

# STEVENTON PARISH COUNCIL ANNUAL GENERAL MEETING - MINUTES

---

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

Contact: Rosina Forde, steventonpc@hotmail.com

Action

1. **Present:**  
**Councillors Present:**  
Harriet Aldridge, Mike Everton-Browne, Peter Lees, Rosina Forde, Tony Carter  
**Apologies for absence:** None  
**Members of the public present:** None
2. **Election of Chairman And Vice Chairman 2016-2017**  
Chairman – Peter Lees. Proposed by Mike, Seconded by Rosina.  
Vice Chairman – Tony Carter. Proposed by Mike, Seconded by Rosina.
- 3, 4. **Election of Key Appointments in Absence of a Clerk**  
A draft overview of Roles and Responsibilities (separately circulated to Councillors) was approved. The following was agreed.  
  
Peter Lees: Proper Officer  
Harriet Aldridge: Responsible Financial Officer  
Tony Carter: Planning Officer  
Mike Everton-Browne: Highways, footpaths and village appearance  
Rosina Forde: Secretary
5. **Contact Person(s) In Absence of a Clerk**  
Each Councillor will be the contact person for his/her area of responsibility.  
Rosina will arrange this with the relevant external organisations (e.g. BDBC) and put this information on our website.
6. **Acceptance Of Office**  
All newly co-opted parish councillors signed the Declaration Of Acceptance Of Office form, which was witnessed by two other parish councillors.
7. **Declarations of Interest:**  
Peter Lees declared an interest in planning application 16/01087/FUL.
8. **Meeting Open To The Public:**
9. **Minutes:**  
The minutes of the Ordinary Parish Council meeting held on 7<sup>th</sup> March 2016 were previously circulated and signed.
10. **Matters Arising:** None
11. **Governing Documents for Parish Councils**  
The required documents, as specified by the Freedom of Information Act 2000, were agreed in principle. In the absence of a Clerk these will be written and added to the website over time.

RF

A new Steventon Parish Council website is available as part of the Steventon Village website. It can be accessed via the Community submenu:

<http://steventonvillage.co.uk/about-2/>

A new Steventon Parish Council email account has been created, primarily for use with external organisations, e.g. BDBC. Parishioners may use it to contact the parish council or they may contact individual parish councillors directly.

[steventonpc@hotmail.com](mailto:steventonpc@hotmail.com)

## STEVENTON PARISH COUNCIL ANNUAL GENERAL MEETING - MINUTES

---

### 12. Current Planning Applications:

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.  
**No objections from Parish Council.**

New T/00174/16/TCA Sycamore - fell  
The Old Post Office Steventon Basingstoke Hampshire  
RG25 3BA  
**No objections from Parish Council.**

A letter from the BDBC was received stating that in future when planning for new builds in partnership with developers, the BDBC must be notified of any S106 contributions for new play areas etc.

### 13. Planning Compliance Issues: None to report.

### 14. Hampshire Association Of Local Councils (HALC)

A long discussion took place regarding whether the Steventon Parish Council should become a member of HALC.

It was agreed that we need a filter to keep us informed of new and changed legislation instead of ploughing through legislation ourselves. For example, we were recently notified of a change in law for data protection.

It was questioned whether joining the HALC was the only means to this end. It was also questioned why we once were members of HALC but left in 2013. Peter will investigate these issues further.

PL

### 15. Finance:

**Receipts:** £1100 which is the BDBC grant.

**Payments:** £276.49 for insurance (public liability).

**Current Balance:** £1,629.72

The separate cricket club account has been ring-fenced.

**Insurance Payment:** As above.

#### Parish Council Audit:

Peter to arrange a meeting with Julian Pilcher and Harriet to audit the accounts.

PL

Once Julian has signed off the Audit the Parish Council will meet before the 30th June to formally approve the Financial Statement and the Annual Governance Statement. This meeting will take place on 13<sup>th</sup> June.

All

The two Statements will then be posted online.

Harriet to find out if they need to be posted on the Parish Notice Board.

RF  
HA

There will then be a Period for the Exercise of Public Rights for 30 days when the public can raise question of the public accounts, to Harriet.

## STEVENTON PARISH COUNCIL ANNUAL GENERAL MEETING - MINUTES

---

The two Statements will then be sent to BDBC. Their external auditor will review them.

### **Previous Treasurer's Handover Statement**

- Most points are covered above. In addition:-
- Harriet has told the BDBC to send all financial information to her now.
- Nat West signatories – see below
- Harriet has informed the Insurance company that she is the contact person.

### **Nat West Accounts:**

Following the recent changes in Council members the signing rules and the authorised signatures for the Natwest bank accounts were discussed. The current signing rules are that two authorised signatories are required to sign each cheque.

It was agreed that Harriet, Peter, Tony and Rosina would all become authorised signatories to allow for absentees. The relevant forms were signed and Harriet will file these with Natwest. She will also notify Natwest that she will be the new contact person for the accounts.

HA

In relation to the bank mandate:

It was resolved that the authorised signatories in the current mandate, for the accounts detailed in section 2, be changed in accordance with sections 5 and 6 and the current mandate will continue as amended.

### **HALC**

Several invoices have been received from HALC for affiliation fees and other items. Rosina to send details to Peter who will contact HALC.

RF  
PL

### **Budget**

Harriet recommended that we should plan how the Council's income should best be spent for the benefit of the parish. Previous expenditure has included regular amounts of £400 to the church yard, £50 for hall hire (already paid for this year) and a small sum for flowers for tubs. In recent years there have also been some one-off payments such as last year £350 for a tree surgeon, the year before £300 each for footpaths and gates, £75 auditors (when there is a problem), £225 for Jubilee mugs.

The budget for 2016/17 will go on the agenda for the next meeting.

RF

The question was asked as to whether there was a village event planned for the Queen's 90<sup>th</sup> birthday and if the Parish Council could contribute.

Mike thought there may be such an event being organised and will check with Marilyn.

MEB

Rosina raised the question as to whether we need a second Parish Notice Board. The PCC, Village Hall and Parish Council share the current one. In addition it is used to post general community information and to advertise local events. The Parish Council will be using it more in the future. It may be too small to cope with everything.

As this is not a high priority it will go on the agenda for the next meeting.

RF

## STEVENTON PARISH COUNCIL ANNUAL GENERAL MEETING - MINUTES

---

- Harriet will check with the BDBC how we are allowed to spend their grant. HA
- There is funding available to help parish councils comply with the new Transparency Law 2015. This can be spent on computer equipment, software, website development and training. Tim Sennitt has been made aware of this.
- 16. Highways and Village Appearance:**  
Peter to chase up getting the pothole in Church Lane fixed. PL
- All parishioners are encouraged to report potholes to <http://roadenquiries.hants.gov.uk/roadproblems/highwaydefect/pothole.aspx> , and problems regarding footpaths to Mike.
- 17. Notices, Correspondence and Circulars:**  
John Smith would like to hand over Parish Council archives currently stored in his shed. Also, we need to find out how long we must keep these documents. Peter will investigate these two points further. PL
- Due to reduced funding from central government the Hampshire County Council is overhauling its library service. As a result the Mobile Library Service across Hampshire will end on 30 June 2016.
- 18. Councillors' Announcements: None.**
- 19. Questions to the Chairman:**  
The question was asked as to whether we should consider obtaining a defibrillator. There used to be one held at the Deane Gate. It was considered to be a good idea and maybe have more than one in different parts of the village. Several volunteers would need to be trained in its use. Harriet will investigate and discuss with Rachel Palmer. HA
- 20. Items for insertion in the Parish Magazine:**  
The two planning applications. RF
- 21. Meeting Dates 2016-2017:**  
The Parish Council will meet approximately every three months at 8.00pm in Steventon Village Hall. Planning Meetings will be called to review planning applications when they are received. Additional special meetings will be called to tackle urgent or unexpected events if they arise.
- The following dates have been agreed:
- Special Meeting to approve the Financial Statement and the Annual Governance Statement – 13th June 2016 – Parish Council only.
- 18th July 2016 – Ordinary Parish Council Meeting

**Signed:** ....., Chairman

**Date:** .....