

MINUTES OF ANNUAL MEETING OF EAST WOODHAY PARISH COUNCIL

24 May 2021

18.30

Chairman: Cllr James Mitchell (Chair)

Present: Councillors Mr P Hurst, Mr M Rand, Mr A Watson, Mrs K Titcomb, Mr G Dick, Mr M Hainge, Mr J Heritage, Mrs S Cooper

In Attendance: Two members of the public, Cllr Carr

Clerk: Amy White

Cllr Rand welcomed everyone to the meeting.

Item 1: 01/21 Resolution to elect a Chair

Cllr Mitchell put himself forward for the position of Chairman.

Proposer: John Heritage

Seconder: Cllr Dick

The council unanimously voted to elect Cllr Mitchell as Chair of EWPC. Cllr Mitchell signed his Acceptance of Office in the presence of the Clerk.

Item 2: 02/21 Resolution to elect a Vice Chair

Cllr Hurst put himself forward for the position of Vice Chairman.

Proposer: Cllr Dick

Seconder: Cllr Cooper

The council unanimously voted to elect Cllr Hurst as Vice Chair of EWPC. Cllr Hurst signed his Acceptance of Office in the presence of the Clerk.

Item 3: 03/21 Apologies

Received and accepted for Cllr Jarvis.

Item 4: 04/21 Declarations of Interest

None.

Item 5: 05/21 To Agree Minutes of last Annual Meeting of 28 May 2019 and Meeting of 26 April 2021

The minutes of the meetings held on 28 May 2019 and 26 April 2021 were verbally agreed, accepted as a true record and signed by the Chairman.

Item 6: 06/21 Matters Arising from 26 April 2021 Meeting

Item	Action	Owner
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147/20	Cllrs Hainge, Heritage and Clerk to apply for CFI funding. Not actioned due to not being at this stage yet.	Heritage, Hainge, Clerk
170/20	Clerk to contact Air Ambulance with changes to parish field. Actioned.	Clerk
171/20	Planning Committee to contact BDBC planning re 5G mast application. Actioned.	Planning Committee
173/20	Clerk to speak to schools to see if information can be disseminated via their newsletters. Actioned	Clerk

Item 7: 07/21 To approve policies:

Financial Risk Assessment, Financial Regulations, Standing Orders, Data Protection

The Clerk will provide a PIN and password to Cllr Mitchell in a sealed envelope as an added financial protection, as per the financial regulations.

All policies were approved and will be added to the website as per the Transparency code.

Item 8: 08/21 To review and adopt the Unreasonable Behaviour Policy

Unanimous approval to immediately adopt the policy and add it to the website.

Item 9: 09/21 To approve the Footpath/Hampshire Rangers Stile Conversion project

Please see the Amenities Minutes for a further explanation of the project. Costs are as yet unknown for the full project but John Priest will produce a costing for one footpath, using Parish Online as a basis for printing off different sections of footpaths. The Council fully supported the project and associated costs.

Item 10: 10/21 Finance:

Accounts for Payment

Date	Name/ Company	Amount Excl VAT	Vat	Total
27/04/2021	Clerk Salary (incl £17.67 WFH expenses)	£623.41	£0.00	£623.41
27/04/2021	Litter Warden Salary	£386.10	£0.00	£386.10
27/04/2021	Litter Warden Expenses	£35.00	£0.00	£35.00
20/04/2021	Clerk Expenses (zoom, photo frame for Sanders, Sainsburys APM nibbles)	£223.69	£2.40	£226.09
27/04/2021	HMRC PAYE Month 02 (Clerk PAYE £151.40, NI Employer Contribution £2.78)	£154.18	£0.00	£154.18
27/03/2021	Zurich Insurance (Last year of 3-year deal)	£1,413.50		£1,413.50
27/04/2021	Red76 Payroll Services	£12.00	£2.40	£14.40
30/04/2021	Scofell Annual Maintenance- monthly payment	£316.25	£63.25	£379.50
03/05/2021	John Priest NP	£367.50	£0.00	£367.50
20/05/2021	Eleanor Greene Internal Audit Invoice	£240.00		£240.00

Total VAT	Total Payment
£68.05	£3,839.68

11/21 Audit: to agree Annual Governance Statement and Audit Figures

The council agreed to the Annual Governance Statement and the Accounting Statements 2021.

Action: Clerk to send AGAR to PKF LittleJohn for external audit.

Item 11: 12/21 To agree meeting dates for full council 2021-2022

The Clerk has posted meeting dates for the year to May 2022 on the [website](#).

Item 12: 13/21 To consider grant request from St Martin’s Church for a new roof.

The Council discussed the grant request to the St Martins Church Roof appeal.

It was agreed more information on the Church accounts was needed.

Action: Clerk to ask for St Martin’s Church accounts and discuss next month.

Item 13: 14/21 Parishioner Correspondence: to agree response.

The Clerk had sent to the council an advance a long email received from a parishioner regarding their concern over the use of sports clubs in the Parish and other matters.

After a discussion over the most appropriate response, it was agreed that a statement regarding the current and future use of Sports Clubs in the Parish will be firstly sent to the owners and Trustees of the sports clubs, then posted on our website and Facebook to the general public.

Action: Clerk to respond to Parishioner with an acknowledgement of email received.

Actions to bring to Full Council Meeting 28 June 2021

Item	Action	Owner
11/21	Clerk to send AGAR to PKF LittleJohn for external audit.	Clerk
13/21	Clerk to ask for St Martin’s Church accounts and discuss next month.	Clerk
14/21	Clerk to respond to Parishioner with an acknowledgement of email received.	Clerk