

Minutes of the Annual General Meeting of Hartley Wintney Parish Council held at 7.30pm on Wednesday 5th May 2021 to which Councillors are summoned to attend by video conferencing via Microsoft Teams.

PRESENT: Cllr Chris Farrance (Chairman), Cllr Peter Gee, Cllr Diana Harvey, Cllr Sarah Craig, Cllr Robert Robertson, Cllr Stuart Elborn, Cllr Steve Airton, Cllr Becky Moss, Cllr Richard Dodds and Cllr Janaka Alwis.

IN ATTENDANCE: Karyn Reid (Executive Clerk), Sarah Daly (Deputy Clerk), Julian Martin (Horticulture & Amenities Officer), Megan Spiers (Support & Communications Officer), District Cllrs Anne Crampton, Tim Southern and Spencer Farmer.

21/22PC

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

Cllr Farrance opened the meeting at 7.33pm.

i) To consider nominations and elect Chairman

The Executive Clerk reported that there were no nominations prior to the meeting for Chairman. Cllr Farrance put himself forward to continue as Chairman. Votes were counted by the Executive Clerk.

Cllr Chris 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 prior to the meeting for Vice-Chairman.

Cllr Robertson proposed election of Cllr Peter Gee as Vice-Chairman; seconded by Cllr Dodds.

AGREED by all.

iii) To receive the Chairman's and Vice-Chairman's Declaration of Acceptance of Office

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

21/22PC

2. OPEN FORUM

No members of the public were present.

21/22PC

3. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Fiona Sutton.

21/22PC

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 31st March 2022.

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

21/22PC

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.

21/22PC

6. WARD MEMBERS REPORT

Cllr Anne Crampton updated the Council on several matters. Cllr Crampton hopes to arrange a meeting to address parking issues around the Hartley Wintney, including the Cricket Green and to discuss schemes to combat the climate emergency recently declared by HDC.

Cllr Tim Southern updated on discussions with HDC Countryside Team regarding puddles across Hazeley Heath footpaths, noted his concerns about the size of proposed care home at the Grey House School site and addressed the work that must be done to improve road conditions.

Cllr Spencer Farmer echoed Cllr Southern's concerns over size of care home at Grey House School site. Cllr Farmer briefly updated Council on Shapley Heath. Several local Council's have submitted letters objecting to the development at Shapley Heath, both Cllr Crampton and Cllr Farmer voiced their issues with the survey at Opportunity's Board and it was noted that the launch of website will be 24th May.

21/22PC

7. APPROVAL OF MINUTES

Cllr Dodds proposed approval of the minutes of the Full Council meeting on 12th April 2021; seconded by Cllr Robertson.

AGREED by all.

21/22PC

8. ACTIONS LOG & PARISH OFFICE REPORT

20/21PC 66. – Cllr Airton asked what the plan was for presenting the community awards. The Executive Clerk explained that the current plan is to align the community awards with the opening of the Lucy Pygott Centre.

ACTION: The Executive Clerk to update Item 20/21PC 66. on Actions Log.

21/22PC

9. PARISH COUNCIL FINANCE

i) Income & expenditure, bank reconciliation & cashbook reports for March 2021 (attached)

Cllr Airton proposed approval of income & expenditure, bank reconciliation & cashbook reports for March 2021; seconded by Cllr Gee.

AGREED by all.

The Executive Clerk noted that after discussion at the Finance Committee meeting, a report has been written and attached to further clarify finance documents.

ii) Payments listings (attached)

Cllr Craig proposed approval of payments listing; seconded by Cllr Harvey.

AGREED by all.

iii) Schedule of regular direct debit payments & annual subscriptions (attached)

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

AGREED by all.

iv) Review and approve update/recommendation from Finance Committee

There were no recommendations to be reviewed and approved.

Item 21/22PC 11. was completed on the agenda.

21/22PC

10. APPOINTMENT OF STANDING COMMITTEES & PARISH COUNCIL REPRESENTATIVES

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

Planning & Infrastructure	Policy	Finance	Environment & Amenities	Staffing
D Harvey	S Craig	C Farrance	S Airton	S Craig
C Farrance	P Gee	D Harvey	R Robertson	D Harvey
R Dodds	R Dodds	S Airton	J Alwis	P Gee
S Elborn	R Robertson	P Gee	I Wilson	C Farrance
R Robertson	C Farrance	S Craig	B Moss	R Dodds
S Craig	B Moss		P Gee	
I Wilson			C Farrance	

ACTION: The Executive Clerk to check Cllr Sutton's preferences.

Changes were made to Parish Council representatives for the council year 2021/22.

The Council's representatives are as follows;

Civil and Military Aviation Liaison - Cllr Harvey

Elvetham Charities - Cllr Robertson

Traffic Partnership (Highways and Transport) - Cllr Farrance stepped down from meeting due to concerns over its productivity.

Housing Matters – Cllr Robertson

Hart District Assc. of Parish & Town Councils – Cllr Harvey

Hazeley Heath Management Committee – Cllr Dodds & *Cllr Sutton?*

Business Hub – Cllr Farrance & Deputy Clerk

Press and Media – Executive Clerk & SCO

Older Persons Wellbeing – Community Hub

St Mary's Church – Cllr Gee

Victoria Hall Charity Committee - Cllr Gee

Youth Liaison – Cllr Sutton & Deputy Clerk

Neighbourhood Plan – Cllrs Farrance (Steering Group Chairman)

Lucy Pygott Centre Working Party – Cllrs Airton, Cllr Elborn & Executive Clerk

Community Bus Working Party – Cllr Craig, Cllr Farrance, Executive Clerk & CSO

Shadow Steering Group – Cllr Farrance & Cllr Harvey

Community Hub – Cllr Sutton & Cllr Farrance

Heritage Society – Cllr Farrance & Cllr Harvey

FTTP – Cllr Elborn

21/22PC

11. PARISH COUNCIL PROCEDURES & POLICIES

To approve:

i) Standing Orders 21/22 (attached)

Cllr Dodds proposed approval of Standing Orders 21/22; seconded by Cllr Wilson.

AGREED by all.

ii) Financial Regulations 21/22 (attached)

Cllr Elborn proposed approval of Financial Regulations 21/22; seconded by Cllr Craig.

AGREED by all.

iii) Standing Committee Terms of Reference 21/22

Cllr Wilson proposed approval of Standing Committee Terms of Reference 21/22; seconded by Cllr Elborn.

AGREED by all.

iv) Discuss Parish Council delegation and meeting arrangements for June 2021

The Executive Clerk updated Council on meeting arrangements for June 2021 given advice from HALC and government legislation. The advice is to not hold face to face meetings and grant delegative powers. Informal remote meetings may be held in which recommendations can be made to the Executive Clerk who will have the delegative authority to action the recommendations. The Full Council meeting will be postponed until after June. Arrangements going forwards will be dependent on government guidelines. Parish Councillors were asked to vote on whether they were in favour of the proposed delegation and meeting arrangements for June 2021.

10 FOR 0 AGAINST 1 ABSTAIN

21/22PC

12. COMMITTEE MINUTES & UPDATE INC. WORKING GROUPS

Verbal update on any matters discussed in Committees (incl. associated working parties) and approve any non-financial recommendations from recent Committee meetings;

i) Community Bus Report (Cllr Craig)

Cllr Craig updated the Council on the community bus. The new bus has been purchased and delivered, it is now being prepped for service including installation of COVID screening measures and a Draft Agreement and Memorandum of Understanding will be shortly given to the Rosie Bus team. After feedback from HCC, it was noted that Concessionary Bus Passes would be permitted on two timetabled services. Cllr Farrance acknowledged that the fare structure will be reviewed and given legal advice, the Rosie Bus Group will become a CIO (Charitable Incorporated Organisation).

ii) Community Hub & Business Hub Reports (Cllr Sutton / Cllr Farrance)

Cllr Farrance updated the Council on the Community Hub and ensured that both himself and Cllr Sutton will report on any relevant issues.

Cllr Farrance noted that the Business Hub had a well-attended meeting to which a small working party was set up. Plans for re-opening of High Street were discussed, it was decided free parking will be provided in Monachus Car Park on Saturday 29th May and any other plans will be organised and funded by retailers.

iii) To receive any available minutes from Committee meetings since last meeting (to be circulated)

Available minutes from Committee meetings since last meeting were received.

21/22PC

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

Cllr Chris Farrance – spoke with Year 3 pupils at Greenfields School as part of the Curriculum they are encouraged embrace civic responsibility. Pupils were interested and engaged with the idea of a Youth Council.

Cllr Steve Airton – proposed writing a letter of gratitude to District Cllr David Simpson for his contributions to the Hartley Wintney Parish to which Councillors agreed. Cllr Airton asked for clarifications on local parking issues to which Cllr Robertson explained problems on Green Lane, Hartford Road, Dilly Lane, Nero’s Brewery and around the Common.

Cllr Ian Wilson – noted parking issues on Park Corner Road.

Cllr Roger Robertson – queried on bench instalment progress on Phoenix Green.

ACTION: The Executive Clerk to follow-up on bench at Phoenix Green.

21/22PC

14. CORRESPONDENCE & DATES OF MEETINGS

No correspondence was received.

The Planning & Infrastructure Committee on Monday 10th May at 7.00pm will be an informal meeting in which recommendations are made for the Executive Clerk to action.

There being no further business the meeting was closed at 8.55pm.

..... ChairmanDate

Appendices

- Actions log
- Parish Office Report
- Monthly finance documents inc. quotations
- Regular Direct Debit Payments & Annual Subscriptions
- Payments Listing
- Standing Orders 2021
- Financial Regulations 2021

Abbreviations used in these minutes: Cllr ~ Councillor HCC ~ Hampshire County Council HDC ~ Hart District Council HWPC ~ Hartley Wintney Parish Council