the system.

The cost (£13,500) for the ASHP water and heating system will be funded from reserves.

Resolved – to approve the installation of a Air Source Heat Pump at the Lloyd Recreation Ground. To be funded with a £7,500 grant from the UK Government (boiler upgrade scheme), and £13,500 from Council reserves.

Hot Water Cylinder

PC/25/021 - A fully integrated Solar PV array with battery storage and an Air Source Heat Pump (ASHP) for water and heating, demands reliable and seamless integration for maximum yield and cost savings.

To fully utilise the benefits of these greener energy systems, acquiring a dedicated hot water cylinder ensures energy efficiency is realised at a cheaper cost and only uses energy when needed. No more heating a large cylinder when there is no requirement.

Unfortunately, the heat pump alone cannot produce sufficient hot water when there is maximum demand for hot water from the showers.

Our preferred supplier advised us to split the heating and hot water supply into two separate systems.

System One - The ASHP will heat rooms in the entire Pavillion via two heating zones utilising appropriate radiators. It will also heat water stored in a hot water cylinder for the hot taps.

System Two - A larger water cylinder provides hot water for the changing room showers. This arrangement will also comply with legionella prevention.

It is prudent and cost-effective to have 500-litre stainless steel unvented cylinder utilising 2 x 9 KW heating elements purely for the changing room showers. Two heating elements provide heating options when demand is uncertain.

Electricity supplied by the solar array or batteries would heat the 2 x 9 KW Thermco Titanium heating elements.

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The £9,500 cost of the cylinder and two heating elements, including installation, will be funded from reserves.

It also ends the reliance on a gas energy supply.

Annual servicing is highly recommended to prolong the life of all three systems and comply with legionella prevention.

Resolved – to approve the purchase of a Hot Water Cylinder for the Pavilion at Lloyd Recreation Ground, £9,500 to be funded from the Council reserves.

Close of meeting – date of next meeting

PC/25/022 – Date of the next meeting 22 September 2025.

The meeting Closed at 9.01pm.