

St. Mary Bourne Parish Council

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**Minutes of the Annual Parish Council Meeting held on
Tuesday 14 May 2019 in the Village Hall at 7:00pm**

Present: Cllrs Bridget Culley, Kevin Fullerton, Tony Grunsell, David Peart, Gwen Randall, Tony Styles and Carole Whitlock.

In attendance: The Clerk, Jo Exelby

Introduction

Cllr Peart, the 2018-2019 chair, announced that he received an email from Cllr Dixon resigning from her office as member of the parish council with immediate effect.

1. To elect a Chair of the parish council

Resolved: Cllr Culley, the 2018-19 Vice Chair, invited nominations for the post of Chair. Cllr Grunsell nominated Cllr Peart, which was seconded by Cllr Fullerton. There were no other nominations and Cllr Peart was elected Chair unanimously.

2. To elect a Vice Chair of the parish council

Resolved: Cllr Peart invited nominations for the post of Vice Chair. Cllr Peart nominated Cllr Culley, which was seconded by Cllr Whitlock. There were no other nominations and Cllr Culley was elected Vice Chair unanimously.

3. To receive the Chair's & Vice Chair's Declarations of Acceptance of Office

Resolved: Cllr Peart and Cllr Culley signed their Declarations of Acceptance of Office, which were witnessed by the clerk.

4. Apologies for absence: Cllr Oliver Madge

5. Declarations of interest: None

6. To complete the annual update of Member's Register of Interests

Resolved: Councillors will review their Register of Interests to establish changes to notify to BDBC.

7. Terms of reference and appointment of members and chairs/vice chairs to Committees & Working Groups

Resolved: The terms of reference of each of the Committees & Working Groups were reviewed and agreed and the following members were elected. It was agreed that the Chair and Vice Chair of each Committee will be elected at the first meeting.

7.1. Finance Committee: Cllrs Culley, Fullerton, Peart, Randall and Whitlock.

Chair's Initials

7.2.

7.3. Flood & Emergency Group: Cllrs Culley, Peart and Styles. It was noted that Sarah Cooney & Clem Jones have agreed to continue as co-opted members of the group.

7.4. Highways & Services Group: Cllrs Peart, Randall and Whitlock. It was noted that Sarah Cooney has agreed to continue as a co-opted member of the group.

7.5. Planning Committee: Cllrs Culley, Grunsell, Peart, Randall, Styles and Whitlock.

7.6. Recreation Ground & Lake Committee: Cllrs Culley, Fullerton, Grunsell, Madge, Peart and Randall.

8. Nominate monitoring roles

The terms of reference were reviewed and agreed, and the following members were elected:

8.1. Footpath Officers: Cllr Styles. It was resolved to accept Caroline Hoye's offer to continue as an officer.

8.2. Parish Tree Warden: It was resolved to accept Peter St Quinton's offer to continue in the role.

9. Nominate representatives

It was resolved to nominate the following:

9.1. Hampshire Association of Local Councils: Cllr Peart

9.2. Basingstoke District Association of Parish Councillors: Cllr Peart

9.3. Hampshire Playing Fields Association: Cllr Peart

9.4. Holdway Almshouse Charity Trust: It was noted that Dan Culley and Penny Wood continue to be the parish council's nominative trustees until October 2019.

9.5. United Charities Trust: Cllr Culley

9.6. Hill & Valley Business Group: It was agreed to ask Katie Dixon what was involved as then seek a volunteer.

10. Calendar of meetings for 2019-2020

Resolved: The proposed calendar was agreed.

11. Resolution to adopt the Council's Standing Orders for the year 2019-2020

Resolved: A resolution to adopt the Standing Orders was proposed by Cllr Styles, seconded by Cllr Culley and agreed unanimously. The Standing Orders were signed by the Chair and Vice Chair.

12. Resolution to adopt the Council's Financial Regulations for the year 2019-2020

Resolved: A resolution to adopt the Financial Regulations was proposed by Cllr Culley, seconded by Cllr Grunsell and agreed unanimously. The Financial Regulations were signed by the Chair and Vice Chair.

Chair's Initials

13. Resolution to adopt the Council's Financial Risk Assessment for the years 2018-2019 and 2019-2020

Resolved: A resolution to adopt the Financial Risk Assessment for 2018-2019 was proposed by Cllr Styles, seconded by Cllr Grunsell and agreed unanimously.

Resolved: A resolution to adopt the Financial Risk Assessment for 2019-2020 was proposed by Cllr Randall, seconded by Cllr Whitlock and agreed unanimously.

14. Review of inventory of land and assets

Resolved: The asset register was reviewed and agreed. The addition of the swings at Stoke Play area and the write off of the leaf blower and laptop were confirmed.

15. Confirmation of arrangements for insurance cover in respect of all insured risks.

Resolved: The insurance schedule was reviewed and agreed to be sufficient.

16. Review & approve policies for:

16.1. Code of conduct

Resolved: The code of conduct was unanimously agreed.

16.2. Complaints procedure

Resolved: The policy and procedure were unanimously agreed.

16.3. Handling requests made under the Freedom of Information Act 2000 and the General Data Protection Regulations 2018

Resolved: The policy and procedure were unanimously agreed.

17. Resolution to renew the agreement with the owners of Summerhaugh Cottage for the siting of the Millennium Seat

Resolved: It was noted that the owners of Summerhaugh Cottage have signed an agreement for 2019-2020.

There being no other business the meeting closed at 7:30pm.

Chair, St. Mary Bourne Parish Council

Date