



**MINUTES OF MEETING OF EAST WOODHAY PARISH COUNCIL**  
**09 December 2024**  
**19:00 East Woodhay Village Hall**

**Chairman:** Cllr Hurst (Chair)

**Present:** Cllrs G Dick, M Rand, S Cooper, C Roots, R Donoghue, D Blakeway

**In attendance:** Cllr Thacker

**Clerk:** Amy White

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**Item 1: 54/24 Apologies**

Cllr Titcomb sent her apologies.

**Item 2: 55/24 Declarations of Interest**

None.

**Item 3: 56/24 To approve Meeting Minutes of 18 November 2024**

The Minutes of 18 November 2024 were accepted as a true record and signed by the Chairman, Cllr Hurst.

**Item 4: 57/24 Actions from meeting of 18 November 2024**

Item	Action	Owner
51/24	Clerk to contact Doctor's surgery and parish field tenant regarding recommended land site for Air Ambulance. <b>Actioned.</b>	Clerk

**Item 5: 58/24 Public Participation**

No member of the public was present.

**Item 6: 59/24 Borough and County Councillor Reports**

Cllr Thacker has arranged a public meeting with the chair of Hampshire County Council (Nick Adams-King) for North Hants. The Clerk has arranged for it to be held on 17 December 2024, 6pm at Woolton Hill Church Hall.

**Action:** Clerk to contact Ecchinswell, Newtown and Burghclere Clerks to advertise HCC meeting with Cllr Adams-King.

**Item 7: 60/24 Finance Update**

Bank reconciliation 30 November 2024:

**Natwest: £16844.50**  
**Redwood: £33251.25**  
**TOTAL: £50095.75**

**a. Accounts for payment:**

The Clerk presented the accounts for payment approval- see end of Minutes.

**b. Budget first draft**

Please see Finance Minutes for fuller information.

Budget for 24/25 is currently at expected position for Q3 (Q3 report in January).

National Insurance increase will likely affect contractors services as well as salaries.

There is no indication that any current grant funding will be reduced from HCC in 25/26 (e.g. Lengthsman).

**c. Confirmation of Auditor for Financial Year 24/25**

The Council confirmed Eleanor Greene to be the internal auditor for financial year 24/25.

**Item 8: 61/24 Planning Update**

Please see most recent Planning Minutes on the EWPC website.

Cllr Titcomb was absent but sent her thanks to the planning committee for their hard work in 2024.

**Item 9: 62/24 Amenities Update**

Please see most recent Amenities Minutes on the EWPC website.

The first phase of identified tree work has been completed in Woolton Hill recreation ground. Boardwalk project- Cllr Blakeway updated the council on the project- funding is secured for the last section of the boardwalk and materials will be delivered on Monday 16 December. HCC is managing the whole project including volunteers, all of whom will have had the appropriate health and safety briefing. No other volunteers are required.

**Item 10: 63/24 Highways**

Cllr Dick's report and current issues log are on the website. It includes reports of overflowing ditches; all ditches are the responsibility of the landowner. The Clerk has sent a letter direct to a landowner regarding an overflowing ditch in Heath End but has received no response.

The Highways report also includes speed indicator figures.

**Item 11: 64/24 HALC County Forum- briefing update by Cllr Hurst**

Cllr Hurst update the council on his recent forum attendance: HALC are moving to more action orientated forums that will generate working groups focusing on specific subjects. They wish to have parish council volunteers participate in these future groups.

**Action:** Cllr Hurst to circulate future HALC forum agendas and highlight to specific councillors areas that will be of interest to them.

**Action:** Cllr Hurst to circulate Hampshire Risk Management documentation (especially on flooding) to all councillors.

**Action:** Community Emergency Plan/Risk Assessment: Cllr Donoghue, Cllr Hurst and Cllr Dick will form a working party to assess the current North Hants plan and action any required updates.

**65/24** A discussion was held on policy management. The Clerk keeps a record of policies and required updates which are circulated to the appropriate committee when required. Areas that require further structure were SOPs (Standard Operating Procedures including risk management) and council statements.

**Action:** All councillors owning statements or SOPs to work with the Clerk to confirm they are held centrally, and for the Clerk structure this documentation for ease of future access. A spreadsheet listing the documents will be generated. Statement documentation may be more complex as it will need to link with appropriate legal documents. The owners of the statement documents need to highlight these legal links.

It was agreed that the above action was a large task and that the policy review will take priority. Following this, work will commence on SOPs and statement documents over an appropriate timescale.

**66/24** Further unrelated discussion was held in this agenda item on councillor induction processes and the need for a more formal process. This will be led by the Clerk when new councillors join.

**Action:** Clerk to add Cllr Donoghue to Dropbox.

**67/24 Items to carry forward to next meeting**

Standard items. Q3 financial update. Precept decision. Councillor Roles and Responsibilities. Check what policies were agreed by Finance committee, bring to Jan mtg. Policies and procedures. Recruitment of councillors.

**Actions from Meeting of 09 December 2024**

<b>Item</b>	<b>Action</b>	<b>Owner</b>
<b>59/24</b>	Clerk to contact Echinswell, Newtown and Burghclere Clerks to advertise HCC meeting with Cllr Adams-King.	<b>Clerk</b>
<b>64/24</b>	<ul style="list-style-type: none"> <li>• Cllr Hurst to circulate future HALC forum agendas and highlight to specific councillors areas that will be of interest to them.</li> <li>• Cllr Hurst to circulate Hampshire Risk Management documentation (especially on flooding) to all councillors.</li> <li>• Community Emergency Plan/Risk Assessment: Cllr Donoghue, Cllr Hurst and Cllr Dick will form a working party to assess the current North Hants plan and action any required updates</li> </ul>	<b>Cllr Hurst</b>  <b>Cllr Hurst</b>  <b>Cllr Donoghue, Hurst &amp; Dick</b>
<b>65/24</b>	All councillors owning statements or SOPs to work with the Clerk to confirm they are held centrally, and for the Clerk structure this documentation for ease of future access. A spreadsheet listing the documents will be generated. Statement documentation may be more complex as it will need to link with appropriate legal documents. The owners of the statement documents need to highlight these legal links.	<b>All Cllrs, Clerk</b>
<b>66/24</b>	Clerk to add Cllr Donoghue to Dropbox.	<b>Clerk</b>