

MINUTES OF THE **ANNUAL MEETING OF EVERSLEY PARISH COUNCIL**
HELD ON **TUESDAY 15TH MAY 2018** AT 8 PM, IN EVERSLEY VILLAGE HALL.

PRESENT:

Cllr S Dickens SD
Cllr E Dixon ED
Cllr C Edge CE
Cllr A McNeil AM
Cllr S Miller SM
Cllr K Neville KN
Cllr P Todd PT
Vacancy

ALSO PRESENT: Dr A Crampton (HDCllr) and Mrs J Routley (Parish Clerk).

1 ELECTION OF CHAIRMAN,
RESOLVED

Cllr A McNeil was proposed and seconded. There were no other nominations. Cllr A McNeil 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,
RESOLVED

Apologies were accepted for Cllr K Neville due to work commitments.

3 ELECTION OF VICE-CHAIRMAN,
RESOLVED

Cllr S Dickens put himself forward. As there were no other nominations, Cllr Dickens was duly elected as Vice-Chairman.

4 MINUTES OF LAST FULL COUNCIL MEETING,

(i) Receipt of Minutes The minutes of the meeting held **TUESDAY 17nd April 2017** had been previously circulated to all Councillors.

No errors were reported.

RESOLVED

That the Minutes be approved and signed by the Chairman.

AM

5 PUBLIC QUESTIONS AND COMMENTS,
None.

6 DELEGATION,
RESOLVED

- the Clerk as the proper officer is delegated to spend up to £500 in an emergency.
- The Open Spaces Committee is delegated to spend up to £5,000 for items from the approved budget.

It was noted that Planning applications will not be considered by the Open Spaces Committee unless a consultee deadline makes it unavoidable. Planning applications will only be considered if a resident or Councillor has asked in advance for them to be discussed.

7 COMMITTEES TERMS OF REFERENCE,

RESOLVED

The Terms of Reference for the Open Spaces Committee were changed to include:

- a reference to the supervision of the Litter Picker,
- a change in the number of members from six to five with a quorum of three.
- authority to approve expenditure on items up to £5,000 from the approved budget
- a reference to coordinating the work of the Pay-back team and Lengthsman scheme .

8 ELECTION OF COMMITTEES:

Open Spaces Committee

RESOLVED

that the members elected to the Open Spaces Committee would be:

Cllr Colin Edge

Cllr Ed Dixon

Cllr A McNeil

Cllr S Miller

Cllr P Todd

9 ELECTION OF WORKING GROUPS,

a) Performance Review Working Group:

RESOLVED

that the two members of the Performance Review Working Group would be:

Cllr C Edge

Cllr A McNeil

b) Road Safety and Traffic Working Group:

This role remains unfilled at present.

c) Neighbourhood Plan Working Group:

RESOLVED

that the members of the Neighbourhood Plan Working Group would be:

Cllr P Todd

It was noted that there may be the need for others councillors to join as the Neighbourhood Plan progresses.

10 EVERSLEY PARISH COUNCIL STANDING ORDERS,

Amendments:

- the Council confirmed the values and time limits as before with the exception of 8d and 15 b ii which were changed from three to four days.
- 3x - A meeting shall not exceed 2 hours.
- 17 d ii - delete 'Section 1' and replace with 'Section 2'.
- 19 - Handling Staff Matters will be dealt with by the Full Council.

RESOLVED

That with these changes, to accept and adopt the Council's Standing Orders.

11 FINANCIAL REGULATIONS,

Amendments:

- 4.1 the wording was changed to be clearer but the values remain the same.
- the Council confirmed all the values as before.

RESOLVED

That with these changes, to accept and adopt Council's Financial Regulations.

- 12 ASSETS,
The Council had reviewed an inventory of the Council's assets.

RESOLVED

that the Asset list for 2017/18 was correct.

- 13 INSURANCE
a) The Council had reviewed its insurance provision

RESOLVED

that the amount of cover for 2017/18 was adequate.

- b) Aon will no longer provide insurance for Councils and is recommending BHIB as a replacement. The Clerk had also contacted a broker and obtained 3 further quotes. The Council had reviewed all the quotations and the cover provided by the policies.

RESOLVED

To use BHIB as the Council's insurers for 2018/19.

- 14 TO APPOINT REPRESENTATIVES TO OTHER BODIES,
RESOLVED

to make the following appointments:

- a) Hart District Association of Parish & Town Councils – Chair
- b) Eversley Village Hall Management Committee – Cllr S Miller
- c) Blackbushe Airport Consultative Committee – Cllr C Edge
- d) Eversley Sports Association Executive Committee – Cllr K Neville
- e) Policing Priorities Meetings – Cllr S Miller

Each councillor is to inform the Clerk how often the group meets so a report can be included in the agenda.

- 15 APPOINTMENT OF LEAD COUNCILLORS,
RESOLVED

to elect members to the following roles or responsibilities:

- a) Planning Liaison - Cllr P Todd, Cllr E Dixon
- b) Blackwater Valley Countryside Partnership – Cllr P Todd
- c) Burial Ground – Chair and Cllr E Dixon
- d) Charles Kingsley's School – Cllr S Miller
- e) Flooding and Sewerage – Cllr A McNeil
- f) Traffic and Highways – not required

- 16 COMPLAINTS PROCEDURE
RESOLVED

to accept and adopt the Council's Complaints Procedure, as previously circulated.

At 9.10pm Dr A Crampton (HDCllr) left the meeting.

- 17 DATA PROTECTION & PRIVACY POLICY
RESOLVED

- a) To accept and adopt the Data Protection and Privacy Policy and with the removal of the flat rate fee to readopt the Publication Scheme (Freedom of Information).
- b) To accept privacy notices and Subject Access Requests documentation,
- c) To accept and adopt the Record Management Policy
- d) That a CCTV Policy is not necessary.

18 GRANTS POLICY

Amendment:

- To remove the reference to deciding grants in April and May and instead to decide them at any Full Council Meeting during the year.

RESOLVED

With these changes to accept and adopt the Council’s Grants Policy.

19 COMMUNICATION POLICY

RESOLVED

to accept the Council’s Communication Policy, as previously circulated.

It was agreed that this may need to be reviewed in the future.

20 EMPLOYMENT POLICY AND PROCEDURES

This item was deferred and will be considered at a future meeting.

21 EXPENDITURE UNDER s.137

RESOLVED

The Council’s expenditure incurred under s.137 of the Local Government Act 1972 for 2017/18. (See Appendix A)

22 DATES AND TIMES OF ORDINARY AND SUB-COMMITTEE MEETINGS FOR THE ENSUING YEAR,

RESOLVED

that the Meetings for 2018/19 be as follows:

- Full Council would meet at 7.30pm on the first Tuesday of each month subject to a suitable available venue. Until this is arranged meetings will remain at 8pm.
- Open Spaces would meet at 8pm on a Tuesday every six weeks. The schedule will be decided at the next OSC meeting.

There will be no meetings in August and no Open Spaces meeting in December.

As the current venue may not be able to accommodate a 7.30pm start, the Chair and Cllr E Dixon will investigate other options.

Chair/ED

The Clerk is to circulate the list of dates and times for the year and to update the website once the venue is finalised.

Clerk

23 ELECTRONIC AGENDA DESPATCH

RESOLVED

that all members should 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.)

Meeting closed at 9.32pm

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

Appendix A

EVERSLEY PARISH COUNCIL
Supporting Statement to Accounts
For the year ended 31 March 2018

SECTION 137
PAYMENTS

Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to the product of £7.57 per head of the electorate for 2017/8 for the benefit of people in the area on activities or projects not specifically authorised by other powers.

The limit for this Council in the year ended 31st March 2017 was **9,394.37**

Payments were made as follows :

RBL Poppy Appeal	Remembrance Wreath	50.00	
Total			<u>50.00</u>

Please note:

The following item was originally recorded incorrectly as under s137 but was subsequently recorded as under Life-saving appliances, Public Health Act 1936, s234

Primary Care Supplies	Defibrillator	1,498.80	
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