



**Minutes of the Annual General Meeting of the Parish Council
Held at East Meon Church Hall on
Monday 13th May 2019 at 1830**

Present: Councillors Susan Davenport (Chair), Steven Ridgeon (Vice Chair), Charles Ritchie, Marc Atkinson, Matt Atkinson, Andrew Hales and David Cooke.
Suzie Brooker (PO) Sarah Cowrick (RFO) and 1 member of the public.

1. Election of Chair

Cllr Davenport offered herself for re-election, was proposed by Cllr Matt Atkinson, seconded by Cllr David Cooke and unanimously elected.

2. Election of Vice Chair

Cllr Ridgeon offered himself for re-election, was proposed by Cllr Marc Atkinson, seconded by Cllr Charles Ritchie and unanimously elected.

3. Apologies for Absence

Cllr Sharon Sillence, Cllr Rob Mocatta and Cllr Tom Tyrwhitt-Drake

4. Declarations of Personal or Prejudicial Interest Forms

The PO reported she had received the majority of Declaration of Interest Forms, however two were outstanding. The PO confirmed all forms would be submitted to EHDC Democratic Services before the deadline in May.

5. Appointment of Councillors Roles & Responsibilities & Appointment of Chair of the Planning Committee

All Councillors had agreed their roles and responsibilities with the Chair. Cllr Ridgeon confirmed he was willing to stand as Chair of the Planning Committee and was proposed by Cllr David Cooke, seconded by Cllr Andrew Hales and unanimously elected.

6. Dates of Future Meetings

The dates for 2020 Parish Council meetings had been circulated and were agreed as: -

Monday 27th January 2020 at 6.30pm

Monday 16th March 2020 at 6.30pm

Monday 18^h May 2020 at 6.30pm

Monday 20th July 2020 at 6.30pm

Monday 14th September 2020 at 6.30pm

Monday 16th November 2020 at 6.30pm

Monday 27th April – APA at 7pm

7. Minutes of Last Meeting

The Minutes of the meeting held on 18th March 2019 were approved. Proposed by Cllr Steve Ridgeon and seconded by Cllr Marc Atkinson and duly signed as a true and correct record. The draft Minutes of the Annual Parish Assembly were approved in principle as a true record. The PO would add them to the website.

8. Matters arising from the Parish Council meeting on 18th March 2019 & the APA on 29th April 2019

- **Play Areas:** In the absence of Cllr Sillence the Chair reported the only outstanding matter was the football posts on the All Sports Court. **SS**
- **Parking outside School:** The Chair reported that even though the yellow lines outside the school and in Hill View had been painted, parents were still parking on the double yellow and zig zag lines. PCSO Gibbs had been present at the end of a school day and the Chair was hopeful that regular monitoring would take place. A resident of Sebastopol Cottage had requested double yellow lines opposite the entrance to Temple Lane due to the difficulty of exiting the lane when a car was parked opposite. Dominic Carney had notified EHDC who had agreed to put these in place. Concern was raised about the length of the lines and Cllr Matt Atkinson would liaise with EHDC to ensure they would be no longer than necessary.

Cllr Matt Atkinson reported that parking in Hill View continued to be difficult for residents and asked if the garage area could be used as additional parking. The Chair reported the garages were privately rented and not managed by Radian Housing. The Chair had spoken to Radian about issues with parking in Hill View, Coombe Road car park and Duncombe Road and had requested a site visit with them. On the subject of parking she reported that she had asked Rev Jane to mention in her weekly pew leaflet that members of the congregation should not park alongside Church Cottage during services. **MJA**

- **Speed Reductions:** The Chair reported that HCC still need to install the poles and the signs were with Dominic Carney. Cllr Matt Atkinson would collect the signs from Mr Carney and assess the requirements to install them and liaise with HCC. **MJA**
- **Stiles:** Cllr Matt Atkinson reported that Simon Hills would be installing six stiles in the Frogmore area and work would commence in June. Cllr Atkinson reported that a Landowner had agreed to the installation of a self-closing gate at Templars Brow and there had been a positive response from other Landowners. Cllr Atkinson would apply for funding from EHDC. **MJA**

- **Lengthsman:** Cllr Cooke reported that the Lengthsmen, Frank and Bill, had completed a number of tasks to a good standard. Cllr Cooke requested any suggestions of work be forwarded to himself. Cllr Ritchie advised that Alistair Dudley-Williams would be happy to fix the fence on the Pavilion. **DC**

- **Westbury House Hospital Sign:** The Chair reported she had spoken with HCC about the removal of the signs and the job would be added to the list for this financial year. SD HAD asked if the Parish Council could remove the signs and had been advised that HCC would check and let her know. **SD**

- **Noticeboards:** Cllr Ridgeon reported the cost of a wooden noticeboard would be in the region of £1-1.5k plus installation. Cllr Atkinson suggested that the current steel boards would continue to rust and should be replaced by aluminum. Cllr Atkinson would request a quote from Goldburn Finishers. **MA**

- **Village Hall & Pavilion:** Cllr Ridgeon reported he would be contacting SDNP about the grant application and that the villagers would be canvassed for their views. **SR**

- **Area by the Bottle Bank:** The Chair reported that Cllr Tyrwhitt-Drake would be dealing with the spraying of the weeds in the Workhouse Lane Car Park. The stinging nettles under the Oak tree would be sprayed as well. A quote for the removal of the lower limbs of the Oak tree had been received from Chris Brooker and agreed. **CR**

- **Bridleways Fiveways and Limekiln Lane:** The Chair reported she had been in communication with Elliot Rowe about the possibility of limiting motorbike access during the winter months. There is currently a voluntary restraint in place, however the area continues to be used by motorbikes. Mr Rowe would look into the option of having something that would only prevent motorbikes rather than a total ban for all users. Cllr Marc Atkinson reported that Sussex and Surrey had a total ban on motorbikes and therefore riders would head to Hampshire instead and this was being widely publicised on the internet. The Chair would contact Mr Rowe about a total ban. **SD**

- **Speeding:** Cllr Matt Atkinson suggested implementing a 40mph speed limit sign at an earlier point prior to the village entrance from Clanfield allowing a gradual reduction from 60mph to 30mph. Cllr Ridgeon reported the speed reduction sign should collect data and provide information so that HCC could be approached regarding further speed control. Cllr Matt Atkinson would contact HCC. **MJA**

- **Potholes:** The Chair reported that Cllr Mocatta would contact HCC to request the hole at the bottom of the Vineyard be filled in. Cllr Marc Atkinson reported the layby on the Clanfield Road had a number of pot holes. Cllr Matt Atkinson to report the issue to HCC. **MJA**

- **Workhouse Lane Allotment/Public Toilets:** The Chair reported that there was an existing Parish Council policy on the provision of public toilets in the village. Since they needed to be checked, cleaned and maintained with little benefit to residents, previous Councils had not been in favour of subsidising this facility. As there is a possibility of the Village Hall being kept open longer hours it was agreed that the Council should not look into the provision of toilets for visitors for now.

- **Defibrillator:** The RFO reported that if the Parish Council took ownership of the Defibrillator, it would be covered under its existing insurance with appropriate Public

Liability cover. The Chair suggested it would be prudent for the Parish Council to take ownership and all present Cllrs agreed. The Chair reported she had contacted Saving Lives about a training session for residents and was waiting to hear back. **SD**

9. Parish Matters

a) Application for Westbury House to be added to the National Heritage List for England

The Chair reported she had been approached by a resident who was concerned that Westbury House was falling into disrepair and being used as a party venue visited by urban guerrillas who were stripping the building. The current owners have a planning application for apartments. Cllr Hales would research the possibility of applying for the building to be listed. **AH**

b) Registration of title to the Recreation Ground and Allotments

The Chair reported she had researched the land owned by the Parish Council and two areas had not been registered other than the War Memorial, these being the Recreation Ground and Allotments. From a legal view it would be beneficial to register the land, however it would be a lengthy process and cost in the region of £600 + VAT and disbursements per application. The Cllrs present authorised the Chair to proceed with first registration and confirmed the legal fees. **SD**

c) Retaining Wall at Glenthorne Meadows

The PO reported that Gerry Sillence and Chris Brooker had visited the site and the wall would need to be pushed back and the tree reducing. The PO would request a quote for the work. Cllr Matt Atkinson would request an alternative quote for comparison. **MJA**

10. County/District Councillor Report

Councillor Mocatta was unable to attend the meeting.

9. Planning

Cllr Ridgeon reported there had been eight planning applications. Five of the applications without comment and two with. SR was pleased to report the Planners are now taking light pollution into account with applications.

10. Open Forum

The resident present suggested contacting JB Corrie for a quotation for the new noticeboard. Cllr Marc Atkinson would contact them.

11. Finance

The RFO advised that she would produce a report for the first quarter of the 2019/2020 year to 30th June 2019 at the July meeting.

Report on the Audit for the year to 31st March 2019

The RFO reported that the Audit for the year to 31st March 2019 to check that the Parish Council adhere to the requirements set out in the Governance and Accountability for Smaller Authorities in England ensuring that compliance is maintained took place on 25 April 2019. She explained for the benefit of new Councillors that the Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, considering public sector internal auditing standards or guidance. The internal audit enables a professional opinion on the control objectives set out in the Internal Auditor's Report on the 2018-19 Annual Governance and Accounts Return.

A series of independent audit tests was undertaken using the various financial records, vouchers, documents, Minutes, the previous audit report to ascertain the efficiency and effectiveness of the Council's internal controls. The following checks were made:

Bank Reconciliations - The financial totals as at 31 March 2018 were brought forward correctly and accurately shown in the Cash Book. All un-presented cheques and un-banked income as at 31 March 2018 were checked to bank statements to verify these were banked in April 2018. All cheques, direct debits, standing orders, BACS and transfers were checked and accounted for the period in question as were all bank paying in slips which were banked and agreed to bank statements. Bank reconciliations for all bank accounts had been carried out for the period and were correct.

Income and Expenditure - All un-presented cheques and un-banked income information was checked as at 31 March 2019 to ensure that the details are accurately recorded in the Parish Council records and all Remittance Advices were checked and agreed to the Cash Book and bank statements for the period.

VAT - It was noted that VAT reimbursement claim totals for the period 1 April 2017 – 31 March 2018 was £3,970.08 and this was received in June 2018. The Responsible Finance Officer is in the process of preparing a VAT reimbursement claim for submission to HMRC covering the period 1 April 2018 to 31 March 2019. A test check was carried out on the VAT elements from payment vouchers to the reimbursement claim form for those invoices processed in the period.

Invoice Payments - A test check of the Invoice payment files was carried out for the period to ensure that the totals were correctly paid and were authorised to match the details in the Cash Book.

Insurance - The Insurance Cover for the Parish Council is brokered through Came and Co and held with AXA/ Inspire Policy Number 2RGBDX6962034. The current level of cover includes Employer Liability of £10m and Fidelity Guarantee of £150,000 which was enough for the Parish Council in 2018/2019.

Risk Assessment 2018/2019 - It was noted that the RFO had reviewed all risks and standing orders for the Parish Council which was presented at the Parish Council meeting on the 14 May 2018. This will ensure that the requirements of the Governance and Accountability for Smaller Authorities in England (March 2018) is met.

General Data Protection Regulation (GDPR) May 2018 and Freedom of Information - The Council follow the best practice requirements in full of the Transparency Code Regulation 2015 which includes the following: a. all items of expenditure above £500, b. end of year accounts, c. annual governance statement, d. internal audit report, e. list of councillor or member responsibilities f. the details of public land and building assets, g. Minutes, agendas and meeting papers of formal meetings

Minutes of the Parish Council - The Minutes of the Parish Council were checked to ensure all decisions and approvals for the period April 2018 – March 2019 were recorded that affect the financial management of the Parish Council. The auditor recommended that the Chairman initial each page to indicate that they are a true record of the decisions made by the Parish Council.

End of Year Procedures - A full check was carried out on the End of Year documentation provided by the Responsible Finance Officer to confirm the accuracy of the details to be submitted to the External Auditor. This also included the validation of any variances of totals over 15% between 2017/18 and 2018/19 shown on Section 2 of the Accountability and Governance Annual Return as required by the External Auditor.

Audit Opinion

The Auditor advised that in his opinion the various records and procedures in place for the Council provide a good standard of control which is the highest rating.

Annual Governance Statement 2018/2019

Councillors considered and approved Items 1-9 of the Governance Statement (Page 4 of 6)

Accounts to 31st March 2019 and Annual Accounting Statement

It was noted that Councillors had received the final accounts for the year to 31st March 2019 together with the financial report prior to the Annual Parish Assembly. Councillors approved the Annual Accounting Statement for 2018/2019 (Page 5 of 6)

The RFO was congratulated for the exemplary audit and thanked by those present.

12. Any other business including correspondence of note

- The Chair reported that Chris Pamplin had agreed he would be happy to be litter co-ordinator. The Council recorded their thanks.
- The Chair reported the green space in Duncombe Road was often used for parking cars. The green space provides an area for small children to play in the immediate vicinity of their homes. The Chair asked Cllrs if they felt there would be benefit in placing a small fence around the area providing a safe environment for children to play and also preventing parking. Cllr Matt Atkinson would research the possibility and contact Arrow Fencing for a quote to bring to the next meeting.
- Cllr Ritchie reported that Dave Wyatt had quoted £600 to repair the broken benches. Cllr Cooke would request a second quote from Ken Woodhouse.
- Cllr Ritchie reported the signs on The Cross and Halnaker Lane were in a bad state of repair. Cllr Ritchie would look into identical replacements.
- Cllr Ritchie reported the main gate supporting post on the Green was rotten and needed replacing. Cllr Matt Atkinson would contact Simon Hills.

There being no further business, the meeting was closed at 20.16

Signed:

Date:

DRAFT