

# **Minutes of the Annual General Meeting of Hartley Wintney Parish Council held at 7.30pm on Monday 7<sup>th</sup> September 2020 to which Councillors are summoned to attend by video conferencing via Microsoft Teams.**

**Present:** Cllr Chris Farrance (Chair), Cllr Diana Harvey, Cllr Steve Airton, Cllr Sarah Craig, Cllr Stuart Elborn and Cllr Dorothy Harvey

**In attendance:** Karyn Reid (Executive Clerk), Sarah Daly (Deputy Clerk), Julian Martin (Horticulture and Amenities Officer), Amanda Smith (Community Bus Administrator), District Cllrs Spencer Farmer (left at 8.33pm) and Anne Crampton (joined at 8.03pm).

## **20/21PC**

### **1. ELECTION OF PARISH COUNCIL CHAIRMAN & VICE-CHAIRMAN FOR 2020/21**

Cllr Farrance opened the meeting at 7.31pm.

i) To consider nominations and elect Chairman

The Executive Clerk reported that there was one nomination for Cllr Farrance to remain as Chairman.

Cllr Diana Harvey proposed approval of Cllr Farrance to remain as Chairman; seconded by Cllr Dorothy Harvey.

**AGREED by all.**

Cllr Farrance was duly appointed as Parish Council Chairman.

ii) To consider nominations and elect Vice-Chairman

The Executive Clerk reported that there were no nominations for Vice-Chairman.

Cllr Elborn proposed approval of Cllr Gee to remain as Vice-Chairman; seconded by Cllr Farrance.

**AGREED by all.**

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

The Executive Clerk will arrange for completion of the written Declaration of Acceptance of Office forms.

## **20/21PC**

### **2. OPEN FORUM**

No members of the public were present.

## **20/21PC**

### **3. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Fiona Sutton, Roger Robertson, Ian Wilson and Peter Gee, District Councillor Tim Southern and County Councillor David Simpson.

Cllr Farrance requested that all councillors submit their apologies for non-attendance at meetings direct to the Executive Clerk stating the reason.

**20/21PC**

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

To consider the granting of a dispensation to enable members to participate in and vote on an item of business on the agenda where they would otherwise have a Disclosable Pecuniary Interest and to confirm how long this dispensation may have effect.

The Chairman requested dispensation to be granted until 31<sup>st</sup> March 2021.

**The Executive Clerk agreed and granted dispensation to all members for business conducted within Full Council meetings.**

**20/21PC**

**5. DECLARATIONS OF INTEREST**

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 interests were declared.**

**20/21PC**

**6. WARD MEMBERS REPORT**

District Cllr Spencer reported that the big local issue at HDC is the pedestrianisation of Fleet High Street. There have been lots of disruptions to local roads around Fleet and increases in HGVs on residential roads where diversions are not being followed. There has been no feedback from residents of Hartley Wintney regarding the traffic impact on the A30.

There has been a vote in favour of HDC supporting the local Frogmore and Hart leisure centres.

**20/21PC**

**7. APPROVAL OF MINUTES**

The Executive Clerk has included an action in the minutes under Parish Councillor Matters to include all Parish Councillors on each committee on Teams. This was at the request of Cllr Diana Harvey to ensure that everyone had access to the meeting paperwork. This has also been included on the Action Log.

Cllr Diana Harvey proposed approval of the amended minutes of the Full Council meeting on 3<sup>rd</sup> August; seconded by Cllr Airton.

**AGREED by all.**

**20/21PC**

**8. ACTIONS LOG & PARISH OFFICE REPORT**

Cllr Airton reported back on the following three actions:

19/20PC 137 – complete

19/20PC 151 – raised at E&A and should be transferred from Full Council

19/20PC 179 – complete

19/20PC 224 has been completed by County Cllr Simpson.

The pond quote is mentioned in the minutes but not in the Action Log.

19/20PC 224 – Cllr Elborn has given the Deputy Clerk some feedback on the commemorative coin design after viewing the samples.

Cllr Farrance asked the Executive Clerk whether Parish Councillor presence was required at the team building day. Councillors felt that this was more appropriate to be a staff only day but the offer of support was appreciated. Cllr Farrance asked for a summary of the meeting to be circulated at the next Staffing Committee.

**ACTION: Executive Clerk to prepare a summary of the team building day for circulation to Staffing Committee.**

Cllr Craig asked if any direction is needed from Parish Councillors, to include what they could do to support the staff. The Executive Clerk asked that suggestions were put forward.

**ACTION: Cllr Craig to send suggestions to the Executive Clerk.**

## **20/21PC**

### **9. PARISH COUNCIL FINANCE**

i) Income & expenditure, bank reconciliation & cashbook reports for July 2020

Cllr Farrance had reviewed these and no issues were raised.

Cllr Craig proposed approval of the income & expenditure, bank reconciliation & cashbook reports for July 2020; seconded by Cllr Elborn.

**AGREED by all.**

ii) Payments listings

Cllr Elborn proposed approval of the payments listings; seconded by Cllr Airton.

**AGREED by all.**

iii) Schedule of regular direct debit payments & annual subscriptions

Cllr Elborn proposed approval of the schedule of regular direct debit payments & annual subscriptions; seconded by Cllr Dorothy Harvey.

**AGREED by all.**

iv) Review and approve recommendation from Finance Committee

During the current pandemic, Green Oaks PTA have identified the need for a new play area to encourage children in Reception and Year 1 to learn. Rotary have allocated some of the project costs via the Emmanuel Kaye fund but the project requires a further £2,000. This item was previously discussed within the Finance Committee however the Parish Council had not yet received a written request from the school requesting funds and could not adequately assess against the HWPC Grant Policy.

**ACTION: Executive Clerk to request more information about the proposed project from Green Oaks.**

**ACTION: Executive Clerk to upload the Grants Policy to the Finance Committee section of Teams.**

District Cllr Crampton joined the meeting at 8.03pm.

## **20/21PC**

### **10. APPOINTMENT OF STANDING COMMITTEES & PARISH COUNCIL REPRESENTATIVES**

The Terms of Reference and spreadsheet to indicate preference for committee membership had been circulated prior to the meeting. This item will be picked up at the October Full Council meeting to be ratified as there was still some outstanding information. Currently, committees are operating on the same membership as for 2019/2020.

**ACTION: Executive Clerk to recirculate the committee spreadsheet for all Parish Councillors to complete.**

Cllr Farrance asked whether District Cllr Crampton had anything to add to the Ward Members Report due to late entry to the meeting. Cllr Crampton informed all that devolution and the reorganisation of District and Borough councils into Unitary's is a current topic. This would give more power to Parish and Town councils. A White Paper is awaited which will give more details. Councils will then need to work out their priorities and chat to surrounding authorities.

## **20/21PC**

### **11. PARISH COUNCIL PROCEDURES & POLICIES**

To approve:

#### **i) Standing Orders 20/21**

The document refers to councillors giving apologies for meetings. There is some guidance on non-attendance at Full Council meeting for six consecutive months. Cllr Farrance felt that the wording around Covid was very loosely worded and held no weight or integrity. The information should also be separated out into an appendix to allow for changes.

Cllr Airton asked whether online meetings are likely to continue. Legislation was already going through pre-Covid to allow committees to conduct meetings online. Current guidance covers 12-18 months and this has not indicated yet that this may be extended. The Executive Clerk felt that face-to-face meetings were unlikely to resume before the end of the year.

Cllr Dorothy Harvey proposed approval of the Standing Orders 20/21 subject to the Covid information being included as an appendix; seconded by Cllr Farrance.

#### **5 FOR, 1 AGAINST.**

#### **ii) Financial Regulations 20/21**

A vote was taken and all **AGREED** to accept the Financial Regulations 20/21.

#### **iii) Standing Committee Terms of Reference 20/21**

The Executive Clerk summarised some amendments made to the document that were put forward by the E&A Committee. Cllr Airton queried the financial information included in the appendices and whether this was relevant in a policy document as it would go out of date. It was agreed that as the policy is reviewed every year, the budget would be accurate.

A vote was taken and all **AGREED** to accept the Standing Committee Terms of Reference 20/21.

iv) Publication Policy & Accessibility Statement 20/21

The list of contracts and associated financial information is commercially sensitive and had been removed at the request of the Executive Clerk.

Cllr Craig proposed approval of the Publication Policy without publishing the contract list and values; seconded by Cllr Elborn.

**AGREED by all.**

The Accessibility Statement is for publication on the new website. This refers to digital accessibility for the visually impaired. It is not a blanket policy but this needs consideration for the future.

**ACTION: Cllr Craig to raise wider Accessibility Statement at the next Policy Committee meeting.**

Aubergine will finalise when they will do the website check for accessibility on Wednesday. There will be some non-compliance. Cllr Craig asked that Full Council ratify the statement before it goes on the website. Due to timescales, this could be done retrospectively after reading it and sending any concerns to Cllr Craig. Approval was sought on the basis that there were no concerns.

**ACTION: Executive Clerk to direct all councillors to the Accessibility Statement on Teams.**

**ACTION: All councillors to read the statement and send an acknowledgement to the Executive Clerk.**

Cllr Dorothy Harvey thanked Cllr Craig and the rest of the Website Team for their work on the website.

v) HWPC Vision and Mission Statement

This has been prompted by development of the new website. Cllr Farrance has drafted the statement to appear on the website and invite comments. It will also be circulated via the Community Hub. Councillors were happy to proceed with the statement on that basis.

Cllr Airtton informed the Executive Clerk that the E&A Committee felt that the Community Engagement Statement and the Code of Conduct for Members that were circulated at the last committee meeting were more strategic documents that should be reviewed by Full Council.

**ACTION: Executive Clerk to circulate the Community Engagement Statement to the Policy Committee for review.**

At present, national guidance on the Code of Conduct for Members is being awaited before any review can be done.

**20/21PC**

**12. COMMITTEE MINUTES & UPDATE INC. WORKING GROUPS**

i) Ratify written communication from HWPC to BDW Trading Ltd with regards to Pavilion and Sports field at St Marys Park

Cllr Airtton reported that it was suspected that the cricket square has sunk and accordingly it would be problematic to install the all weather pitch for the junior bowlers until this issue had been resolved.

At the recent E&A meeting, it was agreed to escalate this issue with Barratts as well as other outstanding issues.

The Executive Clerk and representative Parish Councillors from the St Marys Park Working Party subsequently met and agreed to send a constructive letter to Barratts acknowledging progress made to date and request that additional focus is placed on this project to move things forward.

The Executive Clerk recommended obtaining an independent report on the Cricket Square before sending the letter. Any potential cost implication which could be approved in principle to go the Finance Committee using the Rapid Response Protocol. Cllr Airton also suggested taking stock over the next two weeks and then agreeing an action.

The first two junior football matches will take place on Saturday 19<sup>th</sup> September. Cllrs Elborn and Airton have offered to be present to help manage residents if required.

ii) Verbal Update on Website Working Group Progress

Cllr Elborn reported that website content is being finalised. The next stage is for Aubergine to do a complete compliance check so there may be some amends that are required. It is hoped that the website will go live by the end of the week. This will be a soft launch, giving councillors an opportunity to look at the website over the weekend, ready to promote it next week.

iii) Verbal Update on Community Bus Progress

Cllr Craig reported that the timetabled service and door-to-door are running but at lower numbers of 25% and 50% respectively. These number are expected to pick up. A commuter survey has gone out to registered users via Survey Monkey and has had a 38% return rate. In summary:

Over 50% might occasionally use the service

25% wouldn't use it yet

20% might use it in the New Year

A very small % would use it on a regular basis

Initially, two morning services and two early evening services will be run to see how it goes. HWPC have written to HCC to request that they allow the one metre plus distance to be used on the bus. A maximum of three people can currently travel on the bus if anyone has been shielding.

Cllr Airton asked whether the commuter service was viable even before Covid. Cllr Craig responded that the next few months will be used as a trial basis for the future. HWPC are contractually bound until the end of the year.

iv) To receive any available minutes from Committee meetings in August 2020

Available minutes were received.

**20/21PC**

**13. CHAIRMAN'S ANNOUNCEMENTS, PARISH COUNCILLOR MATTERS & TRAINING FEEDBACK**

Cllr Farrance announced that Cllr Woods has resigned with immediate effect and he wished to note his thanks for his longstanding duties as a Parish Councillor.

**20/21PC**

**14. CORRESPONDENCE**

Cllr Farrance reported that the Heritage Society want to meet and agree the design for the new benches on the Cricket Green.

**20/21PC**

**15. DATES OF MEETINGS**

To review and agree which meetings are to take place in September via video conferencing:

Planning & Infrastructure Committee – Monday 14<sup>th</sup> September at 7.00pm

Policy Committee – Thursday 24<sup>th</sup> September at 10.00am

N.B E&A Committee meeting for September cancelled as the time between meetings is too short.

Appendices

- Actions log
- Executive Clerk's / Parish Office report
- Monthly finance documents
- Procedures and policies
  - i) Standing Orders 20/21
  - ii) Financial Regulations 20/21
  - iii) Standing Committee Terms of Reference 20/21
  - iv) Publication Policy & Accessibility Statement 20/21
  - v) HWPC Vision and Mission Statement

*Abbreviations used in these minutes: Cllr ~ Councillor      HCC ~Hampshire County Council  
HDC ~ Hart District Council   HWPC ~ Hartley Wintney Parish Council   NHP ~ Neighbourhood  
Plan   HAO ~ Horticulture and Amenities Officer*