

Minutes of Nether Wallop Parish Council Annual Meeting held at 7.30 pm

on Monday 13 May 2019 in the Village Hall

- 4369 Attendance:** Cllrs Souter, James, Cotterell, Addison, and the Parish Clerk. There was one member of the public.
- 4370 Election of Chairman:** Cllr. Jon Cotterell proposed and Cllr. Helen James seconded the motion that Cllr. Edward Souter be elected Chairman of the Parish Council for the following year and this was unanimously agreed.
- 4371** Cllr. Souter signed the declaration of office.
- 4372 Apologies:** Cllr Carpenter had offered his apologies which were accepted unanimously. HCC Cllr Andrew Gibson and TVBC Cllrs A Ward and I Jeffrey has also sent their apologies.
- 4373 Election of Vice-Chairman:** Cllr. Helen James proposed and Cllr. Jon Cotterell seconded the motion that Cllr. Ian Carpenter be elected Vice-Chairman of the Parish Council for the following year and this was resolved in his absence.
- 4374 Declaration of councillors' pecuniary interests:** The Clerk had received updated forms from Cllrs James, Souter and Carpenter which would be delivered to TVBC. Cllrs Addison and Cotterell advised that their interests had not changed from the prior meeting and would deliver their updated forms to the Clerk. No declarations were made for items on the agenda.
- 4375 Planning applications:** The following application was considered:
19/01038/VARN The Stables, Salisbury Rd Lopcombe - No objection
Proposed: Cllr James, **Seconded:** Cllr Addison, **Resolved** unanimously that the comments be noted and updated on TVBC website. **Action:** Clerk.
- 4376 Points from the floor:** None
- 4377 To approve the Minutes of the previous meeting:** The minutes of 8 April 2019 were approved by the council. **Proposed:** Cllr Cotterell **Seconded:** Cllr Addison. The Chairman signed as a true and accurate record.
- 4378 To receive the minutes of the last meeting of a committee:** It was noted that the minutes of the Joint Committee of the Wallops Parish Hall (WPH) had been circulated prior to the meeting and were available on the website in draft form.
- 4379 Review of delegation arrangements to committees, working groups, staff and other local authorities:** The only committee that the Parish Council delegate to is the Wallops Parish Hall committee made up of 4 members of the Nether Wallop Parish Council and 4 members of the Over Wallop Parish Council. It was agreed unanimously that work needed to be done on reviewing the delegation arrangements and that the discussion would be deferred until a new Joint Committee had been formed after the May meetings.
- 4380** The Village Green Team was working well and terms of reference did not need amending.
- 4381** The Parish Council Staffing team included Cllrs James, Addison and Souter would continue without change for the next year.

- 4382** The management of the new Village Hall by Nether Wallop Parish Council (NWPC) is governed by the Memorandum of Understanding (MOU) between NWPC and the Nether Wallop New Village Hall Trust which does not require any amendments.
- 4383** The Lengthsman Scheme run by Stockbridge Parish Council was being handled by the Footpaths Officer Mr I James who was authorised to compile the monthly schedules on behalf of the Parish Council. This arrangement had been working very well and did not require any modification.
- 4384 Review of the terms of reference for committees (WPH): Proposed:** Cllr Souter, **Seconded:** Cllr Cotterell, **Resolved** unanimously that the terms of reference for the joint committee be reviewed at the next meeting of the WPH Committee and standing orders similar to the NWPC adopted version be proposed. **Action:** Cllr Souter to request the item to be added to the Joint Committee agenda.
- 4385 Appointment of members to existing committees (WPH): Proposed:** Cllr Souter, **Seconded:** Cllr Cotterell, **Resolved:** unanimously, that there be no change and Cllrs Souter, James, Cotterell and Addison would remain on the WPH Committee.
- 4386 Appointment of any new committees in accordance with standing order 4: Proposed:** Cllr Addison, **Seconded:** Cllr Souter, **Resolved:** unanimously, that no new committees be created.
- 4387 Review and adoption of appropriate standing orders and financial regulations:** All documentation had been circulated prior the meeting. **Proposed:** Cllr Souter, **Seconded:** Cllr James, **Resolved:** unanimously, that the Standing Orders be re-adopted without change. **Action:** Clerk to update the minute reference on the document.
- 4388 Proposed:** Cllr Addison, **Seconded:** Cllr James, **Resolved:** unanimously, that the Financial Regulations and Financial Risk Assessment be adopted as circulated. It was noted that section 1.8 of the Financial Regulations had been changed to combine the role of RFO and Clerk and removed the reference to a bookkeeper. **Action:** Clerk to update the minute reference on the documents.
- 4389 Review of representation on or work with external bodies and arrangements for reporting back:** The reports received from the Footpaths regarding the Lengthsman contract had been exemplary. All were available on the website **Proposed:** Cllr Souter, **Seconded:** Cllr Addison, **Resolved:** unanimously, that no changes were required.
- 4390 Review of inventory of land and assets including buildings and office equipment (Asset Register):** The register has been circulated as part of the meeting papers. **Proposed:** Cllr Souter, **Seconded:** Cllr Cotterell, **Resolved:** unanimously, to note the contents.
- 4391 Confirmation of arrangements for insurance cover in respect of all insured risks:** The insurance cover confirmation had been provided by the Clerk and was noted to be in order.
- 4392 To review and approve the council's and/or staff subscriptions to other bodies:** A schedule of possible subscriptions had been circulated. **Proposed:** Cllr James, **Seconded:** Cllr Addison, **Resolved:** unanimously, that the following organisations be subscribed to:
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|--|--------|
| Campaign to Protect Rural England – CPRE | £36.00 |
| Independent Commissioners Office – ICO | £35.00 |

Hampshire Association of Local Councils – HALC £319.00

SLCC membership for Clerk @50% £ 78.00

Action: Clerk to arrange payment when memberships needed renewing.

4393 To determine the time and place of ordinary meetings of the Council up to the next annual meeting: **Proposed:** Cllr Souter, **Seconded:** Cllr James, **Resolved:** unanimously, that meetings be held on the second Monday every month except August. The Annual Meeting of the Parish Council would be held on Monday 11th May 2020. **Action:** Clerk to update the website.

4394 To review the Code of Conduct: **Proposed:** Cllr Souter, **Seconded:** Cllr James, **Resolved:** unanimously, that the Code of Conduct be re-adopted without amendment. **Action:** Clerk to update the website.

4395 To review and approve the Annual Governance Statement 2018/19: **Proposed:** Cllr Souter, **Seconded:** Cllr James, **Resolved:** unanimously, that the Statement be approved and signed by the Chairman.

4396 To review and approve the Accounting Statements and Financial Accounts for year end 31 March 2019: **Proposed:** Cllr Souter, **Seconded:** Cllr James, **Resolved:** unanimously, that the Statement be approved. The Chairman signed both documents.

4397 To review and approve the Audit Form part 2 – Certificate of Exemption: **Proposed:** Cllr Souter, **Seconded:** Cllr James, **Resolved:** unanimously, that the certificate be signed by the Chairman.

4398 To consider the NDP fee review: A quotation had been received for professional support in preparing the plan. It was felt that a second quote should be obtained and that a grant towards the cost be applied for. It was noted that Goodworth Clatford have already successfully completed their plan we would ask their Chairman which consultant they had used. **Action:** Cllr Addison and Clerk.

4399 Review of section 137 and the Wallops Village Shop Grant request: The Clerk had sought legal advice on how the Parish Council may be able to facilitate a grant and this investigation was ongoing. Cllrs had noted the Shop's Accounts for year ending 30 Sept 2018. It was felt appropriate to request a business plan and a statement pointing out the areas where the loss is occurring. **Action:** Clerk.

4400 Bank reconciliation and Schedule of payments. The Clerk presented a payment schedule:

HALC	Subscription	£ 319.00
Do the numbers	Audit	£ 190.00
Clerk	Salary & Expenses	£ 540.00
Moviola	Film Hire	£ 103.75
Southern Fire	Fire Equipment Servicing	£ 37.80

Proposed: Cllr H James, **Seconded:** Cllr Cotterell, **Resolved** unanimously that the payments be accepted. The bank reconciliation was signed off by Cllr Souter. The payments and receipts for year to date would be displayed on the website. **Action:** Clerk

- 4401 Footpaths:** The Footpaths officer had distributed a report prior to the meeting and it was available on the website. The new Lengthsman's contract had fewer hours than last year as the hourly rate had increased whilst the annual allowance had not. Service was not expected to deteriorate however.
- 4402 NDP (Neighbourhood Development Plan):** Cllr Addison reported that the next meeting would be on 23rd May at 7.30pm. Working parties would be drawn up to tackle the next stages of designing the questionnaire, writing the history of the Village Design Statement and checking where the conservation area boundaries had changed. TVBC admin staff would attend to help guide the process. An advert would be placed in the Parish Magazine again. **Action:** Cllr Addison.
- 4403 To review and decide on the accounting package to use for reporting and budgeting and tracking of payments:** The Clerk had tabled four suppliers of accounting packages and listed some of the requirements specific to Parish Councils. This had narrowed down the selection to two companies which had a similar cost over a three year timeframe. Report examples were only available for one of the packages. More information would be requested and the decision deferred until June. **Action:** Clerk
- 4404 To approve authorisation for the Clerk to confirm a claim against the Council Insurance policy:** **Proposed:** Cllr Cotterell, **Seconded:** Cllr Addison, **Resolved** unanimously that a claim be lodged with the insurers. **Action:** Clerk
- 4405 To consider quotations for Bark for the playground at Aylwards Way:** The Clerk reported that six quotations had been obtained for the supply of 1m3 of bark. The playground inspection had been done and the report was awaited. Once the volume to be purchased was known, final estimates could be tabled. **Action:** Clerk.
- 4406 Report on the Telecoms monopole application at the Recreation Ground:**
Cllr Souter confirmed that a letter had been sent to Cornerstone Telecoms refusing to sign the access agreement on the basis of the Council's view that public benefit did not outweigh the prejudice to users. The letter had detailed the Council's position that the site of the recreation ground was a safe place for children and this would be compromised by allowing free access to lorries and machinery and by installing a 400sq m set down area. No correspondence has been received in reply.
- 4407 Matters raised by Councillors:** Cllr Cotterell reported that the bus shelter at Jack's Bush was still not fixed despite chasing Andover Glass three times. They would be reminded again. **Action:** Cllr Cotterell.
- 4408 Clerk's report:** none
- 4409 Points from the floor:** none
- 4410** The next meeting will be held on Monday 10th June 2019 in the village hall at 7.30pm.
- 4411** The Chairman thanked all for attending and closed the meeting at 9.10pm.

Signed as a true and accurate record of the meeting

by Chairman

Date