

Minutes of the Annual General Meeting of Hartley Wintney Parish Council held at 7.30pm on Monday 13th May 2018 in the Victoria Hall

Present: Councillors – Cathy Roberts (outgoing Chairman) (left at 7.52pm after item 19/20PC1iii), Diana Harvey, Tony Woods, Chris Farrance, Ian Wilson, Dorothy Harvey, Peter Gee and Roger Robertson

In attendance: Karyn Reid (Executive Clerk), Sarah Daly (Deputy Clerk), County Councillor David Simpson, Howard Kitto, District Councillors Anne Crampton (left the room at 9.09pm and returned at 9.15pm) and Spencer Farmer.

Abbreviations used in these minutes:

Cllr ~ Councillor

HCC ~Hampshire County Council

HDC ~ Hart District Council

HWPC ~ Hartley Wintney Parish Council

19/20PC

1. ELECTION OF PARISH COUNCIL CHAIRMAN & VICE-CHAIRMAN FOR 2019/20

Cllr Roberts opened the meeting at 7.48pm.

i) To consider nominations and elect Chairman

The Executive Clerk reported that there were 2 nominees for Chairman and that votes had been submitted prior to the meeting. Cllr Farrance received 4 votes and the other nominee received 3 votes.

Cllr Farrance was duly appointed as Parish Council Chairman.

ii) To consider nominations and elect Vice-Chairman

There were no nominations prior to the meeting for Vice-Chairman but Cllr Gee put himself forward in the meeting.

Cllr Robertson proposed election of Cllr Gee as Vice-Chairman; seconded by Cllr Dorothy Harvey and AGREED by all.

iii) To receive the Chairman's and Council members Declaration of Acceptance of Office

All councillors completed the written Declaration of Acceptance of Office form.

Cllr Roberts handed over to Cllr Farrance and left the meeting at 7.52pm. Cllr Farrance asked everyone to introduce themselves and give a brief overview of their role/interests.

19/20PC

2. OPEN FORUM

No members of the public were present.

19/20PC

3. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Becky Moss and Steve Airton, plus District Councillor Tim Southern.

19/20PC

4. DISPENSATIONS UNDER S33 OF THE LOCALISM ACT (2011)

No dispensations were granted.

19/20PC

5. DECLARATIONS OF INTEREST

i) Declarations made by members of any personal, prejudicial or non-prejudicial interests of any agenda item. Members with a Disclosable Pecuniary Interest, unless a dispensation has been granted, will be required to withdraw when Council discusses & votes on the matter

No declarations were made.

ii) Completion of Disclosable Pecuniary Interests form by all Parish Councillors

Forms were circulated to Councillors prior to the meeting for completion as soon as possible and return to the Executive Clerk.

19/20PC

6. APPROVAL OF MINUTES

Cllr Wilson proposed approval of the main & confidential minutes of the Full Council meeting on 1st April 2019; seconded by Cllr Robertson and **AGREED** by all.

19/20PC

7. ACTIONS LOG & CLERK'S REPORT

The Executive Clerk reported that the audit took place on 2nd May. The report is currently being compiled and will be circulated for sign off once available.

Cllr Robertson asked for an update on the car sales signs located at Phoenix Green on the A30. The Executive Clerk has sent notification in to HDC Enforcement Team. The case has not been shown as open or closed despite the information being resent. District Cllr Crampton asked the Executive Clerk to send the information direct to her. **ACTION:** Executive Clerk to follow up.

Cllr Farrance noted that no enforcement had taken place at Hartfordbridge where garden sheds are being displayed for sale. A 3 month notice period is in place to remove the structures. District Cllr Crampton asked the Executive Clerk to send the information direct to her. **ACTION:** Executive Clerk to follow up.

Cllr Diana Harvey queried progress on co-opting any new councillors in order to fill the current vacancies. The Executive Clerk reported that there were two potential candidates. There is a 35 day window from the time of elections to make a nomination but co-option can occur up to 6 months from this time. If there are more nominees than vacancies a voting process must be followed.

Councillors felt that there should be representation on HWPC from the local businesses and residents of the new housing developments at St Marys Park and Hartley Row Park.

The Executive Clerk reported that there were two candidates being interviewed for the evening Community Bus Driver post later in the week. Councillors were asked whether the interviews could go ahead without a Parish Councillor present due to lack of availability. There was no objection to this.

19/20PC

8. COMMITTEE MINUTES

The draft minutes from the Environment & Amenities 25th March, Planning & Infrastructure 8th April 2019, Finance 15th April 2019, & Policy 15th April committees were received.

19/20PC

9. CHAIRMAN'S ANNOUNCEMENTS

Cllr Farrance welcomed back the returning Parish Councillors for the next 4 years and thanked Cllr Gee for stepping forward to take up the role of Vice-Chairman. He expressed a concern regarding how representative HWPC is of the local community and tasked councillors with considering how we reach out to them in order to meet their needs. Cllr Farrance suggested more use of working parties that include a cross section of membership. The Executive Clerk suggested opening up some of the Traffic Partnership meetings to the public.

Cllr Farrance reported that HWPC has received a draft confidential report from the examiner of the the Neighbourhood Plan. Councillors raised some points that were noted by Cllr Farrance.

19/20PC

10. PARISH COUNCILLOR MATTERS , WARD MEMBERS REPORT & TRAINING FEEDBACK

Cllr Diana Harvey – asked about the trees on the High Street that have been cut down leaving stumps that pose a trip hazard. Photographs have been taken and the Executive Clerk has reported this matter. Highways contractors removed the tree guards and they are being stored. A submission to replant the trees went in 2 weeks ago but there has been no action on this to date. Also, the pavement outside Fusion looks untidy where the shop displays items for sale. The items were removed some time ago following a complaint. **ACTION:** Executive Clerk to make contact with the manager of Fusion.

Cllr Robertson – asked how the information evening went regarding the flood alleviation scheme at Phoenix Green. Also, groups of young people have been seen congregating at the benches at St Marys churchyard in the evenings.

Cllr Gee – suggested revisiting HWPCs mission statement from last year. Cllr Farrance felt that this could be tested out at the Village Festival in June. The pavements around Kiln Gardens need replacing. County Cllr Simpson suggested compiling some information on demographics and putting it to the maintenance team as an issue of safety. Cllr Gee flagged up the issue of leaves in the High Street, particularly around the old bank and the bus stops, and the general untidiness. This issue has been ongoing since June 2018. The Executive Clerk reported that the new Horticultural and Amenities Officer does not officially start until the end of June and that this will come under the remit of this staff member. HDC have been asked how often and where exactly they maintain the High Street but more specific information is required. The Executive Clerk has been pursuing this matter.

Cllr Woods – new lanterns will be installed on the front of St Marys Church soon.

District Cllr Farmer – is newly elected to HDC. His previous experience is in sports, health and wellbeing. He has a particular interest in youth and providing opportunities.

District Cllr Crampton – the first meeting of the new council is on 16th May. HDC is still in no overall control. HDC are looking to decrease the number of council meetings and replace them with officer briefings and compulsory training on subjects such as GDPR.

County Cllr Simpson – Keith Manse is the new Leader of HCC and Rob Humby is the Deputy Leader

District Cllr Crampton – will find out about plans for restricted parking bays on Green Lane. **ACTION:** District Cllr Crampton to report back.

19/20PC

11. PARISH COUNCIL FINANCE

- i) Income & expenditure, bank reconciliation & cashbook reports for March 2019
- ii) Payments listings
- iii) Annual subscriptions to be paid 2019/20
- iv) Schedule of regular direct debit payments for 2019/20

The Executive Clerk reported that items i) to iv) had been signed off by the Finance Committee. Cllr Diana Harvey asked how many years remain on the Public Works Loan. **ACTION:** Executive Clerk to check this and report back.

Cllr Diana Harvey proposed items i) to iv); seconded by Cllr Wilson and **AGREED** by all.

- v) Closed Item – approve Finance Committee’s debtor proposal

The Executive Clerk reported Caterpillars nursery is behind on their rent and HWPC received late notification of this from the VHC who manage the bookings. The nursery will end the academic year with a deficit. The nursery manager has expressed concerns regarding numbers of children attending, the current conditions of some of the rooms and the safety of the car park. A payment proposal has been submitted for consideration and takes into account a reduction in rent due to the issues raised regarding the facilities. From April to August the payments suggested are £1400 per month and HWPC have been asked to resolve the play area issues. The Finance committee recommend accepting the proposed payment plan and writing off the remaining deficit at the end of the plan.

The Victoria Hall Charity are in support of fencing off the grassed area between the Jubilee Hall and the Lady Kaye room which would free up spaces in the main car park. HWPC have agreed to fund the fencing and any additional costs required to install fire access arrangements. There is also agreement to leave up display boards in the room during out of hours on the proviso that this does not interfere with other users that book the Appleton Hall. HWPC have also recommended looking at better ways to promote the nursery and boost numbers. County Cllr Simpson enquired about the £500 grant from HCC that was originally ringfenced to install barriers in the car park. This will be used for the fencing off of the grassed area and will ensure the safety of the children which is the same purpose under which the original funds were granted.

Cllr Robertson proposed approval of the payment plan and writing off the remaining deficit; seconded by Cllr Gee and **AGREED** by all.

- vi) To note bank balances at 31.03.19: reserve account - £384,775.54, CCLA deposit account - £75,000 & current account - £nil

These were noted.

19/20PC

12. APPOINTMENT OF STANDING COMMITTEES & PARISH COUNCIL REPRESENTATIVES

The Executive Clerk stated that 3 councillors are quorum on each committee but recommended having a minimum of 5 to allow for absence.

The following changes were made to Standing Committee membership for the council year 2019/20:

Planning – no change

Policy – add Cllr Woods

Finance – remove Cllr Dorothy Harvey, add Cllr Airton (**ACTION:** Executive Clerk to check Cllr Airton's preference)

Environment and Amenities – no change

Staffing - add Cllr Moss and Cllr Diana Harvey

Committee membership for the council year 2019/20 is as follows;

Planning & Infrastructure Staffing	Policy	Finance	Environment & Amenities
C Farrance	C Farrance	C Farrance	C Farrance
DE Harvey	T Woods	R Robertson	T Woods
P Gee	S Airton	P Gee	S Airton
R Robertson	DE Harvey	S Airton	I Wilson
D Harvey	D Harvey	DE Harvey	DE Harvey
I Wilson		B Moss	R Robertson
T Woods		R Robertson	

The Committee Chairmen will be appointed at the first meeting of the Committee.

District Cllr Crampton left the room at 9.09pm.

Changes were made to Parish Council representatives for the council year 2019/20.

The Council's representatives are as follows;

Civil and Military Aviation Liaison - Cllr Woods

Elvetham Charities - Cllr Robertson

Traffic Partnership (Highways and Transport) - Cllr Woods

Housing Matters - Cllr Robertson

Hart District Assc. of Parish & Town Councils - Cllr Farrance

Hazeley Heath Management Committee – Cllrs Airton & Woods

Local Business Liaison – Cllr D Harvey & Deputy Clerk

Press and Media – Executive Clerk

Older Persons Wellbeing - Cllr D Harvey

St Mary's Church - Cllr Woods

Victoria Hall Charity Committee - Cllr Gee

Youth Liaison – ? Cllr Moss ?

Neighbourhood Plan – Cllrs Farrance (Steering Group Chairman), DE Harvey

19/20PC

13. PARISH COUNCIL PROCEDURES & POLICIES

To approve:

i) Standing Orders

ii) Financial Regulations

Cllr Diana Harvey stated that there was no GDPR information included on the Standing Orders document. The Executive Clerk has raised this matter with NALC (National Association of Local Councils).

Cllr Diana Harvey proposed approval of items i) and ii); seconded by Cllr Dorothy Harvey and **AGREED** by all.

District Cllr Crampton returned to the room at 9.15pm.

19/20PC

14. PLANNING APPLICATION

To consider planning applications in Appendix A

Case: 19/00746/HOU

Proposal: Single storey rear extension and loft conversion with rear facing dormer

Location: 10 Neville Close Hartley Wintney RG27 8FD

NO OBJECTION

19/20PC

15. EVENTS MANAGER REPORT

The Deputy Clerk asked for councillors to put themselves forward to man the HWPC stand at the Village Festival on Saturday 8th June.

The Deputy Clerk has received quotes and visuals from three different Christmas lighting companies. The information will be summarised and presented at the next Full Council meeting on 3rd June for a decision on the next 3 year contract.

19/20PC

16. CORRESPONDENCE

The SGN site manager has approached the Victoria Hall Charity to offer a team to do a day's work (8 hours) on something of benefit to the community. Cllr Dorothy Harvey asked for potential project ideas. The Executive Clerk has the site managers details. **ACTION:** Any project ideas to be sent to the Executive Clerk.

19/20PC

17. DATES OF MEETINGS

Monday 20th May – Planning & Infrastructure meeting, 7.00pm

Monday 3rd June – Full Council, 7.30pm

Monday 10th June – Planning & Infrastructure meeting, 7.00pm

Monday 17th June – Environment & Amenities meeting, 7.00pm

There being no further business the meeting closed at 9.23pm

.....Chairman

.....Date

Appendices

- Actions log
- Executive Clerk's report
- Finance reports for March 2019
- Regular Subscriptions and Direct Debits 19/20
- Payments listings
- Bank balances report at 31.03.19
- Standing Orders 2019
- Financial Regulations 2019
- Events Manager's report & events diary 2019