

Minutes of the Annual Meeting of Elvetham Heath Parish Council
Held at The Key Centre Elvetham Heath
Monday 18th May 2015 at 7.30pm

PRESENT

Cllr Marilyn Robson (MR)	Elvetham Heath PC
Cllr Nicky Bond (NB)	Elvetham Heath PC
Cllr George Brown (GB)	Elvetham Heath PC
Cllr Richard Woods (RW)	Elvetham Heath PC
Cllr Emma Watmore (EW)	Elvetham Heath PC
Cllr Chris Alden (CA)	Elvetham Heath PC
Cllr Michelle McDarmaid (MM) (from 7.40pm)	Elvetham Heath PC
Jan Hyatt (JH) Clerk	Elvetham Heath PC

Also Present

Cllr Steve Forster	Hart District Council
Cllr Sara Kinnell	Hart District Council

14/15	<p>Election of the Chairman</p> <p>Cllr Watmore proposed that Cllr Robson be elected chairman of the council. Cllr Brown seconded the proposal and all were in favour. Cllr Robson accepted that nomination and as there were no others was duly elected.</p> <p>Cllr Robson signed her declaration of acceptance of office which was witnessed by the Clerk and proceeded to chair the meeting.</p>	
15/15	<p>Election of Vice-Chairman</p> <p>Cllr Alden proposed that Cllr Bond be elected to the position of vice-chairman. Cllr Woods seconded the proposal and all were in favour. Cllr Bond accepted the nomination and as there were no other nominations, was duly elected.</p> <p>Cllr Bond signed her declaration of acceptance of office which was witnessed by the Clerk.</p>	
16/15	<p>Co-option of Councillor</p> <p>Following the resignation of Cllr Ellison, a casual vacancy had arisen for which no by-election was requested. Four candidates had put themselves forward for co-option and had met with the members prior to the meeting.</p> <p>It was proposed that Michelle McDarmaid be co-opted to fill the vacant position. All were in favour and she was duly co-opted onto the council.</p> <p>The Clerk received and witnessed Cllr McDarmaid's acceptance of office.</p>	

17/15	<p>Apologies for Absence None as all members were present.</p>	
18/15	<p>Declarations of Interest & associated dispensations None.</p>	
19/15	<p>Approval of the Minutes The minutes of the meeting of 16 March 2015 (nos. 01/15-13/15) were confirmed as an accurate record and signed by the Chairman.</p> <p>The minutes and recommendations of the following committees were accepted:</p> <ul style="list-style-type: none"> • Planning Committee 20th April 2015: Nos. 01/15 – 08/15 • Finance & Policy Committee 28th April 2015: Nos. 01/15 – 11/15 	
20/15	<p>Public Session None.</p>	
21/15	<p>Police Report Members of the local neighbourhood team were unable to attend. No written report had been received.</p>	
22/15	<p>Council Meetings It was agreed to continue to hold council meetings on the third Monday of each month. It was later suggested that a 'listening post'/monthly surgery be held for the hour preceding each council meeting. One district & 1 parish councillor would be available to members of the public at this time. This was agreed and will be publicised.</p> <p>The Clerk to send out a new diary of meetings</p>	JH
23/15	<p>Committees It was agreed that members would be appointed to the following standing committees as follows:</p> <ul style="list-style-type: none"> • Finance and Policy <ul style="list-style-type: none"> ○ Cllr Robson – Chairman ○ Cllr Woods ○ Cllr Alden ○ Cllr Watmore ○ Cllr McDarmaid ○ Cllr Bond • Planning <ul style="list-style-type: none"> ○ Cllr Bond – Chairman ○ Cllr Robson ○ Cllr Brown ○ Cllr McDarmaid 	

	<ul style="list-style-type: none"> • Events <ul style="list-style-type: none"> ○ Cllr Alden – Chairman ○ Cllr Robson ○ Cllr Bond ○ Potential 2 x non-councillor members to be confirmed • Staffing <ul style="list-style-type: none"> ○ Cllr Woods – Chairman ○ Cllr Brown ○ Cllr Robson ○ Cllr Bond ○ Cllr Watmore <p>The terms of reference for each committee had been circulated prior to the meeting and were agreed.</p> <p>Meeting dates to be confirmed.</p> <p>It was agreed that there is a need for a new committee responsible for the council facilities as these account for 50% of the council’s income.</p> <p>Resolved: to establish a Facilities Committee and appoint members as follows:</p> <ul style="list-style-type: none"> • Facilities <ul style="list-style-type: none"> ○ Cllr Brown – Chairman ○ Cllr Alden ○ Cllr Woods ○ Cllr Robson ○ Cllr Bond <p>The terms of reference to be reviewed and agreed at the next meeting of the council.</p>	
24/15	<p>To review & confirm the delegation of authority arrangements to committees and staff:</p> <ul style="list-style-type: none"> • The delegated powers for each committee are outlined in the terms of reference agreed in 23/15 above. • The delegated authority for the Clerk and Deputy clerk was reviewed and adopted in line with the circulated document 	
25/15	<p>Governance Documents</p> <p>It was agreed to adopt the following documents:</p> <ul style="list-style-type: none"> • Standing Orders 2014 Version 2 – as amended in Sept 2014 • Financial Regulations 2015 – as adopted in March 2015 & amended in line with the internal audit report April 2015. 	
26/15	<p>Representation on outside bodies</p> <p>Representatives were appointed to outside bodies as follows:</p> <ul style="list-style-type: none"> • Hart District Assoc. of Town & Parish Councils – Cllr Robson 	

27/15	<p>Inventory of Land & Assets</p> <p>The Clerk had circulated an inventory of land and buildings and the fixed asset register as at 1 April 2015. These were reviewed and approved.</p> <p>It was noted that there were several changes pending with the replacement of the play area at the Key.</p>	
28/15	<p>Insurance</p> <p>The insurance cover with Aviva via Came & Company was reviewed and confirmed.</p>	
29/15	<p>Subscriptions</p> <p>The following subscriptions were reviewed and approved:</p> <ul style="list-style-type: none"> • Hampshire Assoc. of Local Councils - £521 • National Assoc of Local Councils - £189 • Society of Local Council Clerks - £165 • Chartered Institute of Management Accountants - £ 259 • Get Mapping (Parish Online) - £70 • LCPD People HR Service (HALC) - £100 	
30/15	<p>Banking Arrangements</p> <ul style="list-style-type: none"> • The council reviewed and approved the use of direct debits for the payment of utilities, rates & registration under the Data Protection Act • The council reviewed the use of internet banking and electronic payments. It was agreed this was the most efficient & appropriate banking method although an alternative bank should be considered. The Finance & Policy Committee to advise 	MR
31/15	<p>Budget</p> <p>The revised budget as recommended by the finance & policy committee was reviewed and accepted.</p>	
32/15	<p>Finance – Year End</p> <ul style="list-style-type: none"> • The statutory accounts for the year ended 31 March 2015 were reviewed and approved. They were duly signed by the chairman. • The Annual Return parts 1 & 2 were reviewed and approved. They were signed by the chairman • The internal audit report was reviewed. It was agreed to accept the recommendations of the Finance & Policy committee and respond accordingly. 	
33/15	<p>Status Report</p> <p>The clerk had prepared and circulated a updated status report. This was presented to the council and members were asked to raise any queries outside of the meeting.</p>	

34/15**Finance**

The schedule of payments for May was presented to the council for review.

Date	Cheque no.	Payee	Description	VAT	Total
01-May	DDR	Hart District Council	Key Centre Rates 2/10		352.41
07-May	100363	Patel	Party refund	5.00	90.00
19-May	DDR	Information Commissioner	Annual registration - data protection		35.00
20-May	BP	Staff	May Payroll		5,131.29
20-May	DDR	IAC Ltd	Internal Audit	69.00	414.00
20-May	DDR	Sutcliffe Play Ltd	Play area 1st instalment	5,088.39	30,530.36
20-May	BP	D Mason - Garden Creations	April garden visit		33.00
20-May	BP	Lotus Landscapes Ltd	Monthly maintenance - April	613.30	3,679.78
20-May	BP	Hampshire County Council	Stationery	2.78	16.70
20-May	BP	Hampshire County Council	Cleaning/janitorial equipment	14.21	85.28
20-May	BP	Lyreco UK Ltd	Printer cartridges	12.47	74.82
20-May	BP	Cryle Trading Ltd	Telephone & broadband - April	9.81	58.88
20-May	BP	Primavera Cleaning Services	Cleaning service - April		1,307.50
20-May	BP	Playsafe Playgrounds Ltd	Annual storage old play equipment	50.00	300.00
26-May	BP	British Gas	Centre gas - April	69.79	418.77
28-May	DDR	Veolia environmental	Refuse collection - April	24.64	147.86
30-May	BP	Hampshire Pension Fund	Contributions re May payroll		483.23
30-May	BP	HMRC	Tax & NI May		990.19
				5,959.39	44,149.07

The payments were approved and the schedule duly signed by the chairman.

35/15**Chairman's Report & Announcements**

The Chairman had circulated her report and highlighted the following:

- Attended several meetings including:
 - the meeting about the future plans for the De Havilland Pub
 - Meeting with the developer regarding Brickyard Plantation
 - Meetings with prospective councillors
- Had spoken to the contact at Royal Mail regarding more post boxes for the Heath. No further progress awaiting call from planners.

36/15**Councillor Reports**

- **Clr Bond**
 - Attended Hart parishes' neighbourhood planning meeting
 - Attended Brickyard Plantation meeting
 - Attended meetings with prospective councillors

	<ul style="list-style-type: none"> • Cllr Brown <ul style="list-style-type: none"> ○ Attended Brickyard Plantation meeting ○ Attended meetings with prospective councillors • Cllr Watmore <ul style="list-style-type: none"> ○ Attended meetings with prospective councillors • Cllr Alden <ul style="list-style-type: none"> ○ Attended several fete meetings • Cllr Woods <ul style="list-style-type: none"> ○ Please be aware of & respond to the Stagecoach bus survey • District Councillors Forster & Kinnell <ul style="list-style-type: none"> ○ Suggestion of listening post/monthly surgery (see above) 	
37/15	<p>Clerk's Report The Clerk had circulated her report and highlighted the following:</p> <ul style="list-style-type: none"> • Could be future issues with the school regarding the use of the tennis courts & junior pitch – <i>agreed to try to set up regular meetings with head teacher.</i> • Issue with a group of large Yodel vans parking overnight in Key car park (having been displaced by Morrisons building works). Some also park in Hawkley way as several drivers share a property there. <i>To be monitored.</i> • Issue of Area 16 the swale which runs through St Swithin's Road to the nature reserve. The office received an abusive phone call about the state of this area which is not being maintained. Issue over responsibility – HDC claim it has not been adopted by them although they have received associated S106 money. RW to investigate. 	<p>JH</p> <p>JH</p> <p>RW</p>
38/15	<p>Date of next meeting The next meeting will be held on Monday 15 June at 7.30pm.</p>	

There being no further business the meeting closed at 9.00pm

Signed.....

Date.....