

**Minutes of the Annual Meeting of Beech Parish Council**  
**held in the Village Hall on Monday 13<sup>th</sup> MAY 2019**

PRESENT:

Councillor David Woodroofe (Chairman)  
Councillor Ruth Duffin  
Councillor Graham Webb  
Councillor Daniel Gordon  
Councillor Tony Ransley  
Mrs Louisa Thomson – Clerk to the Council

19.62 ELECTION OF CHAIRMAN

Outgoing Chairman David Woodroofe asked for nominations for Chairman, Councillor Graham Webb indicated he would be prepared to stand as Chairman.

**Proposed by Ruth Duffin, Seconded by Daniel Gordon. There being no further nominations, it was UNANIMOUSLY RESOLVED:** That Councillor Graham Webb be elected as Chairman.

Chairman Webb signed a declaration of acceptance of office and took the Chair.

Chairman Webb thanked David Woodroofe for his years of service as a Parish Councillor and Chairman, David Woodroofe left the meeting.

19.63 APOLOGIES FOR ABSENCE

There were no apologies for absence.

19.64 CONFIRMATION OF MINUTES – UNANIMOUSLY RESOLVED

The Minutes of the Council meeting held on 15<sup>th</sup> April 2019, copies previously circulated,

**Proposed as a true record by Daniel Gordon, Seconded by Graham Webb and signed by Chairman Graham Webb.**

19.65 REGISTER OF INTEREST – There were no registered interests.

19.66 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 Ruth Duffin, Seconded Daniel Gordon, **UNANIMOUSLY RESOLVED.**
- b) **Protocol for Reporting at Meetings** [Annex to Standing Order No. 3 (I)] – Proposed Daniel Gordon, Seconded Ruth Duffin, **UNANIMOUSLY RESOLVED.**
- c) **Financial Regulations** – Proposed Ruth Duffin, Seconded Tony Ransley, **UNANIMOUSLY RESOLVED.**
- d) **Risk Assessment** – Proposed Daniel Gordon, Seconded Tony Ransley, **UNANIMOUSLY RESOLVED.**
- e) **Complaints Procedure** – Proposed Daniel Gordon, Seconded Ruth Duffin, **UNANIMOUSLY RESOLVED.**
- f) **Publication Scheme** – Proposed Daniel Gordon, Seconded Ruth Duffin, **UNANIMOUSLY RESOLVED.**
- g) **Grant Awarding Policy & Procedure and Application Form** – Proposed Daniel Gordon, Seconded Ruth Duffin, **UNANIMOUSLY RESOLVED.**
- h) **Safeguarding Children, Young People and Vulnerable Adults Procedure** – Proposed Daniel Gordon, Seconded Ruth Duffin, **UNANIMOUSLY RESOLVED.**

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

19.67 TRAFFIC MANAGEMENT

Graham Webb is to have a site meeting with Hampshire Highways on the 22<sup>nd</sup> May to confirm the traffic calming measures.

19.68 ST JOHN AMBULANCE AED (DEFIBRILLATOR) DEMONSTRATION

Daniel Gordon will attend on behalf of the Parish Council, clerk to post flyer on Nextdoor Beech.

## 19.69 NEIGHBOURHOOD DEVELOPMENT PLAN

- a) **Proposed Tony Ransley, Seconded Daniel Gordon and UNANIMOUSLY RESOLVED** to hold an additional Parish Council meeting on the 20<sup>th</sup> May 2019 to review the draft Neighbourhood Plan following the Regulation 14 public consultation.
- b) **Proposed Tony Ransley, Seconded Daniel Gordon and UNANIMOUSLY RESOLVED** to ask John Slater Planning Consultant to review the draft plan prior to the 20<sup>th</sup> May so his comments can be taken into consideration.

## 19.70 BUSHY LEAZE WOOD

- a) **Proposed Daniel Gordon, Seconded Tony Ransley and RESOLVED BY MAJORITY** (Ruth Duffin abstained) that the Parish Council submit the Community Asset application form.
- b) **Proposed Daniel Gordon, Seconded Tony Ransley and RESOLVED BY MAJORITY** (Ruth Duffin abstained) confirmed the map and the wording on the application form as attached.

## 19.71 HAMPSHIRE ASSOCIATION OF LOCAL COUNCILS

**Proposed Ruth Duffin, Seconded Daniel Gordon and RESOLVED BY MAJORITY** that the council renew its HR Consultancy subscription for a further year costing £180.

## 19.72 INTERNAL AUDITOR

Mr Allen Leech confirmed he was willing to continue in the position of Internal Auditor for a further twelve months. **Proposed Tony Ransley, Seconded Ruth Duffin, UNANIMOUSLY RESOLVED** that Mr Leech continue.

## 19.73 CHAIRMANS ALLOWANCE

**Proposed Ruth Duffin, Seconded Graham Webb, UNANIMOUSLY RESOLVED** that the Chairman's Allowance for 2019/20 is set at £50 as budgeted.

## 19.74 MONEY MARKET INVESTMENT ACCOUNT

**Proposed Daniel Gordon, Seconded Tony Ransley and UNANIMOUSLY RESOLVED** that £8,000 should be reinvested when the account matures on the 10<sup>th</sup> June 2019, the balance to be paid into the deposit account.

## 19.74 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018/19

- a) The completed Certificate of Exemption was signed by Chairman Graham Webb and Clerk Louisa Thomson, **Proposed Tony Ransley, Seconded Daniel Gordon and UNANIMOUSLY RESOLVED.**
- b) Annual Governance Statement 2018/19 – Council completed the Annual Governance Statement which was then signed by Chairman Graham Webb and Clerk Louisa Thomson.
- c) Accounting Statements 2018/19 – Councillor Graham Webb met with the Clerk to review the Annual Accounts for the year ended 31<sup>st</sup> March 2019 which were presented to council for approval.  
**Proposed Ruth Duffin, Seconded Daniel Gordon and UNANIMOUSLY RESOLVED** that the Accounting Statements 2018/19 are approved, which were then signed by Chairman Graham Webb and Clerk Louisa Thomson.

19.75 ACCOUNTS 2019/20 - **Proposed Daniel Gordon, Seconded Tony Ransley and UNANIMOUSLY RESOLVED** that the following payments are approved:

- |   |         |
|---|---------|
| a) Clerk's Salary (May 2019)  | £710.57 |
| b) Clerk's Expenses (May 2019)  | £76.67  |
| c) Hampshire Pension Fund (Clerk's pension – May 2019)                    | £159.52 |
| d) DCK Accounting Solutions Ltd – Monthly Payroll processing              | £30.00  |
| e) The Hampshire Playing Fields Association – Annual subscription         | £40.00  |
| f) Treloar Trust (IKC) – Defibrillator demonstration flyer                | £17.00  |
| g) LCR Magazine - subscription  | £17.00  |
| h) Beech Village Hall & Recreation Ground – Defibrillator demonstration   | £24.57  |
| i) Hampshire Association of Local Councils – HR Consultancy (if approved) | £180.00 |

19.76 CONFIDENTIAL BUSINESS

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

19.77 CLERKS ANNUAL APPRAISAL

Graham Webb reported that he and David Woodroffe had carried out the clerk's annual appraisal on Wednesday 1<sup>st</sup> May and had completed the appraisal form which he summarised to the council.

19.78 MEETING DATES

a) **Proposed Ruth Duffin, Seconded Daniel Gordon, UNANIMOUSLY RESOLVED**, the following dates for Council meetings for 2019/20 were confirmed and will be published.

**2019**

June	17 <sup>th</sup>
July	15 <sup>th</sup>
August	Meeting to be scheduled, if required.*
September	23 <sup>rd</sup>
October	21 <sup>st</sup>
November	18 <sup>th</sup>
December	Meeting to be scheduled, if required.*

**2020**

January	27 <sup>th</sup>
February	24 <sup>th</sup>
Annual Parish Meeting plus Council meeting	
March	23 <sup>rd</sup>
April	27 <sup>th</sup>
Annual Council Meeting	
May	18 <sup>th</sup>
June	22 <sup>nd</sup>

b) Confirmed the date of the next scheduled Council meeting as Monday, 20<sup>th</sup> May 2019 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 9.15 pm.

signed: .....

Chairman Beech Parish Council

date: 20<sup>th</sup> May 2019