

*BROUGHTON PARISH COUNCIL*  
**MINUTES OF THE MEETING HELD ON TUESDAY 13<sup>th</sup> MAY 2025**

Present: Cllr J Hodgson (Chairman) Cllr M Mossman (Vice Chairman), Cllr J Mann, Cllr J Morrison, Cllr J Dumper, Cllr A Taylor, Cllr C Brookes, Cllr S Dunn & Cllr Y Ezra.

In attendance: Heather Bourner-Clerk

HCC David Drew

TVBC Ali Johnston

0 Members of public

**Apologies for Absence**

1. Apologies for absence had been received from Cllr Mrs. K McAllister.

**Election Of Chairman**

2) Cllr Mann nominated Cllr Hodgson to be chairman, this was seconded by Cllr Brooks. All agreed. Cllr Hodgson accepted the position and signed the acceptance of office document.

**Election Of Vice Chairman**

3) Cllr Mann nominated Cllr Mossman to be vice chairman, this was seconded by Cllr Hodgson. All agreed. Cllr Mossman accepted the position and signed the acceptance of office document.

**Adoption of standing orders, financial regulations & code of conduct.**

4) The Clerk had circulated all documents and it was agreed unanimously to re adopt these for the forthcoming year 2025-26

**Public Participation**

5) There were no members of public present.

**Declarations of Interest**

6) There were no declarations of interest. All Cllrs present confirmed no amendments were required to register of interest documents.

**Minutes**

7) **Resolved:** The minutes of the meeting held on 1<sup>st</sup> April 2025 were confirmed as a correct record and were signed by the Chairman. Proposed Cllr Mann, seconded Cllr Mossman. All agreed.

**Planning**

8) **The following decisions by TVBC were noted:**

25/00378/FULLS- erect conservatory-27 Downs Close-permission.

25/00484/TREES-tree works Quorn Cottage-no objections

25/00536/TREES-tree works, Meadowsweet, Paynes Lane-no objections

25/00537/TREES-tree work Warren Cottage, High Street-no objections

**Reviewed between meetings:**

25/00814/VARS- variation of conditions- Drove House, Rookery Lane- no objections

**Resolved: that the planning decisions on the following applications were endorsed:**

25/00787/FULLS- single storey extension-25 Plough Gardens-The plans included with the application are misleading as they do not show the close proximity to the neighbouring house which is attached, It is a large extension overshadowing the site with its scale & dominance and the plans indicate half of the shed which is used by both properties would need to be demolished. If allowed there would be a significant loss of light to the neighbouring property. - objection to be submitted

25/00880/TREES- tree works, Clifton Cottage, High Street no objections

25/01011/CPLS-certificate of lawfulness removal of garage and replace with internal studio-no objections

## **9) County and Borough Councilors' Report**

**HCC David Drew** had sent a report which can be seen at appendix 1.

**TVBC Cllr Mrs A Johnston** had circulated the latest Mid Test Matters. She reported on a meeting she had attended regarding a potential investment in tackling rural crime. She said there has been a noticeable increase in speculative planning applications given the lack of housing sites in the Borough and will provide more information on both in her annual report.

### **Local Government Reorganisation**

10) Cllr Y Ezra MBE had circulated a document outlining the latest proposals for Hampshire. He is arranging to meet a representative from HALC to discuss how Town & Parish Councils can become involved, given the process is ongoing he wants to prevent Parish Councils and voluntary groups being bypassed. He thinks it is vital that there is a serious discussion about how health and social care is managed in the future and how local councils are financed given the funding is based on council tax and there has been no review of council tax bands since 1991. He will continue to update the Parish Council on a monthly basis.

### **Broughton Energy**

11) Cllr Hodgson reported that the potential grant for this project had yet to finalise. As reported at the February meeting the group working on this initiative had requested the Parish Council fund a Grid Connection Feasibility Study. The cost was reported to be approximately £2000 but the sum can be refunded to the Parish Council once the main grant agreed in principle is received. It had now transpired the costs of the study were £2480 + VAT. After a short discussion it was agreed this project is worth support and the Parish Council were prepared to make this revised advance payment. Cllr Mossman proposed a payment of up to £3000.00 is made. This was seconded by Cllr Brooks. All agreed.

### **Sports Field Update**

12) Cllr Mann reported the build process is progressing well and he believes the proposed finish in July is realistic. He outlined the spending so far and confirmed this was within the contract expectations.

Cllr Dunn said fundraising is continuing to attempt to cover the current shortfall. There is a current initiative to 'sell' bricks to parishioners and details have been circulated by the Broughton email group and will be highlighted at the summer fete.

Cllr Taylor confirmed the proforma invoice for the adult gym equipment had been received. The total sum was £14637.00 + VAT and it was agreed this should be paid now. The Clerk will then make a claim to cover the full sum from S106 funds held at TVBC. Once paid Cllr Taylor will finalise the actual instalment arrangements.

### **School Lane Transfer**

13) The Clerk confirmed the land transfer had now taken place and that she had confirmed these parcels of land were covered by Parish Council insurance provided they were maintained. The only outstanding matter was payment of the legal fees. Shentons had confirmed the net fees had been paid by Lindens but that the Parish Council would need to pay the VAT. The Clerk was in communication with them to provide a full statement to include the sum they had been holding on account for the Parish Council. The council expressed its thanks to the Clerk, Heather Bournier, for her persistence and hard work in securing the land transfer.

Cllr Dunn and Cllr Mossman have started to research the provision of the MUGA and have had meetings with both a planning officer and a member of the sports committee who has experience of building MUGA's. It is suggested a consultant is used to draw up a plan, while consulting with the Parish Council as to requirements, which can then be sent to contractors for tender. Local expertise is able to provide details of someone independent who would look at the project with fresh eyes. The approximate cost would be £2000. After some discussion Cllr Hodgson proposed a consultant be engaged and this was seconded by Cllr Mann. Cllr Dunn will proceed to gather three quotes for a consultant.

Cllr Hodgson reported he had reviewed the management plan which Lindens should have followed regarding the maintenance of Salisbury Green. It was apparent they had failed to carry out the necessary maintenance and some expert advice is needed, Cllr Ezra

recommended engaging the Hampshire Wildlife Trust, Cllr Mossman will speak to a contact. The clerk reported a draft letter had been drawn up by a previous council regarding the funds held by TVBC for the maintenance of these areas. This will be circulated to the current council for consideration.

Cllr Hodgson also reported he had spoken to the practice manager at Broughton Surgery regarding the footpath and access to the surgery from the car park. The practice members are meeting to discuss work required and obtain quotes. A request for a grant from the Parish Council is possible.

Finally, he said some work is required to cut back undergrowth including some small dead trees. A group of Councillors will meet on site to look at all the work required with the view to obtaining quotes from contractors.

### **Neighbourhood Plan**

14) Cllr Mann reported a meeting of the NDP group is to be held soon to establish next steps.

### **Cemetery**

15) The Clerk reported the contractor who had cut the grass in the cemetery for several years was no longer able to carry out this task.

Cllr Mossman said he had visited the cemetery and it was apparent some work was required to make this area tidy; this area will also be visited by a group of Councillors with a view to obtaining quotes for the work to be carried out.

### **Allotments Update**

16) Cllr Mossman reported he had been liaising with allotment holders to collect rents and also meeting with new tenants to let plots.

He said the whole of the allotment area needed to be tidied and accumulated rubbish removed, this area will also be visited by a group of Councillors to establish what work is required. The Parish Council will also consider what allotment holders can be asked to do to help with both the current situation and to prevent the same occurring in the future.

### **Clerks Report**

17) The Clerk reported the annual meeting was set to be held at Broughton Village Hall on Tuesday 27th May. It was agreed Simon Henderson should be asked to attend and give an update on the Sports Pavilion new build.

She confirmed she had now been able to obtain a meter read for the allotment water supply which had been submitted in order that the next water bill will be accurate.

A new agreement regarding sharing the speed awareness sign required signature. All Councillors agreed they wished to continue with the arrangement and the document should be signed by the Clerk.

Finally, the Clerk reported she had researched ways of investing the sum of money received for the MUGA until such a time as it is required. A long-term investment was not applicable as the funds could be required at short notice and as such any interest would be lost. Some instant access investment accounts had restrictions regarding investment of public funds and charged a significant sum to open. She confirmed the Parish Council held an interest-bearing account with the TSB and after a discussion with the bank she had been able to transfer a large sum to this account to earn the maximum interest.

### **Footpaths.**

18) Cllr Morrison reported footpath 16 has now reopened. He said there was a lot of foliage growth and the team of footpath volunteers have now started some clearance work on footpaths 4 and 7. A site to store the equipment for this work is still required.

### **Insurance & Assets.**

19) The Clerk said she had been reviewing the asset register alongside insured assets. A discussion established exactly what assets were currently held and the Clerk will ensure each is included in the insurance policy.

In particular the current sports pavilion was insured by the Parish Council to a value of

£372313.00. the value of the new building should be introduced to the asset register at cost and this would then inform the insurance value.

### **Finance**

20) To note the bank balances 21/04/2024:

TSB Charity account £75098.91

TSB Business Instant £374365.79

United Trust £30969.44

ii) To approve the following payments and authorise on line transactions: -

H Bournier sal £727.26

H Bournier exp £27.70

HMRC £59.68

Hugo Fox £23.99

Aceliftaway £312.00

HALC £494.00

Mottisfont PC £70.10

Business stream £202.84

B F Keane Electrical £12542.04

HCC street lights £478.20

Broxap gym equip £17564.40

Retrospective

H Bournier (Laptop) £499.00

Haygarth Ross £115492.38

### **iii) End of year accounts and audit return**

Cllr Brooks had reviewed the year end accounts and audit papers and proposed these were agreed, this was seconded by Cllr Mann. Accounts for the year ended 31<sup>st</sup> March 2025 were discussed and agreed. The Audit return was reviewed. Section 1 was reviewed and agreed followed by section 2 which was also reviewed and agreed, both were signed by the Chairman. The internal audit will take place on 20<sup>th</sup> May. The Parish Council also agreed it had no conflicts of interest with BDO LLP and it was agreed Cllr Hodgson should sign the necessary form.

Dates for public rights to review the financial records were agreed as 3<sup>rd</sup> June to 14<sup>th</sup> July.

### **iv) Access to Parish Council funds at bank.**

Currently Cllrs Hodgson and McAllister were signatories to the Parish Council bank accounts but only the Clerk has online access. It was agreed both Cllrs as signatories should have online access to be able to make payments should the Clerk be unable to do so. The Clerk will contact the bank.

### **20) Items to carry forward**

Container/storage at Village Hall-Cllr McAllister will speak to the Village Hall Committee  
Well House roof repair-Cllr Mann will obtain a quote

### **21) Correspondence**

The Clerk highlighted the latest Clerks & Councils direct magazine.

### **22) New items for next meeting**

#### **Community news**

23) Cllr Hodgson reported the official opening of Village Hall hub will be on 15<sup>th</sup> May

Cllr Mossman noted several incidents of speeding on the B3084 and suggested HCC David Drew is asked if he can get highways to get a police speed van to visit.

The overgrown hedge on Queenwood Road is now causing a major hazard to traffic. Cllr Hodgson will establish which household is responsible for this and the Clerk will write and ask them to cut it back.

#### **Date of next meeting**

24) **7.30 pm on Tuesday June 3rd 2025**

## Appendix 1

### Green light to boosting recycling rates in Hampshire

Based in Eastleigh, the new Materials Recovery Facility (MRF) is expected to be up and running by the end of 2027, and will support all households across the Hampshire region to recycle:

- a much wider range of plastics, including pots, tubs, trays, cartons, and soft plastic film
- glass
- metal
- paper and cardboard

The proposal to build a new £50.5 million Materials Recovery Facility has been developed in conjunction with Hampshire's neighbouring waste disposal partners, Portsmouth City Council and Southampton City Council, who will jointly fund the project ensuring a consistent service across the region.

Residents are keen to do more, and I receive regular questions about when and how a greater variety of materials will be able to be recycled more easily from home. To help people recycle well and recycle better, we need the right processing facilities in place to make that happen. We also need to be better able to adapt to changes in consumer trends and what types of materials may need to be recycled in the future. Investing in this new facility represents a major milestone in what and how we recycle across Hampshire.

The new approach being taken in Hampshire, aligns with Government's [Simpler Recycling](#) guidance on residential kerbside recycling – separating dry materials from other waste to reduce contamination – which occurs when dry recyclable material, such as card, is unable to be recycled if it gets wet or stained with food residue or mixed with glass. Managing waste in this way will minimise the cost of sorting 'contaminated' materials (currently around £2 million every year) and ensure the recyclable materials, carefully sorted by Hampshire residents, can be put to best possible use.

As a reminder, food waste recycling will begin across Test Valley on the 13<sup>th</sup> October. Residents and parishes will receive the latest information and further details as we get closer to that date.

<https://www.hants.gov.uk/News/20250429MRF>

## **Hampshire celebrates and remembers on 80th anniversary of VE Day**

This year, 80 years of peace and our collective resilience and unity will be celebrated by communities across Hampshire as we also pay tribute to those who fought for the freedom we all enjoy today.

To mark the 80th anniversary of VE Day, Hampshire Archives has organised a free exhibition, running until 25 June, which explores the role of [The King's Royal Rifle Corps and The Rifle Brigade](#), both historically based in Winchester, in the lead up to VE Day, highlighting soldiers' experiences during the final days of World War II in Europe.

On Saturday 3 May and Sunday 11 May, a free guided tour of the Netley Military Cemetery, Royal Victoria Country Park will mark [VE Day](#) and [War Graves Week](#).

More information and links to [VE Day events](#) in Hampshire, as well as guidance for community celebrations such as street parties, can be found on the County Council's webpages.

<https://www.hants.gov.uk/News/20250417VEday>

## **Primary school place offers confirmed by Hampshire County Council**

The County Council has processed more than 20,000 applications for children to start school in reception year (Year R) and to move from infant to their first year of junior education (Year 3).

More than 98 per cent (98.67 per cent) of parents have been offered a reception year place for their child in one of their three preferred schools, with over 92 per cent (92.27 per cent) allocated a place at their first preference school.

Of pupils transferring from infant school to junior school (Year 3), more than 99 per cent (99.73 per cent) received a place at one of their three preferences, and over 99 per cent (99.02 per cent) obtained a place at their first preference school.

Parents who applied online have been notified of their offers by email. They can also view their offer by logging into the secure, online portal using the same log-in details provided when making their online application. Those small numbers of parents who applied in writing without providing an email address should receive letters by post in two to three days.

<https://www.hants.gov.uk/News/20250416NationalPrimaryOfferDay25>

[David Drew](#)

[Test Valley Central Division, HCC](#)