



## Notice of Meeting

The Annual Parish Council Meeting will be held on  
Tuesday 14th June 2022 at 19:30  
in the Village Centre Club Room

### Minutes

**Present:** Cllrs Bridget Cully, Patrick Foote, Kevin Noble, Oliver Madge, Ed Magill, Glenda Mew, Dave Peart, Gwen Randall.

**In attendance:** The Clerk, Ben Sawyer and Cllr Sam Carr.

**Members of the Public & Press in attendance:** 6

1. To receive apologies for absence – Cllr Jeffreys
2. To receive declarations of interest – None
3. To elect a Chair of the parish council – Cllr Madge
4. To elect a Vice Chair of the parish council – Cllr Peart
5. To receive the Chair's & Vice Chair's Declarations of Acceptance of Office – verbal declaration completed, paperwork to follow.
6. To consider annual update of Member's Register of Interests – Complete with the exception of Cllr Jefferies
7. To agree the terms of reference, appoint committee members and Chairs/Vice Chairs to:
  - 7.1 Finance Committee – Cllr Culley, Cllr Foote, Cllr Madge, Cllr Magill, Cllr Peart.
  - 7.2 Flood & Emergency Group – Cllr Magill, Cllr Peart. Need to confirm if Sarah Cooney, Clem Jones will remain as co-optee's.

**Action: Cllr Magill**
  - 7.3 Highways & Services Group – Cllr Foote, Cllr Mew, Cllr Peart, Co-opted Sarah Cooney. Need to confirm if Sarah Cooney will remain as co-optee's.

**Action: Cllr Peart**
  - 7.4 Planning Committee – Cllr Mew, Cllr Noble, Cllr Peart, Cllr Randall.
  - 7.5 Recreation Ground Committee – Cllr Culley, Cllr Foote, Cllr Madge, Cllr Mew, Cllr Peart, Cllr Randell. Need to confirm if Amelda de Segundo & Laura Davis will remain as co-optee's.

**Action: Cllr Madge**
  - 7.6 Lake Committee – Cllr Peart, Cllr Culley, Cllr Madge, Cllr Randall, Cllr Mew. Need to confirm if Alex Martin (Fishing and Residents) & Caroline Hoyes (SBV) will remain as co-optee's.

**Action: Cllr Madge**
8. To nominate monitoring roles for:
  - 8.1 Footpaths – Cllr Noble, Caroline Hoyes co-optee
  - 8.2 Parish tree warden – Cllr Foote

- 9. To review and approve council's subscription to, and/or nominate representatives for:**
- 9.1 Hampshire Association of Local Councils – No subscription going forward
  - 9.2 Basingstoke District Association of Parish Councils – Cllr Madge
  - 9.3 Holdway Alms-houses Charity – TBA.
- Action: Cllr Culley to confirm with Dan Culley**
- 9.4 St Mary Bourne United Charities – Cllr Culley
  - 9.5 Hill & Valley Business Group – Cllr Madge
- 10. To agree calendar of meetings for 2022-2023 – Plan for every 2<sup>nd</sup> Tuesday**
- 11. To adopt the Standing Orders for 2022-23 - Agreed**
- 12. To approve the Code of Conduct - Agreed**
- 13. To adopt the Financial Regulations for 2022-23 - Agreed**
- 14. To adopt the Financial Risk Assessment for 2022-23 – This will be circulated as soon as received**
- 15. To review the inventory of land and assets – This will be circulated to all councillors as soon as possible**
- Action: Clerk to circulate asset list**
- 16. To confirm arrangements for insurance cover in respect of all insured risks – agreed policy will be circulate.**
- Action: Clerk**
- 17. To review & approve the parish council's policies for:**
- 17.1 Complaints procedure - Agreed
  - 17.2 Handling requests made under the Freedom of Information Act 2000 and the General Data Protection Regulations 2018 - Agreed
  - 17.3 Dealing with the press or other media - Agreed
- 18. To renew the agreement with the owners of Summerhaugh Cottage for the siting of the Millennium Seat – To request renewal**
- Action: Clerk**

Meeting ending 20.30

The dates of the next Full Council meetings:

**2022:**

12<sup>th</sup> July; 9<sup>th</sup> August; 13<sup>th</sup> September; 11<sup>th</sup> October; 8<sup>th</sup> November; 13<sup>th</sup> December

**2023:**

10<sup>th</sup> January; 15<sup>th</sup> February (Note- not a Tuesday); 14<sup>th</sup> March; 11<sup>th</sup> April (to include Annual Assembly); 9<sup>th</sup> May.

A copy of these minutes are also available on the Parish Council Website : Parish Council / Minutes

**Ben Sawyer, Clerk, St Mary Bourne Parish Council**

**Tel: 07863 239980 Email [clerk@stmarybourne-pc.gov.uk](mailto:clerk@stmarybourne-pc.gov.uk)**