



## East Tisted Parish Council

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### Minutes for the Annual General Meeting of East Tisted Parish Council held on Thursday 11<sup>th</sup> May 2023 at 6.00pm

**Summoned to attend:** Phil Cutts (Councillor)  
Helen Evison (Councillor)  
Carl McBean (Councillor)  
Sandra Nichols (Councillor and Chairman)  
Colin Rule (Councillor and Vice-Chairman)  
Pippa Cockhead (Clerk & RFO)

**By Invitation:** Mick Crumplin (Village Hall Management Committee)  
Charles Louisson (District Councillor)  
5 Villagers

*The meeting opened at 6.00pm*

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#### 1. 2023 Parish Council Election Results & Nomination and Election of Chairman and Vice-Chairman for 2023-24

- All Councillors had been re-elected uncontested
- All members completed their Declaration of Acceptance of Office Forms which were witnessed by and returned to the Clerk.
- All Councillors would be responsible for completing their election claim form.
- The Vice Chairman took the Chair for the election of the New Chairman.
  - The Vice-Chairman asked Councillors if there were any nominations of Chairman 2023-24. Cllr Cutts proposed Cllr Nichols. This proposal was seconded by Cllr Evison. There being no further nominations and all being in favor, Cllr Nichols was elected as Chair for 2023-24. Cllr Nichols took the Chair.
- The Chairman asked Councillors if there were any nominations for Vice-Chairman 2023-24. Cllr Cutts proposed Cllr Rule. This proposal was seconded by Cllr McBean. There being no further nominations and all being in favor, Cllr Rule was elected Vice-Chair for 2023-24.
- All Councillors & Clerk/RFO will let the Chair/Clerk know of any training requirements as they arise. **Action: All Cllrs & Clerk**

#### 2. Apologies and Welcome

The Chair welcomed all and congratulated Charles on his re-election. There were no apologies. It was noted that Russell Oppenheimer would be present to attend the Village Meeting at 7.00pm.

#### 3. Declaration of Interests

Members are requested to complete the Register of Interest forms and return them to the Clerk, once the forms had been emailed out **Action: All Cllrs & Clerk**

#### 4. Public Forum

Cllr Nichols high-lighted key points from Mick Crumplin's report, regarding the Village Hall Management Committee. Noting that hall bookings were down but bar takings were up. Covid has had a significant impact on the finances of the hall, although, a Government Grant had been received. Plans are underway to increase the current number of hall bookings. There was a suggestion of putting up a 'Hall for Hire' sign up outside the building. The Clerk will investigate if a planning application would be required. **Action: Clerk**



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It was agreed to take other updates at the Annual Village Meeting which was to follow the AGM.

*The Chairman thanked all and closed the meeting for public participation.*

### 5. Minutes of the previous meeting and matters arising.

The Minutes of the meeting held on 14<sup>th</sup> March 2023 were accepted as an accurate record and signed by the Chairman. Action points and matters arising:

All actions allocated to Cllr Nichols have been completed, with the following updates.

Community First Responder Scheme - Ellie Scovell will be attending.

Funding Workshop – Cllr Nichols will be making a shortlist of schemes applicable to the village. **Action: SN**

Cllr McBean was thanked for his offer of a printer, but the VHMC felt that they would not be able to use it.

Cllr Rule confirmed that if anybody in the village requires information to be circulated to other villagers, to let him know. Some Colemore residents had joined the mailing list.

The Cricket Club has also gained a new member.

### 6. Annual Business

Members reviewed the following documents and where appropriate these were adopted:

a. The Model Standing Orders and The Financial Regulations/system of internal control were adopted unchanged for 2023-24.

c. The Financial Risk Assessment: Updates recommended by the auditor included consideration of appropriate action due to a cyber attack. Councillors discussed the areas of possible impact which were minimal, but the Clerk was requested to perform a laptop health check. The village email list is not part of the Parish Council but comes under the Neighbourhood Watch authority. The updated version of the FSA document was adopted for 2023-24. **Action: Clerk**

d. The Inventory of Assets: The auditor advised that costs of £0.00 were no longer allowed and should be updated to £1.00. The updated Inventory of Assets was adopted for 2023-24.

e. Village Hall Management Committee: Although the Clerk's role includes being appointed representative to the VHMC, Cllr Nichols has been performing the role recently and volunteered to continue. Cllr Rule proposed Cllr Nichols to continue as VHMC representative and Cllr Cutts seconded the nomination, with agreement from all.

Meetings for 2023/24: Members agreed the time and place of ordinary meetings of the Council up to and including the next Annual General Meeting.

Thursday 24<sup>th</sup> August 2023 at 6.30pm

Tuesday 12<sup>th</sup> December 2023 at 6.30pm

Tuesday 12<sup>th</sup> March 2024 at 6.30pm

Thursday 23<sup>rd</sup> May 2024 at 6.30pm.

### 7. South Downs National Park

Cllr Nichols expressed an interest in the work of the South Downs National Park Authority and the role of Parish Council representative. Cllr Rule proposed and Cllr McBean seconded her nomination to go forward.

### 8. EHDC Emergency Response Plan

Dave Crowther, attended a recent meeting and his report is attached to the minutes. The Clerk was asked to put this as an item for further discussion at the next meeting. **Action: Clerk**

### 9. Correspondence received

Confirmation that the 2023 Armed Forces Day Coronation Convey will take place on 24<sup>th</sup> June 2023. Further details can be found on the website: [www.commemorativeconvoys.org](http://www.commemorativeconvoys.org)



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### 10. Planning

SDNP/23/01557/CND – The Old Coach House: planning permission has been granted for the extension but with a number of conditions, one of which is to obscure and limit opening on the new south and east facing windows for privacy for the neighbouring property. The appeal is that this only applies to the east facing windows. Agreement was gained by the members and Cllr Nichols will respond. **Action: SN**

### 11. Facilities

- Update on the recreation ground – nothing further to report at the moment, waiting for sight of new agreement.
- Village green/pond – same applies - the Estate has removed the sample fence. Agreement on the works to complete prior to handover are being drawn up.

Other Estate information includes the temporary closure of the permissive access from the old station south along the approximate route of the old railway until harvest. This is to minimise disturbance to sensitive red-listed birds (particularly the Gray Partridge). They have offered to discuss this with anyone who is concerned about it.

It was reported that the lock on the gate of the recreation ground, ensuring that only those who have requested access, and thus limiting it primarily to those in the village, has been a great success. There has been a marked reduction in uncleared dog waste. Eveie Light was thanked for suggesting and overseeing this on behalf of the village.

### 12. Responsible Financial Officer

a. Councillors received and reviewed the Internal Audit Report Letter for 2022-23 and signed Audit Report (page 4 of the Annual Governance & Accountability Return (AGAR) for 2022-23.

b. Councillors received and approved for signature by the Chairman:

(i) the Certificate of Exemption from external audit for 2022-23, both income and expenditure being below £25,000 (page 3 of the AGAR)

(ii) the Annual Governance Statement 2022-23 (page 5 of the AGAR) and

(iii) the Accounting Statements for 2022-23 (page 6 of the AGAR)

(ii) and (iii) having been internally audited.

c. The RFO advised that the period for exercise of public rights to inspect the 2022-23 accounts would be from Monday 5<sup>th</sup> June to Friday 14<sup>th</sup> July 2023 inclusive. Appropriate documentation would be displayed on the Noticeboard and uploaded to the website. **Action: RFO**

d. Members agreed to the effectiveness of the internal audit and agreed the retention of 'Fair Account' as the internal auditor for 2023-24.

e. Councillors received and approved for signature by the Chairman the Statement of Financial Transactions since the last meeting and the Bank Reconciliations to 01.05.23.

f. Councillors received and approved the Budget Monitoring report 2022-23.

g. Councillors agreed the following subscriptions and payments:

- Parish Clerk Salary for April 2023 - £117.00
- Zurich Insurance Renewal (yr2 of a 3 year contract) - £327.08
- Internal audit fee to 'Fair Account' for 2022-23 review - £120.00
- Payment to Cricket Club, increasing from £650.00 to £675.00

h. Councillors agreed to the reclaiming of VAT for 2022-23, including invoices not previously claimed, due to the auditor advising receipts addressed to Cllrs, at home addresses, could now be annotated with 'on behalf of East Tisted Parish Council' and signed. Invoices over the past three years would be revisited (2020-21 to 2022-23). **Action: RFO**

i. The commencement of the switch to Unity Trust Bank and the action to register ownership of the Village Hall with the Land Registry are ongoing. **Action: RFO**



**East Tisted Parish Council**

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**13. Date of next meeting**

Thursday 24<sup>th</sup> August 2023 at 6.30pm in the Village Hall.

**Pippa Cockhead**

Clerk & Responsible Financial Officer

May 2023

Agreed as a true and correct record.

Signature....., Chairman    Date.....