

MINUTES OF THE **ANNUAL MEETING OF EVERSLEY PARISH COUNCIL**
HELD ON **TUESDAY 17TH MAY 2016** AT 7.30 PM, IN EVERSLEY VILLAGE HALL.

PRESENT: Cllr P Todd
Cllr S Dickens
Cllr A McNeil
Cllr S Miller
Cllr K Neville
Cllr C Young

ALSO PRESENT: Mrs J Routley (Parish Clerk).

Cllr P Todd informed the Council that Cllr G Macdonald had resigned due to work commitments. The Monitoring Officer at HDC has been informed and the vacancy can be filled by co-option after 3rd June 2016 if residents do not call for an election.

- 1 ELECTION OF CHAIRMAN,
Cllr S Dickens proposed himself and was seconded by Cllr A McNeil.
Cllr P Todd was proposed by Cllr C Young and seconded by Cllr S Miller.
It was resolved that Cllr P Todd was voted as Chairman by 3 votes to 1. Cllr Todd accepted the nomination and was re-elected as Chairman. He signed the Acceptance of Office form in the presence of the Clerk.
- 2 APOLOGIES FOR ABSENCE,
Cllr C Hetherington
- 3 MINUTES OF LAST FULL COUNCIL MEETING,
(i) Receipt of Minutes The minutes of the meeting held **TUESDAY 3rd May 2016** had been previously circulated to all Councillors.
(ii) Errors
Min 190: should read 'Vice President' not 'Chairman'.
Min 191: last line delete 'complying their reponse' and replace with 'compiling a report on the responses'.
Min 194: line 7 delete ' but do have powers' and replace with ' but does have limited powers'
Min 194: line 10 capitalise 'Country Watch'
Min 194: CCTV line 1 delete 'ad asked would the council' and replace with 'and asked would the Council'.
Min 196: line 1 capitalise 'Young'.
Min 197: title should read 'SPORTS' not 'SPOTS'.
Min 198: line 5 +6 delete and replace with 'It was **resolved** that, subject to certain conditions being met, EPC will allow the land to be used. 2 councillors offered to draft a letter which set out these conditions for EPC to send to ECC.
Min 203: line 1 + 2 delete and replace with 'The Clerk had not heard back from the solicitors regarding fencing the Village Green.'

It was **resolved** that with these amendments, the Minutes be approved and signed by the Chairman. **PT**
- 4 ELECTION OF VICE-CHAIRMAN,
Cllr A McNeil was proposed by Cllr S Miller and seconded by all present. There were no other nominations. Cllr A McNeil accepted the nomination and was elected as Vice-Chairman.
- 5 PUBLIC PARTICIPATION SESSION,
None.

- 6 DELEGATION,
It was **resolved** that as per Standing Orders and Financial Regulations, the Clerk as the proper officer had been delegated to be able to spend up to £500 in an emergency.

The Council is to look into how to streamline the expenditure process. Cllr A McNeil would investigate and report back to Full Council in July. **5.7.16**

- 7 COMMITTEES TERMS OF REFERENCE,
(i) The Terms of Reference for the Open Spaces Committee had been previously agreed.
(ii) Terms of Reference for the Planning Committee still need to be drafted.

- 8 ELECTION OF COMMITTEES:
Following a discussion on efficiency of meetings, it was **resolved** not to have a Planning Committee but to combine planning applications and issues into the monthly Full Council and Open spaces meetings.

Open Spaces Committee It was **resolved** to change the size of the Open Spaces Committee to three plus the Council Chairman as an ex-officio member, with a quorum of three.

ALL

It was **resolved** that the members elected to the Open Spaces Committee would be:

Cllr A McNeil,
Cllr S Miller,
Cllr K Neville

[Cllr P Todd (ex officio)]

- (ii) Planning Committee Not applicable.

- 9 ELECTION OF WORKING GROUPS,
(i) Performance Review Working Group:
It was **resolved** that the three members of the Performance Review Committee would be:
Cllr P Todd
Cllr S Miller
vacancy

(ii) Road Safety and Traffic Working Group:
It was **resolved** that the two members of the Road Safety and Traffic Working Group would be:

Cllr C Young
Cllr S Miller

(iii) **Arborfield Working Group** – It was **resolved** that there was not a need to continue this working group at present.

(iv) **Flooding Working Group**– It was **resolved** that there was not a need to continue this working group at present. The matters would be dealt with by Full Council.

(v) **Neighbourhood Plan Working Group** It was **resolved** that Cllr S Dickens be appointed to this working group. Other Councillors will be appointed as necessary.

(vi) **Budget Working Group** It was **resolved** that Cllr C Hetherington be appointed to this working group. Other Councillors will be appointed as necessary.

- 10 EVERSLEY PARISH COUNCIL STANDING ORDERS,
It was **resolved** to accept the Council's Standing Orders, as previously circulated.

- 11 FINANCIAL REGULATIONS,
It was **resolved** to accept the Council's Financial Regulations, as previously circulated.

- 12 DRAFT ACCOUNTS FOR 2015/16,
Copies of the draft receipts and payments statement had been circulated to all councillors (See Appendix 1).

It was **resolved** that these accounts be accepted as a true record. The Chairman signed the Receipts and Payments Summary. **PT**

- 13 ASSETS,
It was **resolved** that the Council had reviewed an inventory of the Council's assets.

- 14 INSURANCE
It was **resolved** that the Council had review its insurance provision and the amount of cover was adequate.

- 15 TO APPOINT REPRESENTATIVES TO OTHER BODIES,
It was **resolved** to make the following appointments:
- a) Hart District Association of Parish & Town Councils – Chair and Vice
 - b) Eversley Village Hall Management Committee - Cllr S Miller
 - c) Blackbushe Airport Consultative Committee - vacancy
 - d) Blackwater Valley Countryside Partnership – Chair and Vice
 - e) Charles Kingsley's School Committee - Cllr S Miller
 - f) Eversley Quarry Community Liaison Group – Cllr C Hetherington (*although this group may no longer meet*)
 - g) Eversley Sports Association Executive Committee – Cllr K Neville and ask for Cllr S Miller to be considered as an alternative.

- 16 APPOINTMENT OF COUNCILLORS TO ROLES OR SPECIAL RESPONSIBILITIES,
It was **resolved** to elect members to the following roles or responsibilities :
- a) Planning Liaison - Cllr P Todd
 - b) Local Industry Liaison - Cllr C Hetherington
 - c) Public Transport -Cllr A McNeil
 - d) Traffic and Highway Matters - vacancy
 - e) Litter (Highways) - Open Spaces Committee
 - f) Burial Ground – All Councillors
 - g) Garden Plots - Cllr S Miller
 - h) Tree Warden (Hampshire Wildlife Trust)- Cllr C Hetherington
 - i) Emergency Co-ordinator - Cllr P Todd
 - j) Funding Community Projects-Cllr C Hetherington
 - k) Flooding and Sewerage Co-ordinator - Cllr A McNeil
 - l) Budget Controller – Cllr C Hetherington
 - m) Neighbourhood Watch Liaison - vacant
 - n) Public Rights of Way- Cllr C Hetherington
 - o) Travellers - Cllr K Neville

- 17 COMPLAINTS PROCEDURE
It was **resolved** to accept the Council's Complaints Procedure, as previously circulated.

- 18 PUBLICATION SCHEME (FREEDOM OF INFORMATION)
It was **resolved** to accept the Council's Publication Scheme, as previously circulated.

- 19 GRANTS POLICY
The draft Grants Policy had been reviewed and it was suggested to add that grants will be considered in April and October but not exclusively.

It was **resolved** that with this amendment, the Grants Policy be adopted.

When setting the budget EPC should set aside an amount for grants.

20 PRESS/MEDIA POLICY
This item was deferred for further consideration.

21 CHAIRMAN'S ALLOWANCE,
It was **resolved** to set the Chairman's allowance at £250 for 2016/2017. A cheque will be raised in the Chairman's favour at the first Full Council Meeting after the AGM.

7.6.14

22 DATES AND TIMES OF ORDINARY AND SUB-COMMITTEE MEETINGS FOR THE ENSUING YEAR,
It was **resolved** that the Council would no longer have a Planning Committee but would encompass Planning Matters into Full Council and Open Spaces Meetings and Open Spaces would have delegated authority to respond on Planning Matters.

It was **resolved** that EPC would streamline consideration of planning applications by limiting consideration to those applications which a member or members had asked, before the meeting, to be presented for consideration and agreement of a consultee response.

It was **resolved** that the Meetings for 2016/17 be as follows :

- Full Council would meet at 7.30pm on the first Tuesday of each month.
- Open Spaces would meet at 7.30pm on the third Tuesday of each month

The Clerk is to circulate the list of dates for the year and to update the website.

Clerk

23 ELECTRONIC AGENDA DESPATCH
It was **resolved** that all members would like to receive only an electronic copy of the agenda and papers for meetings.

(The Local Government (Electronic Communication) (England) Order 2015 came into force on 30 January 2015. It allows a Summons to a meeting to be deemed served, if sent to a nominated electronic address.)

24 PERFORMANCE REVIEW WORKING GROUP,
(i) It was **resolved** to pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press from discussion of the following item where publicity might be prejudicial to the special nature of the business,
(ii) A report had been circulated from this Working Group with regards to Performance Review 2015/16.
(iii) The working group's recommendations were:
1. For an annual increment increase to be back dated to April 2016.
2. For an additional increment increase for successful completion of the Cilca qualification (as detailed in the Clerk's contract) to be back dated to April 2016.
3. To consider use of a PO Box address to maintain the privacy of the Clerk's home address.
(iv) It was **resolved** to approve items 1 and 2 and to further investigate item 3.

It was **resolved** that this minute need not remain confidential.

Meeting closed at 10pm

Chairman.....Date.....

Appendix 1
EVERSLEY PARISH COUNCIL
Receipts and Payments

For the year 1 April 2015 to 31 March 2016

	31.03.2016	31.3.2015
Precept	30750	30,000.00
Council Tax Grant	694.83	1,389.67
Bank Interest	16.27	6.83
Investment Interest	0	0
Garden Plot Rents	400	380
Burial Ground Fees	2845	4,160.00
Donations/Grants	12915.16	2,611.82
VAT Refund	5252.77	2,929.61
Insurance refund	0	0
	<u>52874.03</u>	<u>41,477.93</u>
Staff Salary	10,987.32	10,602.53
Pension	2,263.48	2,225.91
HMRC (Inland Revenue)	1,104.31	1,077.29
Admin/Office Costs	1,006.60	1,440.96
Cllr Expenses/Chairman Allowance	339.68	308.70
Hall Rental	651.00	645.72
Insurance	1,765.92	1,765.93
Audit	330.00	300.00
Subscriptions/Publications	1,167.52	613.50
Litterpicker Invoices	2,750.78	3,038.64
Repairs/Maintenance	4,271.78	2,637.27
EPC Projects	11,704.61	2,623.93
Playground Safety Inspection	236.00	236.00
Grounds Maintenance	8,235.39	7,460.44
Waste Management	785.90	760.40
Training Courses	225.00	410.00
Section 137 Payments	4,181.46	856.55
Garden Plots Site Rent	0.00	0.00
Grants and Donations	0.00	0.00
Cleaning of War Memorial	0.00	0.00
VAT Payments	5,000.58	2,596.84
	57,007.33	39,600.60
Balance brought forward	13,691.02	13,684.19
Interest	6.27	6.83
Reserves carried forward	13,697.29	13,691.02

EVERSLEY PARISH COUNCIL

Receipts and Payments Summary

For the year 1 April 2015 to 31 March 2016

	2015/16	2014/15
Total balance brought forward	35,791	33,913
Plus: Total Income	52,874	41,478
Minus: Total Expenditure	57,007	39,601
Balance to carry forward	31,657	35,791
 Bank reconciliation as at 31 March 2016		
Current Account 34419109	18,141	22,266
Minus: Outstanding Cheques	181	167
Plus: Clubs and Societies Reserve Account 36419117	13,697	13,691
Total:	31,657	35,791

Signed:

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Chairman

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Date

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Responsible Financial Officer

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Date

