

# STEVENTON PARISH COUNCIL ANNUAL GENERAL MEETING - AGENDA

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**Monday 16<sup>th</sup> May 2016, at 8pm in the Village Hall.**

Contact: Rosina Forde, raforde@hotmail.com

1. **Present:**
  - a) **Councillors Present:**
  - b) **Apologies for absence:**
  - c) **Members of the public present:**
2. **Election of Chairman And Vice Chairman 2016-2017**
  - a) **To receive nominations for and election of the Chairman:**  
The newly elected Chairman will assume the Chair immediately.
  - b) **To receive nominations for and election of Vice Chairman:**
3. **Election of Key Appointments in Absence of a Clerk**

A draft overview of Roles and Responsibilities (separately circulated to Councillors) will first be reviewed and conclusions agreed.

  - a) **To receive nominations for and election of Responsible Financial Officer:**
  - b) **To receive nominations for and election of Proper Officer:**
  - c) **To receive nominations for and election of Secretary:**
4. **Appointment Of Representatives To Other Posts**
  - a) **Appointment of Planning Officer:**
  - b) **Appointment of Representative for Highways, Footpaths and Village Appearance:**
5. **Contact Person(s) In Absence of a Clerk**

To confirm the official contact persons for relevant external parties, covering the areas discussed in items 2,3 and 4, and agree who will notify the external parties.
6. **Acceptance Of Office**

All newly co-opted parish councillors will sign the Declaration Of Acceptance Of Office form which will be witnessed by two other parish councillors (in place of a Clerk).
7. **Declarations of Interest:**

Arising from this agenda, Members are invited to declare any relevant interests. Declarations of interest may also be made at any point during the meeting.
8. **Meeting Open To The Public:**

Ten minutes is allotted to this item.
9. **Minutes:**

Note - The minutes of the Ordinary Parish Council meeting held on 7<sup>th</sup> March 2016 were previously circulated and signed.

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- 10. Matters Arising:**  
To consider any matters arising from the minutes and not appearing elsewhere on the Agenda.
- 11. Governing Documents for Parish Councils**  
To discuss required documents as specified by the Freedom of Information Act 2000. An overview will be circulated separately to Councillors.
- 12. Current Planning Applications:**  
To review new Planning Applications and updates to existing ones that have been received from Basingstoke and Deane Borough Council:
- New 16/01087/FUL Change of use of land to residential and creation of a hard surfaced tennis court with surround fencing.  
Orchard House Church Road Steventon RG25 3BE.  
*Consultation Expiry Date 9th May 2016*  
*Steventon Parish Council has extension to 18th May 2016*
- New T/00174/16/TCA Sycamore - fell  
The Old Post Office Steventon Basingstoke Hampshire  
RG25 3BA  
*Consultation Expiry Date 26th May 2016*
- 13. Planning Compliance Issues:**  
To discuss any developments that do not conform to approved planning applications.
- 14. Hampshire Association Of Local Councils (HALC)**  
To discuss whether the Steventon Parish Council should become a member of HALC.
- 15. Finance:**
- a) **Receipts:**
  - b) **Payments:**  
To approve payment of any cheques and / or any other payments requested at the meeting:
  - c) **Current Balance**
  - d) **Insurance Payment**  
To report status of Insurance Payment
  - e) **Parish Council Audit**  
To report status of Parish Council Audit
  - f) **Previous Treasurer's Handover Statement**  
To report status of remaining Items in Previous Treasurer's Handover Statement
  - g) **Budget**  
To review current budget and to discuss potential new requirements.

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- 16. Highways and Village Appearance:**  
To consider any Highway/Village Appearance matters and to receive feedback on outstanding matters (For example large lorries, road signage, pot holes, footpaths, trees, hedges, verges, telephone kiosk).
- 17. Notices, Correspondence and Circulars:**  
To acknowledge correspondence received since the last meeting and assign an action if necessary.
- 18. Councillors' Announcements:**  
To receive any announcements or report-backs from Councillors and assign an action if necessary.
- 19. Questions to the Chairman.**
- 20. Items for insertion in the Parish Magazine:**
- 21. Meeting Dates 2016-2017:**  
To agree dates and times for Parish Council Meetings covering the period 2016-2017. This should also provide for reviewing new planning applications. These will be published.