



East Tisted Parish Council

Minutes of the Annual General Meeting of East Tisted Parish Council held on Wednesday 15th May 2019 at 6.30pm in East Tisted Village Hall, Gosport Road GU34 3QW

- Summoned to attend:** Phil Cutts (Councillor)
Helen Evison (Councillor, RFO & Clerk)
Sandra Nichols (Councillor)
- Also present:** Larry Johnson (Neighbourhood Watch, East Tisted
Community Website & Village Hall)
Russell Oppenheimer (County Councillor)
Three villagers
- Apologies:** Peter Kelly (Hampshire Constabulary)
Charles Louisson (District Councillor)

The meeting opened at 6.30pm

1. **2019 Parish Council Election Results & Nomination and election of the Chairman and Vice-Chairman for 2019/20**

Cllr Cutts explained that as Vice-Chair of 2018/19 he would chair this meeting until the election of the chair.

- a. Cllrs Cutts, Evison and Nichols had been re-elected at the elections held on 2nd May 2019; there were now two vacancies. The Clerk advised that unless villagers notified EHDC electoral services that they wished to hold another election these two vacancies would be filled by co-option at the next Parish Council meeting.
- b. Members completed their Declaration of Acceptance of office forms which were returned to the Clerk.
- c. The Clerk took the Chair for election of the new Chair.
The Clerk asked Councillors if there were any nominations for Chair 2019/20. Cllr Nichols proposed Cllr Cutts. This proposal was seconded by Cllr Evison. There being no further nominations and all being in favour Cllr Cutts was elected as Chair for 2019/20. Cllr Cutts took the Chair.
- d. The Chair asked Councillors if there were any nominations for Vice-Chair 2019/20. Cllr Evison proposed Cllr Nichols. This proposal was seconded by Cllr Cutts. There being no further nominations and all being in favour Cllr Nichols was elected as Vice-Chair for 2019/20.
- e. It was agreed to consider training requirements at the next meeting. **ACTION: Clerk**

2. **Apologies and welcome**

The Chairman welcomed all. Apologies were received from Peter Kelly of Hampshire Constabulary and District Councillor Charles Louisson. It was noted that Charles hoped to attend the Village Meeting at 8pm.

3. **Declaration of interests**

Members returned their completed Register of Interests forms to the Clerk.

4. **Public forum**

An update was received from Cllr Oppenheimer, refer Attachment 1.

Cllr Oppenheimer advised that he had received a number of complaints about motorbike noise on the A32 and A272. He, Roy Humby and Mark Kemp-Gee were to meet with the Police and Crime Commissioner and intended to push for resources to address this issue, potentially



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'noise detection' cameras to deal with the noise nuisance as well as the speeding problem. Members of the public might also wish to lobby the Commissioner.

Questions for Cllr Oppenheimer:

Q: What was the budget from which the £80m new savings needed to be found?

A: About £900million non-schools and £1 billion for schools, but this was ring-fenced.

Q: A villager's experience indicated that Highways did not acknowledge correspondence. Should they not do so?

A: Yes, they should. If they failed to acknowledge messages Russell suggested that enquiry numbers be passed to him and he would chase.

Q: Where could the public find more information about the savings achieved?

A: The Update Reports to HCC Cabinet; these were available on the HCC website.

Q: Was 'Supporting Families' subject to a funding cut?

A: Central government funding was continuing.

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 27th February 2019 were accepted as an accurate record and were signed by the Chairman.

Action points and matters arising:

5 Nomination forms for the election – complete

7b. Renewal of lease for the cricket pitch – action was with the estate's lawyers.

Clerk to follow-up.

ACTION: Clerk

7c. Notice Board – The grant of £500 had been received. There was a preference for the board to be maintenance free. Cllr Cutts proposed to purchase a board in accordance with the quote previously received, £563. This was agreed subject confirmation that the board was large enough to display 8 pages of A4.

ACTION: Cllr Cutts

10 Highways – agenda item for the Annual Village Meeting

12 Annual Review of Internal Controls – complete. Cllr Cutts had e-mailed the Clerk.

14 Code of Conduct for Dog Walkers – revised, agreed and circulated.

6. Annual Business

It was agreed that members would review the:

a. Model Standing Orders

b. Financial Regulations/system of internal control

c. Financial Risk Assessment

and e-mail any comments to the Clerk.

ACTION: Cllrs Cutts, Evison & Nichols

The Clerk would then make any revisions and bring the reviewed documents to the next meeting for ratification.

ACTION: Clerk

d. Members noted the Inventory of Assets as of 31st March 2019.

e. Members noted the list of annual subscriptions to other bodies (see also item 11)

f. Members re-adopted the Data Protection Policy of May 2018.

g. It was agreed that the appointment of a representative to the Village Hall Management Committee would be postponed to the August meeting.

ACTION: Clerk

h. Members agreed the time and place of ordinary meetings of the Council up to and including the next Annual General Meeting:

Thursday 22nd August 2019 at 6.30pm

Thursday 19th December 2019 at 6.30pm

Thursday 19th March 2020 at 6.30pm

Thursday 21st May 2020 at 6.30pm.



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7. Correspondence

None.

8. Facilities

Addressed under item 5.

9. Planning

No planning applications had been received.

10. Highways

To be discussed at the Annual Village Meeting.

11. Responsible Financial Officer (RFO)

a. Councillors received and reviewed the Internal Audit Report and letter for 2018/19.

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

(i) The Certificate of Exemption from External Audit for 2018/19, both income and expenditure being below £25,000.

(ii) The Annual Governance Statement 2018/19 (Section 1 of the Annual Governance and Accountability Return 2018/19 Part 2) for the year ended 31st March 2019) and

(iii) The Accounting Statements for 2018/19 (Section 2 of the Annual Governance and Accountability Return 2018/19 Part 2) for the year ended 31st March 2019

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

c. The RFO advised that the period for exercise of public rights to inspect the 2018/19 accounts was planned to be from Monday 24th June – Friday 2nd August 2019, inclusive.

d. Councillors reviewed the internal audit file, letter and report, agreed the effectiveness of internal audit for 2018/19 and agreed the retention of ‘Lightatouch’ as internal auditor for 2019/20.

e. Councillors received and approved for signature by the Chairman the Statement of Financial Transactions since the last meeting and the bank reconciliations to 28.04.19.

g. Councillors agreed the following subscriptions, grants and payments:

- Annual subscription to HALC & NALC, previously agreed by e-mail £153
- Insurance renewal (yr2 of a 3 year contract to 31.05.21) – Norris & Fisher £ 238.12
- Internal audit fee ‘Lightatouch’ for 2018/19 review - £105
- Funding for long service gifts.

It was agreed to review subscription to the Hampshire Playing Fields Association, annual subscription £40.

ACTION: Cllr Nichols

It was agreed to review the applications for donations from Home Start Weywater, East Hants Citizens Advice Bureau and Victim Support.

ACTION: Cllr Nichols

12. Date of the next meeting

Thursday 22nd August 2019 at 6.30pm in the Village Hall.

There being no other business the Chairman closed the meeting at 7.55pm.

Helen Evison

Clerk and Responsible Financial Officer

May 2019

Agreed as a true and correct record.

Signature....., Chairman Date.....