

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

PRESENT:	Cllr P Todd	PT
	Cllr S Dickens	SD
	Cllr C Edge	CE
	Cllr C Hetherington	CHH
	Cllr C Hutton	CH
	Cllr A McNeil	AM
	Cllr S Miller	SM
	Cllr K Neville	KN

ALSO PRESENT: Mrs J Routley (Parish Clerk).

- 1 ELECTION OF CHAIRMAN,  
Cllr S Dickens and Cllr A McNeil both volunteered to be Chair. Cllr P Todd said that he did not wish to stand again.  
Cllr A McNeil was elected as Chairman by 6 votes to 2. He signed the Acceptance of Office form in the presence of the Clerk.

All councillors expressed their thanks to Cllr P Todd for his many years of service to the council in the role of Chairman.

- 2 APOLOGIES FOR ABSENCE,  
None.

- 3 MINUTES OF LAST FULL COUNCIL MEETING,  
(i) Receipt of Minutes The minutes of the meeting held **TUESDAY 2<sup>nd</sup> May 2017** had been previously circulated to all Councillors.

(ii) Errors

Min 228: 3. line 10 should read 'hedgerow and soft landscaping..'

Min 238: a) line 6 should read 'but in the meantime...'

Min 241: ii) line 2 should read 'it was noted that the development in nearby Riseley had been approved by HDC Planning Committee and will go to HDC Full Council shortly.'

It was **resolved** that with these amendments, the Minutes be approved and signed by the Chairman. **AM**

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

- 5 PUBLIC PARTICIPATION SESSION,  
Development Cllr S Dickens made a comment, as a resident, on the amount of potential development in the Village and wanted to see the Parish Council involved. The Chairman commented that although it was probably too late for a neighbourhood plan the Parish Council could consider what benefits development could bring to the Village and what the extent of development should be.

- 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.

It was noted that Full Council will in future consider Planning applications only at its monthly meetings. Planning applications will no longer 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,  
(i) The Terms of Reference for the Open Spaces Committee were as previously agreed with the one change that the appointment of the ex-officio member should no longer be a requirement for this committee.

- 8 ELECTION OF COMMITTEES:  
Open Spaces Committee It was **resolved** to change the size of the Open Spaces Committee to six with a quorum of three.  
It was **resolved** that the members elected to the Open Spaces Committee would be:  
Cllr S Miller  
Cllr K Neville  
Cllr Chris Hutton  
Cllr Colin Edge  
Cllr P Todd  
Cllr C Hetherington

- 9 ELECTION OF WORKING GROUPS,  
(i) **Performance Review Working Group:**  
It was **resolved** that a working group was not required and that Cllr C Edge would lead Performance Reviews and consult with the Chair and Vice Chair as necessary.

- (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

The need for this group will be reviewed at the meeting in July.

- (iii) **Neighbourhood Plan Working Group** It was **resolved** that this working group was not required.

- 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 2016/17,  
Copies of the draft receipts and payments statement had been circulated to all councillors (See Appendix A).

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

The period for inspection of the Accounts by Electors begins on 30<sup>th</sup> May 2017.

- 13 ASSETS,  
The Council had reviewed an inventory of the Council's assets and **resolved** that it was correct.

- 14 INSURANCE

The Council had reviewed its insurance provision and **resolved** that 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 Chair
- b) Eversley Village Hall Management Committee – Cllr S Miller
- c) Blackbushe Airport Consultative Committee – Cllr C Edge
- d) Blackwater Valley Countryside Partnership – Cllr P Todd
- e) Charles Kingsley's School Committee – Cllr S Miller
- f) Eversley Sports Association Executive Committee – Cllr K Neville and Cllr S Miller

No others were required.

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

No others were required.

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, with the amendment of a flat rate fee of £10 for the provision of information in addition to the other charges.

19 GRANTS POLICY

It was **resolved** to accept the Council's Grants Policy, as previously circulated.

20 COMMUNICATION POLICY

It was **resolved** to accept the Council's Communication Policy, as previously circulated. It was agreed that this may need to be reviewed in the future.

21 CHAIRMAN'S ALLOWANCE,

It was **resolved** that the Chairman would not take the allowance but would claim expenses in the same manner as any other councillor.

It was noted that allowances for Councillors should be on the agenda for Full Council later in the year.

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

It was **resolved** that the Council would continue with the same meeting schedule as last year.

It was **resolved** that the Meetings for 2017/18 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

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

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 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.)

24 NEW LOGO

It was **resolved** unanimously to use and adopt immediately a new logo from the options provided.

25 PERFORMANCE REVIEW WORKING GROUP,

- (i) The Working Group had not yet met but it was agreed instead that Cllr Edge and the Chair would meet as a matter of urgency to prepare, and agree a date, for the Parish Clerk's performance review. Other Councillors were invited to give comments.

Meeting closed at 9.22pm

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

## Appendix A

### Receipts and Payments

For the year 1 April 2016 to 31 March 2017

	31.03.2017	31.03.2016
Precept	37,500.00	30,750.00
Council Tax Grant	0.00	694.83
Bank Interest	4.68	16.85
Investment Interest	0.00	0.00
Garden Plot Rents	400.00	400.00
Burial Ground Fees	1,736.50	2,845.00
Donations/Grants	16,008.64	12,915.16
VAT Refund	5,467.10	5,252.77
Other Income (EHRA and refund)	1,997.17	0.00
	<b><u>63,114.09</u></b>	<b><u>52,874.61</u></b>
Staff Salary	12,676.36	10,977.32
Pension	2,759.63	2,263.48
HMRC (Inland Revenue)	1,979.63	1,104.31
Admin/Office Costs	1,372.64	1,006.60
Cllr Expenses/Chairman Allowance	283.30	315.73
Hall Rental	728.50	651.00
Insurance	1,651.11	1,765.92
Audit	450.00	340.00
Subscriptions/Publications	795.80	1,167.52
Litterpicker Invoices	2,082.04	2,750.78
Repairs/Maintenance	15,119.21	4,271.78
EPC Projects	4,556.07	11,728.56
Playground Safety Inspection	560.00	236.00
Grounds Maintenance	8,394.44	8,235.39
Waste Management	1,049.02	785.90
Training Courses	230.00	225.00
Section 137 Payments	50.00	3,325.00
Garden Plots Site Rent	0.00	0.00
Grants and Donations	814.00	815.96
Cleaning of War Memorial	0.00	0.00
VAT Payments	5,526.22	5,040.58
	<b>61,077.97</b>	<b>57,006.83</b>
<b>Balance brought forward</b>	<b>13697.87</b>	<b>13,691.02</b>
Interest	4.68	6.85
<b>Reserves carried forward</b>	<b>13702.55</b>	<b>13,697.87</b>

## EVERSLEY PARISH COUNCIL

### Receipts and Payments Summary

For the year 1 April 2016 to 31 March 2017

		2016/17	2015/16
	£	£	
<b>Total balance brought forward</b>		<b>31,658</b>	<b>35,791</b>
Plus: Total Receipts		63,114	52,875
Minus: Total Payments		61,078	57,007
<b>Balance to carry forward</b>		<b>33,694</b>	<b>31,658</b>

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### Bank reconciliation as at 31 March 2017

<b>Current Account 34419109</b>		<b>20,070</b>	<b>18,141</b>
Minus: Outstanding Cheques		78	181
Plus: Clubs and Societies Reserve Account 36419117		13,703	13,698
<b>Total:</b>		<b>33,694</b>	<b>31,658</b>

**Signed:**

.....  
Chairman

.....  
Date

.....  
Responsible Financial Officer

.....  
Date