

# BEECH PARISH COUNCIL

Clerk to the Council: Mrs Louisa Thomson  
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16 May 2017

Dear Councillor

Please note that you are hereby summoned to attend the Annual meeting of Full Council to be held at Beech Village Hall on **Monday, 22<sup>nd</sup> May 2016 at 7.30pm.**

**Members to please note, Public Question Time starts at 7.15 pm. (Non-agenda items)**



Louisa Thomson

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## AGENDA

1. **Election of Chairman** (signing of Declaration of Acceptance of Office)
2. **Election of Vice-Chairman**
3. **Apologies** for Absence
4. **Minutes** – To sign as a correct record the minutes of the meeting held on 24<sup>th</sup> April 2017.
5. **Declaration of Interest** – (in accordance with East Hampshire District Council Code of Conduct adopted October 2012) Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.
6. **Public Participation** -Opportunity for the public to speak on agenda items in accordance with Standing Orders.
7. Report of **County Councillor** – for information only.
8. Report of **District Councillor** – for information only
9. **Internal Control System and Procedures** – Council to review its internal control systems and confirm they are current and fit for purpose, reviewed May 2016. Including review of the following:
  - a) **Standing Orders** – adopted February 2015.
  - b) **Financial Regulations** – adopted September 2016.
  - c) **Risk Assessment** – including review of insured risks, previously reviewed May 2016.
  - d) **Complaints Procedure** – adopted February 2016 reviewed May 2016.
  - e) **Publication Scheme** – Procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998, adopted February 2016, reviewed May 2016.
  - f) **Protocol for Reporting at Meetings** – [Annex to Standing Order No. 3 (I)], adopted April 2015.
10. **Insurance Renewal** – Councils annual insurance, to review two insurance quotations and decide on renewal.
  - a) Came & Company – Local Council Insurance £294.74
  - b) Zurich Town and Parish Council Insurance. £206.08
11. **Planning and Development** - Council to consider five new applications and decide on response to be forwarded to East Hampshire District Council (EHDC).
  - i) 53286/002 Beechwood, 38A Wellhouse Road  
Works to trees subject to Tree Preservation Order.

- ii) 29846/013 New Park Farm, Abbey Road, Medstead  
Storage barn for hay, straw and agricultural implements.
  - iii) 29695/023 Hillside Farm, Wellhouse Road  
Conversion of existing barn to dwelling and construction of a detached garage block / hydrotherapy pool room.
  - iv) 53541/001 38 Wellhouse Road  
Works to trees subject to Tree Preservation Order.
  - v) 56613 The Old Farm, 76 Wellhouse Road  
Two single storey dwellings with associated garaging, access and landscaping following removal of hard surface / tennis court.
12. **Beech Neighbourhood Watch Annual Meeting** – Report from David Woodrooffe (for information only).
13. **Rights of Way flyer** - Council to approve proof.
14. **Traffic Calming**  
Response from Hampshire Highways regarding recent traffic calming issues raised including; road narrowing markings, 30 mph roundels on the road surface and a “SafeZone” with 20 mph fixed speed camera.
15. **East Hampshire District Council – Environmental Services Options Appraisal workshop, 6.30 pm Tuesday 13<sup>th</sup> June, Penns Place, Petersfield.** Services – Refuse and recycling collections, Street Cleaning and Grounds Maintenance. Nominate maximum two councillors to attend.
16. **Hampshire Association of Local Councils Code of Conduct Conference – 10am – 3pm Wednesday 14<sup>th</sup> June St Mary’s Stadium, Southampton.** Approve expenditure of £60 per delegate and nominate councillor to attend.
17. **Neighbourhood Plan**
- a) Grants received from East Hampshire District Council £750 and Groundwork UK £5,020. Council to decide on request to approve expenditure up to the value of the grants received in accordance with the Neighbourhood Plan budget previously circulated.
  - b) Council to approve wording of questionnaire and printing costs of £400.
18. **Internal Auditor** – Appointment of internal auditor, Mr Allen Leech has confirmed he is willing to continue.
19. **Chairman’s Allowance** – Council to decide on level of Chairman’s Allowance for 2017/18, budgeted £50.
20. **Account 2016-2017**
- a) Internal Audit – Mr Allen Leech carried out the end of year audit and has confirmed all is in compliance.
  - b) Councillors to report on meeting with Clerk to review the Annual Accounts including the Annual Return and Significant Variances report.
  - c) Council to complete and sign Annual Return and Annual Governance Statement.
21. **Accounts 2016-2017** - Council to approve the following payments:
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| a) Salary, Allowance and Administration Expenditure (May 17)                               | TBA     |
| b) Hampshire County Council Pension Contribution (May 17)                                  | TBA     |
| c) HM Revenue & Customs – PAYE (April – June 17)   | Not Due |
| d) Annual Insurance – Came & Co or Zurich  | TBC     |
| e) Hampshire Association of Local Councils<br>VAT missed from invoice 1658 paid April 2017 | £30.00  |
| f) John Slater Planning Ltd – Neighbourhood Plan consultant                                | £720.00 |
| g) Hampshire Playing Fields Association – Annual subscription                              | £40.00  |
| h) OCS Group UK – SLR deployment March & April 2017  | £140.00 |
| i) Beech Village Hall – Neighbourhood Plan meeting room hire                               | £49.14  |
22. **Meeting Dates**
- a) To approve list of scheduled Council meetings for the year (previously circulated).
  - b) To confirm the date of the next Council meeting as Monday, 19<sup>th</sup> June 2017 at 7.30 pm with public question time at 7.15pm.
23. **Close of Meeting.**