

Hursley Parish Council meeting
Parish Hall, Hursley
Monday 14th May 2018 at 7.30pm

MINUTES OF THE AGM/PARISH COUNCIL MEETING

<u>Present</u>	<u>In attendance</u>	<u>Apologies</u>
Cllr Bell	Three members of the public	Cllr Lifford
Cllr Waldron		Cllr Killeen
Cllr Apps		
Cllr O'Sullivan		
Cllr Rees		
Cllr Arthur		

Item		ACTION
1/19	Apologies Apologies were received from Cllr Killeen and Cllr Lifford – The Council approved the reasons for absence. Cllr Bell welcomed the new Clerk, Elizabeth Billingham	
2/19	To Elect a Chairman Nominations were sought for the role of Chair – Proposed Cllr Bell – Elected unanimously	
3/19	To receive the Chairman's Declaration of Acceptance of Office. Declaration was signed by Cllr Bell	
4/19	To elect a Vice-Chairman. Chair to ask Cllr David Killeen if he would stand as Vice Chair – ACTION/AGENDA for next meeting	Chair
5/19	To sign the minutes of the meeting held on 12th March 2018. RESOLVED to accept as a true copy	
6/19	To appoint Committees and Council Representatives RESOLVED to approve as in previous year With addition of Cllr Killeen on Allotments and Traffic Committee	
7/19	Review and adoption of Standing Orders and Financial Regulations. Circulated prior to the meeting. The Standing Orders had recently been amended/updated.	

	RESOLVED that they are adopted. Finance, Audit Risk Assessment Committee had reviewed and agreed.	
8/19	Review and confirmation of arrangements for insurance cover in respect of all insured risks	
	Renewal schedule <u>attached</u> . The Council is tied in to a 3-year agreement with Hiscox until 31 st May 2019 RESOLVED to approve payment	
9/19	Review of the Council's memberships of other bodies and to note the HALC Membership document for 2018/19.(insert hyperlink to HALC Membership document on PC website)	
	The Council belongs to Hampshire Association of Local Councils, Winchester District Association of Parish Councils, CPRE and the Hampshire Playing Fields Association. AGREED to continue with memberships and pay when due.	
10/19	To review the Council's complaints procedure.	
	NALC recommended policy - attached RESOLVED to accept	
11/19	Reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the General Data Protection Regulations. These were reviewed in March 2018 as attached and should be re-approved (subject to comment by DK/JO'S who have been on courses). Charges and address will need amendment by new Clerk	
	These had been reviewed from March 2018 approval. ACTION Clerk to amend with new Clerk contacts. Discussed the option of all Councillors to have own emails via website. RESOLVED to agree to all Councillors having dedicated email addresses. ACTION Clerk to look at options and costs and arrange	Clerk Clerk
12/19	Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.	
	AGREED to be second Monday of alternate months commencing July.	
13/19	Matters arising from the minutes of the meeting of 12th March 2018.	
A	Minute 035/18 – Recommendations as to appointment of a new Parish Clerk.	
	RESOLVED TO RATIFY the appointment of Elizabeth Billingham as Parish Clerk. John Brooks would continue in the role for a time to cover pre-agreed leave and handover.	
B	Minute 038/18 e) – Hole in recreation ground.	
	It was noted that the hole was a disused drain from the old Vicarage. ACTION Cllr Rees to arrange to fill it in.	Cllr Rees
C	Minute 039/18 b) – Allotments. Situation re. little used plots.	
	Two allotments are not complying with the rules. One has a new occupier so occupier may need time to establish it. The second allotment is mainly soft fruit but it was AGREED to discuss sublet or dividing it with Mike Watts – ACTION Clerk	Clerk
14/19	Public Participation	
	Rosie Brooks – Wanted to comment on how lovely the May trees looked and asked if there were any plans to extend planting. It was noted that this was dependant on agreement of the landowner. Over Grown hedge – from south on the left the hedging was hanging over the road by Cromwell House and houses 19, 20 and 21. ACTION – Clerk to write informally and ask owners to cut back, and report to Cllr Warwick for follow up if necessary from Hampshire County Council Broken barrier/railings – HCC have stated that the work is now with the Contractor and work is imminent. Bunting for Royal Wedding – Unaware that it is going up for the Wedding - If volunteers found it could go up and stay up for the Fete. Martin Patterson holds the bunting. ACTION Chair	Clerk /Cllr Warwick Cllr Bell

15/19	Report of County Councillor.	
	Report circulated prior to the meeting and attached.	
16/19	Report of District Councillors.	
	Report circulated prior to the meeting and attached.	
17/19	Report from www.police.uk and other sources.	
	Report distributed at the meeting and attached.	
18/19	Correspondence. Jack Hunter-Guest – request for drinking fountain in recreation ground.	
	Jack Hunter-Guest requested that there be a water fountain for users of the Recreation Ground. Proposed water fountain placed outside the Parish Hall and an outside tap also provided. Parish council to fund through a community grant or parish fund. Power of Section 137 could be used. ACTION Refer to the Recreation Committee to liaise with the Parish Hall List of Correspondence was as distributed.	Recreation Committee
19/19	Review of System of Internal Control	
	RESOLVED to approve	
20/19	Financial Statement as at 30th April 2018.	
	Circulated at the meeting RESOLVED to approve – Cllr Bell signed. RESOLVED to approve Royal British Legion donation - £250.00 (for past years' maintenance of war memorial) Next payable in 2019 - £50 Per Annum	
21/19	Report of Internal Auditor. (Copy attached.)	
	RESOLVED to note suggestions and approve Suggest that burial fees be increased for non-residents with a time limit (when last resident). ACTION Clerk to ask what other Parishes do to address this issue on HALC Round Robin and bring to the next meeting.	Clerk
22/19	To review the Financial Risk Assessment. (attached – I don't see any requirement for change.)	
	Circulated prior to the meeting. RESOLVED to agree	
23/19	To review other Risk Assessments - Playgrounds Parks Cemetery	
	RESOLVED – Cllr Killeen has read through and agrees with the Risk Assessments. AGREED	
24 /19	Annual Governance and Accountability Return. To certify that the Council is exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. Certificate is Attached as part of the Annual Governance and Accountability Return.	
A	Clerk noted that the Council are exempt from an External Audit Smaller authority – neither spend nor income exceeded £25000 RESOLVED to sign Certificate. ACTION Clerk to send to the External Audit. Internal Audit report needs to be placed on Website and noticeboard.	Clerk
B	To make the Annual Governance Statement.	

	Cllr Bell read the statement Councillors agreed all sections. Annual Governance Statement signed.	
C	To Approve the Accounts and the Accounting Statements for 2017/2018.	
	RESOLVED to approve	
25/19 A	Planning Report of Decisions made by Local Planning Authority.	
	Councillors reviewed the applications list and decisions which was distributed at the meeting and attached.	
B	Applications to be considered. None outstanding.	
	N/A	
C	Sparsholt AD facility	
	No comment has been made on amended application. PC was advised of a public meeting in Sparsholt on 17 May.	
26/19	Parish Plan Update	
	Report will be made at the APM	
27/19 A	Reports of Council Representatives. Meetings attended	
	WDALC – Cllr John O’Sullivan attended the WDALC meeting and had updated the Council on issues discussed. Cllr Bell and Cllr Arthur had attended an Affordable Housing Meeting, together with a further member of the Parish Plan group, Chris Beddoes. Meeting was split into groups but no group feedback at the end of the meeting. Affordable housing needs to be led by Parish and with a provider/housing association. Varying sites that can be identified as designated areas.	
B	Parish Hall.	
	Cllr Apps noted that new flooring was to be installed in AH Room. New heating during the summer. Hard standing to be installed on road side of Hall. Fence to be removed near bus stop. Parish Council may be approached about installing/paying for a bench or hard standing. Advice that land be returned to the Parish Council or the Parish Hall apply for a grant of work. ACTION - Clerk to enquire with the auditor for advice. ACTION Cllr Apps - Ask Parish Hall Committee if they are applying for any grants from Parish Council or other bodies.	Clerk Cllr Apps
C	Others.	
	Flood Committee have done well during the year. Drains and ditches have been cleared at the southern end of the village by Gina Chandler HCC District Engineer. B3043 – Works done by Water Authority to resolve leaks/blockage.	
28/19 A	Recreation Ground & Environment Committee matters. Lengthsman – to approve and sign Associate Contract attached	
	All work completed as scheduled. Contract signed for 2018/19 .	
B	Recreation Ground land ownership.	
	Cllr Arthur – Has read the documentation. Advised that it is complicated. Suggest discuss with Land Registry. Options are to seek legal advice, stay as are or to go direct to Land Registry. Church wardens could get their interest registered and sign over to the Parish Council. Cllr Waldron asked John Brooks for his advice. Felt it should be dealt with if and when a problem arises. ACTION Cllr Arthur to look at going directly to the Land Registry.	Cllr Arthur

C	Use of chemical sprays on Council controlled land.	
	<p>Parishioner noted that weed chemical had been used around the tennis court. Tennis Club use the tennis court but do not pay rent to the Parish Council.</p> <p>Concern that unauthorised sprays could be used on land owned by the Parish Council.</p> <p>ACTION To write to the Tennis Club chairman to confirm that the chemicals are safe. Clerk/Chair</p> <p>ACTION Details of complainant from Cllr Waldron and a letter written to explain course of action.</p> <p>ACTION Pursue on access - Parish Council to request that they hold a key. Action Chair</p> <p>It was felt there should be more access for the Village.</p>	<p>Clerk/ Chair</p> <p>Cllr Waldron Chair</p>
C	War Memorial – To authorise donation of £250 to Royal British Legion to acknowledge maintenance of War Memorial over last 5 years, plus payment for 2017 wreath. (See 20/19 above)	
	<p>A parishioner, who wishes to remain anonymous has maintained the WM since it was refurbished and asked that in return a donation of £50 per annum be made to RBL – specifically not via the Poppy Appeal</p> <p>RESOLVED to agree</p>	
29/19	Allotments & Cemetery Committee matters.	
	See Matters arising	
30/19	Parish Liaison	
	<p>Groups have been invited to the APM.</p> <p>IBM to have open days and 60th anniversary celebrations this year and this would be publicised.</p>	
31/19	WW1 2018 commemoration	
A	a) To authorise expenditure on wreaths.	
	<p>APM talk on RFC /RAF in Hursley 1917-18. David Key</p> <p>RESOLVED to agree to purchase wreaths for Remembrance Day up to £50</p> <p>Cllr Apps – HVCA organising a Peace Dinner 17th November in the church to mark the end of WW1. A Peace Cup was issued at the end of the War and the thought is to make some replicas for the dinner. Additional cups for retired persons and children of the Village. RESOLVED to agree in principal. Costs to be brought to the July meeting. ACTION Cllr Apps.</p> <p>WW1 Exhibition in the Parish Hall in over Remembrance weekend in November. David Key</p> <p>A3090 will be closed during Armistice Remembrance service as in previous years.</p>	<p>Clerk</p> <p>Cllr Apps</p> <p>Chair</p>
32/20	Annual Parish Meeting 21st May.	
A	Final preparations and distribution of flyers	
	<p>All arrangements have been made. Wine has been purchased. ACTION Cllr Bell will arrange snacks.</p> <p>Arrive early to set up.</p> <p><i>Meeting ended 9.50pm</i></p>	Cllr Bell
	Next meeting: 9 th July 2018	