

Minutes of the Annual Meeting of Beech Parish Council
held in the Village Hall on Monday 21st MAY 2018

PRESENT:

Councillor David Woodroofe (Chairman)
Councillor Ruth Duffin
Councillor David Fazakerley
Councillor Ian Hardy
Mrs Louisa Thomson – Clerk to the Council

18.64 ELECTION OF CHAIRMAN

Councillor David Woodroofe indicated he would be prepared to stand as Chairman for a further year. Proposed by Cllr David Fazakerley and seconded by Cllr Ruth Duffin. There being no further nominations, it was **UNANIMOUSLY RESOLVED**: That Councillor David Woodroofe be elected as Chairman. Chairman Woodroofe signed a declaration of acceptance of office and took the Chair.

18.65 CO-OPTION OF ADDITIONAL COUNCILLOR

Nominations were requested:

Cllr David Fazakerley Proposed Mr Graham Webb of 28 Kings Hill, Beech, Seconded Cllr Ian Hardy. **UNANIMOUSLY RESOLVED**: That Mr Graham Webb be co-opted to Beech Parish Council with immediate effect.

After signing the declaration of Acceptance of Office, Cllr Webb joined the meeting.

18.66 ELECTION OF VICE CHAIRMAN

Councillor David Fazakerley indicated he would be prepared to stand as Vice Chairman for a further year. Proposed by Cllr Ian Hardy and seconded by Cllr Ruth Duffin. There being no further nominations, it was **UNANIMOUSLY RESOLVED**: That Councillor David Fazakerley be elected as Vice Chairman.

18.67 APOLOGIES FOR ABSENCE

There were no apologies for absence.

18.68 CONFIRMATION OF MINUTES – **UNANIMOUSLY RESOLVED**

- i) Amendment to the minutes of the Council meeting held on 9th April 2018, copies previously circulated. **Proposed David Fazakerley, Seconded Ian Hardy and signed by Chairman David Woodroofe.**
- ii) The Minutes of the Council meeting held on 30th April 2018, copies previously circulated, **Proposed as a true record by David Fazakerley, Seconded by Ruth Duffin and signed by Chairman David Woodroofe.**

18.69 REGISTER OF INTEREST – There were no registered interests.

18.70 PUBLIC PARTICIPATION

Members of the Speedwatch team attended the meeting to hear the outcome of item 11. Traffic Management, and confirmed that they felt there was no point in continuing with Speedwatch until further traffic calming measures were in place.

18.71 INTERNAL CONTROL SYSTEMS AND PROCEDURES

Council reviewed its internal control systems and procedures, previously circulated, confirming they were current and fit for purpose.

- a) **Standing Orders** - Proposed David Fazakerley, Seconded Ruth Duffin, **UNANIMOUSLY RESOLVED.**
- b) **Protocol for Reporting at Meetings** [Annex to Standing Order No. 3 (I)] – Proposed David Fazakerley, Seconded Ian Hardy, **UNANIMOUSLY RESOLVED.**
- c) **Financial Regulations** – Proposed Ruth Duffin, Seconded David Ian Hardy, **UNANIMOUSLY RESOLVED.**
- d) **Risk Assessment** – Proposed David Fazakerley, Seconded Ruth Duffin, **UNANIMOUSLY RESOLVED.**
- e) **Complaints Procedure** – Proposed David Fazakerley, Seconded Ian Hardy, **UNANIMOUSLY RESOLVED.**
- f) **Publication Scheme** – Proposed Ian Hardy, Seconded Ruth Duffin, **UNANIMOUSLY RESOLVED.**

- g) **Grant Awarding Policy & Procedure and Application Form** – Proposed David Fazakerley, Seconded Ian Hardy, **UNANIMOUSLY RESOLVED.**
- h) **Safeguarding Children, Young People and Vulnerable Adults Procedure** – Proposed David Fazakerley, Seconded Ruth Duffin, **UNANIMOUSLY RESOLVED.**

Copies to be loaded on to the Parish Council website detailing the review date and minute reference.

18.72 TRAFFIC MANAGEMENT

Clerk to contact Hampshire Highways with the following questions.

- a) If pedestrian in road signs could be positioned at the entrance to Medstead Road off the A339 and at the top of Kings Hill both to be single sided facing the traffic entering the village.
- b) If further pedestrian in road signs could be placed at the bottom of Kings Hill and as well as on the straight stretch of Medstead Road but these to be double sided for traffic from both directions.
- c) If at the junction with the A339 and Medstead Road a sign could be placed saying “HGV access only” or “No through road for HGV’s”.
- d) If the white road narrowing line could be continued up Kings Hill and if although installing hatching is not prescribed if it is possible to do so inside the white line for the length of Kings Hill and the stretch of Medstead Road and if it is also possible for the line to be raised/rumble?
- e) How far from the edge of the road the line would be?
- f) If it is possible to place road narrowing signs a regular intervals.
- g) As it is not possible to have repeater signs or regular 30 roundels if the SLOW on the road outside 32 Medstead Road can be repainted and similar SLOW markings at regular intervals throughout the village.

18.73 GENERAL DATA PROTECTION REGULATION

- a) Clerk to email GDPR toolkit to Graham Webb to review.
- a) **Proposed Graham Webb, Seconded David Fazakerley, UNANIMOUSLY RESOLVED:** to adopt the “General Privacy Notice” and the “Privacy Notice for staff, councilors and role holders”.
- b) Council to wait for decision from parliament proposing that parish councils do not need to appoint a Data Protection Officer.
- c) Graham Webb to review Data Audit requirements.

18.74 INSURANCE RENEWAL – Annual insurance renewal, council considered two insurance quotations as follows:

- a) Came & Company £344.74
- b) Zurich Town and Parish Council Insurance. £206.08

Proposed Graham Webb, Seconded David Fazakerley and **UNANIMOUSLY RESOLVED** that the council renew its insurance with Zurich, council decided the insurance cover it provides is suitable and is better value.

18.75 INTERNAL AUDITOR – Mr Allen Leech confirmed he was willing to continue in the position of Internal Auditor for a further twelve months. **Proposed Ian Hardy, Seconded David Fazakerley, UNANIMOUSLY RESOLVED** that Mr Leech continue.

18.76 CHAIRMANS ALLOWANCE - **Proposed Ruth Duffin, Seconded Graham Webb, UNANIMOUSLY RESOLVED** that the Chairman’s Allowance for 2018/19 is set at £50 as budgeted.

18.77 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017-2018

- a) **Proposed Ruth Duffin, Seconded Ian Hardy, UNANIMOUSLY RESOLVED:** That a Limited Assurance Review should be carried out by PKF Littlejohn LLP who have been appointed as external auditor, the review will cost £200 plus VAT.
- b) **Proposed David Fazakerley, Seconded Graham Webb, UNANIMOUSLY RESOLVED** That Ruth Duffin and David Woodroffe meet with Clerk to carry out review of Annual Accounts for year ending 31st March 2018 including Annual Governance and Accountability Return, Significant Variances Report and Bank Reconciliation – to report at June meeting.

18.78 ACCOUNTS 2018/19 - **Proposed David Fazakerley, Seconded Ruth Duffin and UNANIMOUSLY RESOLVED** that the following payments are approved: (Payment to Terra Firma to be held until East Hampshire District Council have confirmed the Landscape Character Assessment is fit for purpose and in a suitable format.)

a)	Salary, Allowance and Administration Expenditure (May 18)	£734.26
b)	Hampshire County Council Pension Contribution (May 18)	£145.80
c)	HM Revenue & Customs – PAYE (April – June 18)	Not Due
d)	DCK Accounting Solutions Ltd – Monthly payroll processing	£30.00
e)	LCR Subscription – Cheque payable to NALC	£17.00
f)	OCS Group UK Ltd – SLR deployment	£73.44
g)	Zurich Municipal – Insurance renewal	£206.08

18.79 CONFIDENTIAL BUSINESS

Proposed Ruth Duffin, Seconded Graham Webb, UNANIMOUSLY RESOLVED that members of the Public and press are excluded from the meeting for Part II so that confidential matters can be discussed.

18.80 CLERKS ANNUAL APPRAISAL

Ian Hardy reported that he and Ruth Duffin had carried out the clerk's annual appraisal on Friday 27th April and had completed the appraisal form which he summarised to the council.

18.81 MEETING DATES

a) **Proposed Ruth Duffin, Seconded Graham Webb, UNANIMOUSLY RESOLVED**, the following dates for Council meetings for 2018/19 were confirmed and will be published.

2018

June	25 th
July	23 rd
August	Meeting to be scheduled, if required.*
September	17 th
October	15 th
November	19 th
December	Meeting to be scheduled, if required.*

2019

January	14 th
February	25 th
Annual Parish Meeting plus Council meeting	
March	25 th
April	15 th
Annual Council Meeting	
May	13 th
June	17 th

b) Confirmed the date of the next scheduled Council meeting as Monday, 25th June 2018 at 7.30pm with public question time at 7.15pm.

CLOSURE OF MEETING

Chairman thanked all present for their attendance and closed the meeting at 9.25 pm.

signed:

Chairman Beech Parish Council

date: 25th June 2018