

Minutes of the Annual Meeting of South Warnborough Parish Council

VIRTUAL

Tuesday 4th May 2021

Draft Minutes Subject to Confirmation

Present Cllr Lady Belinda Hall (Chair)
Cllr Stephen Spreadborough
Cllr Ed Clark
Cllr Gavin McBride

County Councillor Jonathan Glen
District Cllrs John Kennett, Kenneth Crookes, Chris Dorn
Mrs Elizabeth Ford (Clerk)
5 members of the public

1. To elect the Chair of the Council and receive declaration of acceptance of office

Cllr Belinda Hall was elected as Chair of the Council for 2021/2022 and signed the Declaration of Acceptance of Office.

2. Introduction

All attendees were welcomed. It was confirmed that it would be the last virtual meeting of the Parish Council until new regulatory provision was put in place.

3. Apologies

Apologies were received from the two candidates for the co-option to fill the casual vacancy on the Council.

4. To make declarations of interest - None

5. To approve the minutes of the meetings on Monday 29th March and Thursday 22nd April 2021

It was resolved to approve the minutes from the Parish Council meeting on Monday 29th March 2021. Approval of the minutes of the meeting on Thursday 22nd April was deferred.

6. Thanks and presentation to Colin Hersey - See after item 18.

7. To co-opt a new Councillor to fill the Casual Vacancy on the Parish Council

The two candidates for the casual vacancy were discussed and **it was resolved** to co-opt Stephen Highley as the new Parish Councillor.

8. To receive the new Councillor's declaration of acceptance of office

This would be organised after the meeting by the Clerk.

9. To elect a Vice Chair of the Council

It was resolved that Cllrs Clark and McBride would be the joint Vice Chairs of the Council.

10. Financial Reports

a) **Bank reconciliation**

The bank reconciliation was checked against the bank statements and agreed.

Bank balances on 4th May 2021 were:

| | |
|------------------------------------|-------------|
| SWPC Treasurers (current) account | £ 66,901.88 |
| SWPC Burial Ground Account | £ 3,469.01 |
| SWPC Recreation Area Trust Account | £ 108.70 |
| SWPC - SWAGA CMM Account | £ 11,677.64 |
| NS&I Savings Account | £ 6,150.56 |

b) **Minute agreement to payments**

It was resolved to approve the payments below (total £2681.60)

| <u>Retro-spective Payments to be Authorised 4th May 2021</u> | | |
|--|--------------------------------------|-------------------|
| 30/03/2021 | Swadling Garden Services GMC March | £ 384.00 |
| 26/04/2021 | Clerk salary April | £ 455.00 |
| 30/04/2021 | Swadling Garden Services GMC April | £ 384.00 |
| | | <u>£ 1,223.00</u> |
| | | |
| <u>Payments to be authorised 4th May 2021</u> | | |
| 05/05/2021 | Lawnmaster, 80752 V Green treatment | £ 24.00 |
| 05/05/2021 | HALC Ltd, annual subs | £ 285.32 |
| 05/05/2021 | Came & Company Insurance renewal | £ 1,079.10 |
| 05/05/2021 | Clerk milegae & expenses April & May | £ 70.18 |
| | | <u>£ 1,458.60</u> |

c) **To receive internal audit report and decide actions**

The 2020/2021 internal audit report was reviewed at the meeting. It was noted that the SWAGA receipts and payments were separately listed and were to be merged with the rest of the Parish Council accounts. Councillors would consider whether a formal grant process and accompanying policy/application documents were necessary.

A full review of the asset register would be carried out once the new playground was installed.

d) **To receive and approve 2020/21 Accounts**

The 2020/2021 Accounts had been circulated previously and were discussed. Cllr Hall checked and signed the bank reconciliation as correct and **it was resolved** that the accounts were approved.

e) **To receive and approve Section 1 of the 2020/21 Annual G&A Return**

Section 1 of the 2020/2021 Annual G&A Return had been circulated previously and was reviewed. **It was resolved** to approve it and was signed by the Chair.

f) **To receive and approve Section 2 of the 2020/21 Annual G&A Return and AGAR Bank Reconciliation**

Section 2 of the 2020/2021 Annual G&A Return and AGAR Bank Reconciliation had been circulated previously and were reviewed. **It was resolved** to approve then and the Chair signed both documents.

g) To report on General Power of Competence status

As only two out of the five Councillors were elected (rather than co-opted or appointed) the Council no longer fulfilled all the necessary conditions to hold the General Power of Competence. There were no ongoing projects under this power.

h) To consider purchase of new Parish Council laptop

It was resolved to approve a maximum budget of £1,000 for the purchase of a new Parish Council laptop with necessary software including virus protection for the use of the new Parish Clerk.

11. To appoint representatives

Councillor roles were agreed as follows:

SWAGA Parish Council representative – Cllr Ed Clark (SWAGA Chairman)

Highways – Cllr Stephen Highley

Defibrillator – Cllr Belinda Hall

Rights of Way – Cllrs Belinda Hall and Gavin McBride

Hart District Association of Parish and Town Councils – attendance to be shared between Councillors

The Ridley Hall – Cllr Belinda Hall

Summer Fete – Cllr Stephen Spreadborough

Website – Cllr Gavin McBride

Volunteer representative roles, to be confirmed at the next meeting, were:

Village Green and war memorial – Mark Honour

Village Shop – Barry Stoneman

Defibrillator – Barry Stoneman

SWLP Committee – Jo Grey, David Samson and others tbc

Website and Parish Council Facebook page – tbc

Speed Indicator Device – Barry Stoneman

Parish Facebook page - vacant

Speedwatch – vacant

Tree Warden – vacant

Neighbourhood Watch – vacant.

12. To decide the schedule of meetings until May 2022

The following schedule of meetings was agreed:

Monday 7th June 2021

Monday 5th July 2021

Monday 6th September 2021

Monday 15th November 2021

Monday 10th January 2022

Monday 8th March 2022

Monday 16th May 2022

13. To decide on the review of governance documents and policies

This was deferred.

14. To consider provisions in the event that virtual meetings of the Council are not allowed and Covid-19 pandemic safeguards preclude face to face meetings

This was deferred.

It was **resolved** that County Councillor Jonathan Glen and District Councillor John Kennet would present their reports to the meetings as they were not able to attend the following Parish Assembly.

Cllr Glen congratulated Cllr Kennett on his recent appointment as Chairman of Hart District Council. He reported that the County Council accounts were in order. He requested that the Parish Council nominate the former South Warnborough post mistress for an MBE in recognition of her work in the village and in light of the recent court judgements establishing her innocence along with many other post office employees following the long overdue recognition of failings in the post office accounting software system. He applauded James Arbuthnot (formerly the local MP and now in the House of Lords) for championing this cause. Attendees at the meeting all joined in the support for the former postmistress. John Coughlan, County Council Chief Executive Officer, would retire at the end of June. From the 1st June 2021 the Councillor Devolved Budget would start again and grant applications could be submitted. Finally, Cllr Glen expressed the view that virtual meetings should continue as they enabled representatives to attend many more meetings than previously. Cllr Glen left the meeting.

Cllr Kennett commented on the two solar farm development proposals currently underway. It was expected that the Chosley Farm application would be heard at the June Hart DC planning committee. As yet, no planning application had been received for the Long Sutton development. Hart DC had declared a climate emergency on Thursday 29th April 2021 which increased support for the development of solar farms in the area. The Hart DC budget for 2021/2022 would involve the dependence on reserves for the second year running. Finally Cllr Kennett requested that a meeting date was set with Hampshire County Council to discuss the new bus shelter opposite the village shop. Cllr Kennett left the meeting

15. Update on previous planning applications

An update on only one application was made at the meeting.

20/03185/FUL, Chosley Farm, Bidden Road, North Warnborough, Hook, Hampshire RG29 1BW. Erection of a Solar Photovoltaic Farm etc.

Revised application documents had been posted onto the Hart District Council website at the end of April with a further consultation expiry date of 21st May 2021.

16. To agree date of meeting with Vivid and Hart DC regarding Ridley's Piece

Councillors requested the Clerk to confirm which dates the Vivid housing association officers could attend before agreeing a date for the meeting.

17. To confirm change of Clerk & RFO on 10th May 2021

A new Clerk, Susan Richardson, had been appointed and would start on Monday 10th May 2021. The outgoing Clerk was thanked for her work for the Council since October 2015 and wished well in her new role.

6. Thanks and presentation to Colin Hersey - postponed

Cllr Hall, on behalf of the Parish Council, thanked Colin Hersey for his hard work and determination in managing highways and other issues for the Parish. The Parish Council was very sad to be losing him, wished him all the best and were looking forward to his return as a volunteer as soon as possible. A token of the Parish Council's appreciation for his work would be given shortly.

18. Questions and answers from the floor

A resident requested that the appointment of the new Councillor and new Clerk be announced in the June parish magazine.

19. To confirm date and location of next meeting

The next meeting would be held in the Ridley Hall at 7.30pm on Monday 7th June 2021

The meeting finished at 7.41 pm.

Signed Chairman _____ Date _____

Parish Clerk Elizabeth Ford

Appendix A: Financial Summary for Meeting 4th May 2021

| | | | | | |
|--|---------|--|--------------------|--------------------|--|
| <u>BANK BALANCES AS AT 4th May 2021</u> | | SWPC Treasurers Account | | £ 66,901.88 | |
| | | SWPC Burial Ground Account | | £ 3,469.01 | |
| | | SWPC Recreation Area Trust | | £ 108.70 | |
| | | SWPC - SWAGA CMM | | 11,677.64 | |
| | | NS&I Savings Account | | £ 6,150.56 | |
| | | | | <u>£ 76,630.15</u> | |
| | | | | | |
| <u>SWPC TREASURERS AC</u> | | BALANCE CARRIED FORWARD 29th March | | £ 37,706.88 | |
| | | | | | |
| | | <u>Receipts to 4th May 2021</u> | | | |
| | 15/4/21 | Hart DC Precept 2021 2022 Payment | £ 30,418.00 | | |
| | | | <u>£ 30,418.00</u> | £ 68,124.88 | |
| | | | | | |
| | | <u>Retro-spective Payments to be Authorised 4th May 2021</u> | | | |
| DD | 30/3/21 | Swadling Garden Services GMC March | £ 384.00 | | |
| Trf | 26/4/21 | Clerk salary April | £ 455.00 | | |
| | 30/4/21 | Swadling Garden Services GMC April | £ 384.00 | | |
| | | | <u>£ 1,223.00</u> | £ 66,901.88 | |
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| | | <u>Payments to be authorised 4th May 2021</u> | | | |
| Trf | 5/5/21 | Lawnmaster, 80752 V Green treatment | £ 24.00 | | |
| Trf | 5/5/21 | HALC Ltd, annual subs | £ 285.32 | | |
| Trf | 5/5/21 | Came & Company Insurance renewal | £ 1,079.10 | | |
| Trf | 5/5/21 | Clerk milegae & expenses April & May | £ 70.18 | | |
| | | | <u>£ 1,458.60</u> | £ 65,443.28 | |
| | | | | | |
| | | Outstanding Payments | | nil | |
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