

## **The Minutes of the Annual Parish Council Meeting held on Tuesday 10 May 2016 in the Village Centre, St. Mary Bourne at 7:30 p.m.**

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**Those Present** – The chairman (2015/16) Cllr David Peart, Tony Grunsell, Hugo Wurzer, Tony Styles, Ray Randall, Katie Dixon and the Clerk, Derek Kane.

**Members of the Public present:** None.

The chairman of the Parish Council for 2015/16, Cllr David Peart, explained that before the council moves to the agenda'd business for the May Full Council meeting it needs to hold the 2016 Annual Parish Council Meeting first.

The proper business of the Annual Parish Council Meeting 2016 then commenced.

Cllr Peart, in his capacity as chairman of the parish council 2015/16 then took the chair.

**1.1 Apologies for absence:** Cllr Bridget Culley and Philip Jeffery

**1.2** (not on agenda) The chairman (2015/16) announced that he had received a letter of resignation from Cllr Colin Henderson on 4 May 2016. A casual vacancy has thus been created.

**1.3** (not on agenda) The clerk reminded the councillors the process that now must take place given that the current parish council has 22 months before the next parish council elections in 2018. Had the parish council only six months to go then co-option could have been employed straight away.

In outline the process is:

Inform BDBC of casual vacancy asap. The clerk will inform BDBC on 11 May 2016.

Ten electors or more to ask for a by-election (collectively or individually) within 14 days of BDBC being informed (tbc).

If this is received by BDBC a Notice of Poll takes place. An election (if held) must take place within 60 days of the Notice of Vacancy. If no poll is to take place (10 electors or more did not request a poll), the co-option process can be started.

Following a Notice of Poll if no candidates are nominated, the co-option process then takes place.

If one candidate is nominated at close of nominations, the candidate is deemed duly elected as a parish councillor.

If two or more candidates are nominated at close of nominations an election will take place.

### **2. The Election of Chairman and Vice Chairman for 2016/17.**

Cllr Peart, the chairman for 2015/16 invited nominations for the post of **Chairman**.

Cllr Dixon proposed Cllr David Peart and this was seconded by Cllr Randall. There being no further nominations, **Cllr David Peart was elected chairman for 2016/17 unanimously**.

The chairman then invited nominations for the post of **Vice Chairman**.

The chairman advised the meeting that Cllr Bridget Culley had indicated to him last week that she would be willing to stand again as vice chairman.

Cllr Grunsell proposed Cllr Bridget Culley and this was seconded by Cllr Wurzer. There being no further nominations, **Cllr Bridget Culley was elected Vice Chairman unanimously.**

**5. The Chairman and Vice Chairman then signed their Declarations of Office.**

**6. The election of Officers and Representatives for 2016/17.**

**a. Responsible and Deputy Financial Officer:** The Clerk, Derek Kane was proposed for Responsible Financial Officer by Cllr Dixon and the proposal was seconded by Cllr Randall.

There being no further nominations **the Clerk, Derek Kane was elected Responsible Financial Officer.**

The Chairman, Cllr David Peart, was proposed for Deputy Financial Officer by Cllr Grunsell and the proposal was seconded by Cllr Dixon. There being no further nominations **the Chairman, Cllr David Peart, was elected Deputy Responsible Financial Officer.**

The following committees and representatives were discussed and their compositions proposed by volunteering and general affirmation

**b. The Planning Committee:** The chairman, the vice-chairman and Cllrs Randall, Wurzer, Styles and Grunsell were re-elected as the representatives.

**c. The Finance Committee:** The chairman, the vice-chairman, Cllrs Dixon and Wurzer were re-elected as the representatives. Cllr Grunsell was elected to replace Cllr Henderson.

**d. Recreation Grounds and Lake Committee:** The chairman and Cllrs Randall, Grunsell and Jeffery were elected as representatives. Cllr Wurzer was elected to replace Cllr Henderson. The resident, Paul Manning, and the lead on the fishing syndicate, David Scrase, are to be asked if they are content to be co-opted on to the committee with regards to Lake matters.

**e. Basingstoke District Association of Parish Councils:** The chairman will remain the representative.

**f. Footpaths;** Cllrs Styles and Jeffery were elected as Footpath Officers. The resident, Caroline Hoyes, is to be asked if she is content to remain co-opted on to the group

**g. Web Master & Administrator.** The Clerk, Derek Kane was re-elected to be Webmaster and the chairman was re-elected as Web Administrator.

**h. Highways & Services Group.** Cllrs Dixon and Jeffery were elected as Highways & Services Administrators. The resident Sarah Cooney of Stoke is to be asked if she is content to remain co-opted on to the group.

**i. Flood and Emergency Group.** The chairman, vice chairman and Cllrs Styles, Randall and Jeffery were elected as Flood and Emergency Group. Cllr Wurzer requested that he comes off the group. Agreed. The residents Sarah Cooney of Stoke and Clem Jones of SMB are to be asked if they are content to remain co-opted on to the group.

**j. Tree Officer;** Peter St Quinton to be approached to continue as Tree Officer. The clerk will confirm this matter at the June Full Council meeting.

**k. Holdway Almshouses;** At the request of the Chairman and the Clerk of the Trustees of the Holdway Almshouse Trust, Mr Daniel Culley and Penny Wood were reappointed as nominative trustees of the Parish Council. This was agreed.

**l. United Charities Trust:** At the request of the chairman of the of the United Charities Trust, a councillor representative for the UCT was made. Cllr Hugo Wurzer agreed to represent the PC on the trust. To be confirmed by Cllr Dixon in dialogue with Ruth Widén.

**m. Hill & Valley Business Group:** It was agreed that Cllr Dixon would continue to represent the Parish Council. Cllr Dixon asked if the council are happy that the quorum for this group be reduced to four. No objection.

**n. Long Term Planning Group (Neighbourhood Plan):** It was agreed that Cllr Dixon, Styles and Grunsell to continue as PC representatives of the group.

**The clerk will update the website and noticeboards asap on all the aforementioned elections and appointments**

**5. The Summerhaugh Seat.** It was agreed to ask Mr. and Mrs. Jones of Summerhaugh Cottage to re-new the agreement for the placement of the Millennium Seat on their land for the year 2016/17.

**6.1 A resolution to adopt the extant Council's Financial and Standing Orders** for 2016/17 was proposed by Cllr Grunsell, seconded by Cllr Randall and agreed unanimously by all present.

The clerk pointed out that as a result of recommendations from the Internal Audit Report 2015/16, to be reviewed at tonight's Full Council Meeting [Item 6.2], Financial and Standing Orders need to be updated and agreed asap, and certainly before November 2016.

**6.2 Resolution to amend the £500 buffer in the 2016/17 Financial Orders for the monthly transfer from the Business Investment Account to the Treasurer's account to be £1,000 from this month.** Reasoning: for the first time since the clerk's tenure as clerk (2009) there have been a number of months in the last FY when £500 has been insufficient to meet payments presented after Full Council meetings but requiring payment before the following month's Full Council meeting.

**Proposed by Cllr Dixon and seconded by Cllr Wurzer,** and agreed unanimously by all present.

There being no further business the meeting closed at 7.50pm

Signed Chairman \_\_\_\_\_

Date \_\_\_\_\_

Chairman's Initials