



Minutes of a Meeting of the Parish Council held on 19th May 2025 at 7pm at Hart of Martin, Martin.

	In Attendance	Apologies	Absent
Councillor S. Greenwood	✓		
Councillor S. Hooper	✓		
Councillor J. Richards	✓		
Councillor B. Batten		✓	
Councillor T. Scott-Ison	✓		
Councillor E. Horley	✓		
Councillor M. Hapke		✓	

Also, IN ATTENDANCE: Melissa Hildreth – Clerk and no members of the public

Item No	Item	Description
25-057	Election of Chairman	To elect the Chair and receive the signed Declaration of Office. <i>Cllr Hooper proposes Cllr Suzanne Greenwood to be Chair and Cllr Eileen Horley seconds this proposal. Cllr. Suzanne Greenwood accepted the position and signed the Declaration of Office.</i>
25-058	Election of Vice Chairman	To elect the Vice Chair and receive the signed Declaration of Office. <i>Cllr Horley proposes Cllr Samantha Hooper to be Vice Chair and Cllr Janet Richards seconds this proposal. Cllr. Samantha Hooper accepted the position and signed the Declaration of Office.</i>
25-059	Apologies for Absence	To receive and record. <i>Apologies received from Cllr Ben Batten and Cllr Melanie Hapke. The Council agrees to accept their apologies.</i>
25-060	Declaration of Interest Forms	To receive confirmation from all Councillors that Declaration of Interest forms are up to date. <i>Cllr Scott-Ison asked for a new form and it was completed and signed by the clerk. All other Cllrs present agree their Interest Forms are up to date. Clerk to confirm with Cllrs not present.</i>
25-061	Councillors' Declarations of Interest	Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Code of Conduct for Members and by the Localism Act 2011. <i>There are none for this meeting.</i>
24-062	Open Public Forum	The public is invited to speak on matters relevant to the meeting. <i>None present.</i>
25-063	Minutes of Previous Meeting	For Approval & Signature. Meeting held 7 th April 2025. <i>Meeting Minutes from 7 APR 2025 approved as accurate by Council and signed by the Chair.</i>

25-064	Matters Arising	All items have been actioned or will be reported on later in the meeting with the exception of the following from 7 APR 25: 25-050 - VE Day a success with many members of the public gathering with their picnics and enjoying the commemorative bell ringing from All Saints Church. 25-051.1- Clerk still trying to source signs for the reverse side of the SID. Will report again at next meeting. 25-052- Additional information: <i>Problem dogs (such as those that bite or attack) can be reported to the police on 101. Lost, found or stray dogs can be reported to the dog warden at dog.warden@NFDC.gov.uk. Dog fouling can be reported to 023 8028 5000. There is a £50 fine for dog fouling. Clerk to add to website</i>										
25-065	Standing Orders	To review and adopt the Parish Council's Standing Orders. NALC changes to section 14 . 14a, 14b, and 14c have been removed. <i>Clerk explained that amounts in section 18 had also gone up to £60,000 for the procurement process. The Council resolved to accept and adopt the proposed Standing Orders.</i>										
25-066	MPC Policies & Procedures	To review and re-adopt the following Parish Council policies and procedures: <table><tr><td>Privacy Notice</td><td>Recording of Meetings policy</td></tr><tr><td>Code of Conduct</td><td>Small Grants Policy</td></tr><tr><td>Complaints Procedure</td><td>ICO Model Publication Scheme</td></tr><tr><td>Disciplinary Procedure</td><td>MPC Freedom of Information Publication Scheme Fees</td></tr><tr><td>Grievance Procedure</td><td>Pre-paid Card Policy</td></tr></table> <i>The Council resolved to accept and re-adopt the above policies and procedures.</i>	Privacy Notice	Recording of Meetings policy	Code of Conduct	Small Grants Policy	Complaints Procedure	ICO Model Publication Scheme	Disciplinary Procedure	MPC Freedom of Information Publication Scheme Fees	Grievance Procedure	Pre-paid Card Policy
Privacy Notice	Recording of Meetings policy											
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Disciplinary Procedure	MPC Freedom of Information Publication Scheme Fees											
Grievance Procedure	Pre-paid Card Policy											
25-067	Recreation Ground and Highways	25-067.1-To receive the latest safety inspection report for the playground. <i>Completed but will be given to the clerk at a later date. There have been no safety concerns. Bark was raked.</i> 25-067.2 -Update on cleaning of Townsend Lane. <i>Cllr Batten not available.</i> 25-067.3- To decide on the amount of bark for the playground. To agree an amount to be sent to the equals card to pay for the bark. <i>It was agreed to buy 3 bags of play bark for the cost of £396.00. This sum will be transferred to the Equals card.</i> 25-067.4-To have an update on the street drains of Martin Road. <i>It was noted that another set of street drains were cleared since the last meeting. Cllr Richards will still check with HCC that they have all drains on their maps.</i>										
25-068	Taxi Share Service	To discuss if anything can be done to help save the taxi share service. <i>There does not seem to be a way to save this service. This service will end in September 2025. Currently you need to call the day before to book. The trip is usually 9.30am to Fordingbridge and back to Martin at 12.30pm. Council agrees to gather information about alternative transport to add to a future newsletter.</i>										
25-069	Speed Watch	To discuss how to recruit and train more people for Speed Watch. <i>Council agrees to start advertising for more members to speed watch. Cllr Hooper to explore the online training option. If this was available people might be interested to join. Cllr Scott-Ison to update the Speed Watch WhatsApp and ask people to a new one with his new phone number.</i>										
25-070	WhatsApp Group and Resilience Planning	To discuss the creation of a WhatsApp group for use of the Council as part of resilience planning. <i>It was agreed last meeting to start the group. RM will be the administrator. Clerk will also be an administrator. All Cllr will join if able. Will invite people to join the group through WhatsApp. This will give people the choice.</i>										
25-071	Litter Pick	To discuss if the Council can arrange a litter pick for Martin. <i>It was agreed that a litter pick for the playing fields and around the bungalows would be helpful. Must only do litter picks on roads of 30mph or less. Pickers are at their own risk. The council agrees to purchase 10 pickers, high vis vests and bag hoops. Cllr Richards stated she could give a grant for this with her district council role. Cllr Greenwood to see if items can be purchased locally. Clerk to inform Cllr Richards of the costs.</i>										
25-072	Affordable Housing Advisory Group	To discuss and decide what kind of advisory group to create for the design phase of the Affordable Housing Project and to agree to a term of reference for the group. <i>An Affordable Housing Steering Group was created. Cllr Scott-Ison and Cllr Horley to be a part of the group and will recruit others from the village as per the terms of reference. The terms of reference were agreed to with a change to one of the words for better clarity.</i>										

25-073	Planning and Tree Works	Details of the following planning applications and tree works can be found on https://www.newforest.gov.uk/planning. 25-053.2 To ratify the recommendation of 'No Objection' to the following Tree Works application CONS/25/0203 Norway Spruce x 1 Reduce 6 St Georges Cottages, Martin Road, Martin, Fordingbridge, SP6 3LQ Ratified
25-074	Annual Insurance	To discuss and decide on an insurance policy starting 1 June 2025. To decide if for 1 year or 3 years. <i>It was decided to accept the policy from Community First for a three year term. The first year is £452.50. The next two years should be the same price and will only rise under a strict set of circumstances.</i>
25-075	Clerk's Report & Financial Matters	25-075.1- To complete and sign the Certificate of Exemption for the Annual Governance & Accountability Return 2024/25 Form 2 <i>All voted to agree and Exemption signed. Clerk to send to BDO before 30th June.</i> 25-075.2- To note receipt of internal auditor's report and agree on any actions. <i>Discussed internal auditor's findings. Suggestions by internal auditor to be actioned when possible.</i> 25-075.3 -To complete and sign the Annual Governance Statement of the Annual Return (Section 1). <i>All agreed to signing of Section 1.</i> 25-075.4 -to Approve the Annual Return Explanation of Variance and Agree to the dates of the Exercise of Public Rights. <i>Reviewed and all agreed to the dates for the Exercise of Public Rights.</i> 25-075.5-To approve payment of the following accounts: <i>All payments, SO and DD approved</i> • Playsafety Ltd for annual playground inspection for no more than £120.00 • Do the Numbers Ltd for internal audit 2025 : £160.00 • To continue the DD payment to HMRC on a quarterly basis. • Banking service charges of £4.25 monthly starting in April • To adjust the standing order for the clerk to reflex new tax code from HMRC. This reduces the amount of the standing order. Starting from June. <i>Appendix A distributed for further explanation of the numbers involved.</i> • May payment to clerk to reflect over payment in April due to not changing standing order in time. <i>Appendix A distributed for further explanation of the numbers involved.</i> 25-075.6 – These payments to ratify. • Payment to HMRC for taxes and NI of £160.60 in April 2025 <i>Ratified</i> 25-075.7-Clerk's report to the council. <i>£11,913.48 is the balance in the banking account as of 19 May. £89.78 is on the Equals card as of 19 May.</i>
25-076	Cllr Janet Richards	To receive Cllr Richard's report on her role on NFDC. <i>Cllr Richards has nothing to report at this time.</i>
25-077	Minor Matters and Items for Next Agenda	Councillors to report minor matters and items for future agendas. • <i>The renewal of the license for Bustard Pond</i> • <i>Discuss clean-up of Bustard Pond</i> • <i>TEN received for Maple Field discuss how complaints should be handled</i>
		<i>Date of Next Meeting: 23 June 2025 at Blandford Hall</i>
	Posted: 2nd JUNE 2025	<i>Melissa Hildreth</i> Clerk - Martin Parish Council <i>clerk@martinparishcouncil.gov</i>