

# MINUTES OF THE ANNUAL WORLDHAM PARISH COUNCIL MEETING

7.30 PM, WEDNESDAY 4th May 2016

## EAST WORLDHAM VILLAGE HALL

**Present:** Cllrs Andrew Aldridge, Bill Fife, Tara Goodwyn, Mary Trigwell-Jones, Mr R Twining (Clerk), no members of the public

At the start of the meeting Cllr Goodwyn proposed and seconded by Cllr Fife that Cllr Aldridge chairs the meeting. AIF and duly resolved

Cllr Trigwell-Jones declared an interest in agenda item 7/16 (a), by virtue of her being on the East Worldham PCC.

### 1/16. Apologies:

Apologies had been received from Cllr Terry Blake and Cllr Tessa Gaffney

### 2/16 Election of Officers

Councillors were elected to the following positions:

**Chairman:** Cllr Blake - Proposed by Cllr Goodwyn  
- Seconded by Cllr Fife AIF

**Vice-Chairman:** Cllr Aldridge - Proposed by Cllr Trigwell-Jones  
- Seconded by Cllr Fife AIF

Cllr Trigwell-Jones on behalf of the Parish Council thanked Cllr Blake for all his hard work over the last year as Chairman of the Council.

### Sub committees

**Parish plan** - Councillors agreed that the Parish Plan sub-committee should continue with Cllr Trigwell-Jones being the team leader.

**Village hall** - Councillors agreed that the Village Hall sub-committee should continue with Cllr Gaffney being the team leader.

**Village Design Statement** - Councillors agreed that the Village Design Statement sub-committee should continue with Cllr Blake-being the team leader.

The above appointments were:

- Proposed by Cllr Fife  
- Seconded by Cllr Goodwyn AIF

### 3/16 Specific responsibilities of councillors

Councillors agreed to having the lead liaison role for:

- Communications	Cllr Trigwell-Jones
- Countryside (Boats)	Cllr Gaffney
- Eco Town	Cllr Blake
- Highways (Road and traffic)	Responsibility of all councillors
- Minerals and waste	Cllr Blake
- Planning	Responsibility of all councillors
- Playground, Families and Children	Cllr Aldridge
- South Downs National Park	Responsibility of all councillors
- Website	Cllr Goodwyn

- Proposed by Cllr Fife  
- Seconded by Cllr Goodwyn AIF

#### 4/16 **Appointment of parish representatives**

Councillors agreed on the following parish representatives:

- |                                    |  |
|------------------------------------|--|
| - Footpaths Officer                | Mrs C Wilson-Webb                            |
| - Jalsa Salana Representative      | Cllr Blake                                   |
| - Litter Collection                | Mr C Kehoe                                   |
| - Neighbourhood Watch Co-ordinator | Mrs K Denyer                                 |
| - Website Administrators           | This role is now carried out by Cllr Goodwyn |

- Proposed by Cllr Trigwell-Jones
- Seconded by Cllr Fife      AIF

#### 5/16 **Finance, investment policy and risk**

**a). Review and adoption of accounts of 2015-16.** The Clerk gave copies of the Annual Governance Statement 2015-16, and copies of "A Practitioner's Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements" to the Councillors.

Councillors examined in detail the 9 statements of annual governance and decided that the Parish Council was compliant with statements 1 to 8 and that statement 9 was not applicable.

The Clerk requested that the Councillors formally approve the Annual Governance Statement 2015-16

- Proposed by Cllr Trigwell-Jones
- Seconded by Cllr Fife      AIF

#### **b). Cheque signatories and bank accounts**

Councillors noted that the Parish Council currently operate 3 bank accounts. A current and deposit account with TSB, and a non cheque interest paying account with HSBC. The Clerk proposed the idea that to simplify the administration of the accounts, that the HSBC account be closed and the balance transferred to the TSB Deposit account. Councillors agreed to this proposal.

- Proposed by Cllr Goodwyn
- Seconded by Cllr Fife      AIF

#### **c). Investment Policy**

The Councillors agreed to continue with a safe and cautious investment policy and to keep any surplus funds in the TSB deposit account which earns interest. Councillors agreed to the Clerk's proposal that the TSB current account balance should be kept at around £1,000 and any amount over this figure should be transferred to the deposit account.

#### **d). Review of risk and insurance**

Councillors agreed that Cllr Blake and the Clerk should have a meeting within the next 2 months to update the Risk Assessment Report.

- Proposed by Cllr Fife
- Seconded by Cllr Trigwell-Jones      AIF

#### **e) Community Benefit Scheme**

The Clerk informed the Councillors that he has received the signed Community Benefit Deed from the new owners of the solar farm, Canadian Solar. They had requested details of the Parish Councils bank account, and the first annual payment may be received shortly. Councillors discussed what procedures need to be put in place to administer the funds. It was agreed that a separate bank account should be opened with TSB, and that a simple application form should be used.

#### **f). Pension Enrolment**

The Clerk confirmed that he was the sole employee of Worldham Parish Council. His pay for pension auto enrolment falls under Category B – if an employee asks to be put into a pension scheme, the employer must put them in your qualifying pension scheme and pay regular contributions. The Clerk confirmed that he will not be asking the Parish Council to provide him with a pension scheme.

Councillors noted that the Vesting date for auto enrolment is 1<sup>st</sup> May 2017.

**h). Chairman's Allowance**

Councillors discussed the chairman's allowance and agreed that although no sum has been allocated for the Chairman's allowance for 2016-17 it will be £50.

**i). Section 137**

The Clerk reported that the Section 137 sum for 2016-17 is £7.42 per elector. The Clerk reminded Councillors that Section 137 enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory responsibility.

**6/14 Salaries and expenses**

**a). Clerk's remuneration** - it was noted that at the February Parish Council it was proposed that the clerk's pay should go up one incremental point (from Spinal Column Point 25 (£11.545) to Spinal Column Point 26 (£11.922)) and should rise in line with any increase in the National Joint Council for Local Government Services pay scale.

Councillors proposed that the number of hours that the Clerk is contracted to work should be increased from 10 hours to 11 hours a week.

The resolution to increase the Clerks hours from 10 to 11 per week and to raise his pay to Spinal Column 26 was:

- Proposed by Cllr Trigwell-Jones
- Seconded by Cllr Fife                      AIF

The Clerk advised the Councillors that his contract of employment will need to be amended from 10 hours a week to 11 hours a week.

**b). Hall Administrator's remuneration**

Councillors agreed to keep the remuneration at the same level as last year. It was noted that Mike Walker, the hall administrator waived his remuneration last year.

- Proposed by Cllr Trigwell-Jones
- Seconded by Cllr Goodwyn                      AIF

**c). Hall Cleaner's remuneration** – Councillors agreed to keep the remuneration at the same level as last year but noted that Kate Denyer has waived her remuneration but will use the money on purchasing items to improve the hall.

- Proposed by Cllr Trigwell-Jones
- Seconded by Cllr Goodwyn                      AIF

**7/16 Grants and donations**

Before deciding on any allocation, Councillors discussed whether the Parish Council could afford to make any donations in light of the projected budget deficit for 2016-17.

**a). Churchyards** (Cllr Trigwell-Jones declared an interest in this item)

Councillors resolved that the donations to the churchyards for 2016-17 are:

- East Worldham - £400
- West Worldham - £100
- Hartley Mauditt - £100

The donations are for the upkeep of the burial grounds in the respective churchyards.

**b). East Hampshire Citizens Advice Bureau Ltd** - Councillors resolved that a donation of £140 be allocated but to defer the final decision to the October or November Parish Council meeting.

**c). Alton Counselling Service** - Councillors resolved that a donation of £50 be allocated but to defer the final decision to the October or November Parish Council meeting.

The above resolutions were:

- Proposed by Cllr Goodwyn
- Seconded by Cllr Fife AIF

**8/16 Village hall charges**

Councillors agreed that there should be no changes to the village hall charges

- Proposed by Cllr Trigwell-Jones
- Seconded by Cllr Goodwyn AIF

**9/16 Planning**

- a) To consider and decide on the Parish Council's response to planning applications received since the last Parish Council meeting
- b) To consider and decide on the Parish Council's response to planning applications *received since the agenda was published if any*

WPC ref number 16/1      SNDP Ref number:      SDNP/16/01732/FUL  
Site address: Manor Farm Worldham Hill East Worldham Alton GU34 3AY  
Proposal: Change of use of land and creation of a tennis court with surrounding fence

WPC ref number 16/2      EHDC Ref number:      51471/002  
Site address: Hutchings & Carter Yard, Waterbrook Road, Alton GU34 2U  
Proposal: Variation of conditions 3 (Site Layout) and 18 (to allow storage of wood) of planning permission 51471/002

WPC ref number 16/3      SNDP Ref number:      SDNP/16/02006/HOUS  
Site address: Manor Farm Worldham Hill East Worldham Alton GU34 3AY  
Proposal: Loft conversion to include alterations to roof with four dormer windows to front and three dormer windows, and balcony to rear

**Councillors resolved for all three planning applications:** Worldham Parish Council has no objections to the planning application.

- Proposed by Cllr Fife
- Seconded by Cllr Goodwyn AIF

**10/16 Date of Parish Council Meetings for 2016-17**

Normally the first Wednesday of each month.

The next Parish Council meeting will be held on Wednesday 25th May, 1st June (if required), 6th July, 3rd August, 7th September, 5th October, 2nd November, 7th December. For 2017: 4th January, 1st February, 1st March.

Meetings to start at 7.30 pm and held at the East Worldham village hall

**11/16 Any other business**

There was no other business.

The meeting closed at 9.22 pm