



East Tisted Parish Council

Minutes of the Annual General Meeting of East Tisted Parish Council held on Thursday 21st May 2020 at 6.30pm using Zoom

Summoned to attend:	Phil Cutts (Councillor & Chairman) Helen Evison (Councillor, Clerk & RFO) Peter Finch (Councillor) Sandra Nichols (Councillor) Colin Rule (Councillor & Neighbourhood Watch Coordinator)
By Invitation:	Russell Oppenheimer (County Councillor) – until 7.45pm One Villager
Apologies:	Mick Crumplin (Village Hall Management Committee) Charles Louisson (District Councillor) Dan Ross (Hampshire Constabulary)

The meeting opened at 6.32pm

As the meeting was a virtual meeting, in order to assist the Chairman and to avoid people speaking across each other, it was agreed that participants would raise their hand if they wished to speak.

1. Nomination and election of the Chairman and Vice-Chairman for 2020/21

The Chairman asked Councillors if there were any nominations for Chair 2020/21. Cllr Nichols proposed Cllr Cutts. This proposal was seconded by Cllr Rule. There being no further nominations and all being in favour Cllr Cutts was elected as Chair for 2020/21.

The Chairman asked Councillors if there were any nominations for Vice-Chair 2020/21. Cllr Rule proposed Cllr Nichols. This proposal was seconded by Cllr Finch. There being no further nominations and all being in favour Cllr Nichols was elected as Vice-Chair for 2020/21

2. Apologies and welcome

The Chairman welcomed all. Apologies were received from Mick Crumplin, Dan Ross and, should his earlier meeting not finish promptly, Charles Louisson.

3. Declaration of interests

None.

4. Public forum

An update was received from Cllr Oppenheimer.

- Central government had provided nearly £55million coronavirus-related support funding to HCC so far and more to support businesses had been announced today.

- The Household Waste and Recycling Centres had reopened but there had been queues. They were operating extended hours, 1000-1800 daily.

Q: Would there be a system for booking 'slots'?

A: No, but the public had been asked to go to the HWRC only if they had to.

- Hampshire, as a county, expected to be relatively badly affected by coronavirus as the population was relatively elderly and there was a relatively high proportion in care.

- The Hampshire Business Team were hoping to reopen soon. The country parks had reopened and hoped to open cafes etc in June or July.

- There had been early cutting of the verges

- There was a new South Downs National Park website



East Tisted Parish Council

Q: What was the Council's position regarding the possibility of a second wave and the need to go back into lockdown?

A: They would be prepared; they had developed quite sophisticated systems; lots of staff were working from home; Highways and care were out and about; they had learned and would be ready. The Council were determined to look after the most vulnerable; they had been impressed by local and district voluntary efforts. They would be ready to go back in to lockdown if necessary.

RO advised that his County Councillor's grant finding had been increased from £8K to £10K and that he hoped to contribute £1000 towards a suitable project in the village.

Q: Was there a deadline for applications?

A: Funding was for each financial year but would be allocated on a first-come for served basis. He planned to spread funding throughout the ward but hoped to make a grant to East Tisted.

The Chairman summarised highlights from CL's District Councillor Report which had been circulated with the papers for the meeting:

- There had been consultation regarding the East Hants Local Plan
- There had been consultation regarding the South Downs National Park plan
- The new waste contractor had taken over collection services
- New sports facilities were being developed in Alton and Petersfield
- He had made a donation of £750 towards East Tisted Parish Council's planned purchase of a traffic speed indicator.

The Chairman read an e-mail report from DR that had been received shortly before the meeting:

- The team had been patrolling and dealing with COVID breaches
- Plans were afoot to launch a rural crime action group
- Although roads were quieter speeding had become more of an issue
- Sickness across the force had been higher than hoped
- The uplift in officer recruitment was going well
- He had yet to hear back from the PCSO about the 'noise camera'. He would follow-up.

Cllr Nichols advised that the NFU had noticed an increase in rural crime during lockdown.

Cllr Finch said that there had been speeding on the A32 but that he had noticed more effort to police this recently.

It was agreed that the Chairman would contact DR thanking him for his report.

ACTION: Cllr Cutts

Cllr Evison reported briefly on behalf of MC:

- The Village Hall had been closed since lockdown: there were no letting or social events
- MC was acting as Chairman as the Committee had been unable to meet
- They had carried out a stock check; there was no immediate issue as most stock was long dated
- They had applied for, and been awarded, a Business Continuity Grant of £10K which would be of significant assistance.

Q: Did we have any information about their plans for reopening?

A: No. It was agreed to enquire.

ACTION: Cllr Evison

(Clerk's note: Subsequently MC advised that they expected to follow government guidance for cafes and bars.)

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 19th March 2020 were accepted as an accurate record and were signed by the Chairman. Matters arising were incorporated in today's agenda.



East Tisted Parish Council

6. Annual Business

Members reviewed and adopted the:

- a. Model Standing Orders
- b. Financial Regulations/system of internal control and
- c. Financial Risk Assessment subject to revision of the risk associated with potential loss of the Clerk from 'low' to 'medium'.

ACTION: Clerk

The Chairman reported that he had checked whether Cllr Evison was happy to continue as Clerk and RFO on a voluntary basis and that she had confirmed this. The other Councillors thanked Cllr Evison. It was noted that if the Parish Council did need to employ a Clerk this would leave no funding for other projects. The Chairman noted that, should it be necessary, the Parish Council would seek Villagers views regarding possible projects and funding.

- d. Members noted the Inventory of Assets as of 31st March 2020

Q: How was the valuation of the Village Hall arrived at and updated?

A: The value was taken from the Village Hall Insurance documents.

Q: It was clear that the Parish Council owned a strip of land south of the pond but was it clear who owned the pond and most of the surrounding grass?

A: Cllr Rule said that pond and its margins were not registered with the Land Registry: it was thought that this area belonged to Rotherfield. It was agreed to enquire.

ACTION: Clerk

(Clerk's note: Item 6b of the minutes of the Parish Council meeting of 4th December 2003, 'Pond – Finance of Pond Dredging/Lining' confirm that Rotherfield own this area. Quote "*It was noted that the Developers Contributions would not be available to the Parish Council to upgrade the village pond as the Parish Council did not own the land. Sir James agreed, as the landowner, to make some enquiries about the grants available.*" Unquote)

- e. Members noted the list of annual subscriptions to other bodies (only HALC/NALC)

f. It was noted that insurance was provided by the third year of a three-year standard local council package with Ageas via Norris and Fisher.

g. It was agreed that Cllr Finch would continue as the Parish Council representative on the Village Hall Management Committee.

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

Thursday 27th August 2020 at 6.30pm

Thursday 17th December 2020 at 6.30pm

Thursday 18th March 2021 at 6.30pm

Thursday 20th May 2021 at 6.30pm.

7. Annual Village (Parish) Meeting

It was noted that the Annual Village meeting for 2020-21 that was to have been held at 7.30pm today, Thursday 21st May, was postponed as it was not permissible to hold such a meeting virtually. It was agreed to keep the date for this meeting under review; if possible it would be held after the Parish Council meeting on 27th August.

All being well the Annual Village meeting for 2021-22 would be held at 7.30pm on Thursday 20th May 2021.

8. Correspondence

None.

9. Website and Villager Engagement

Cllr Cutts advised that he had started populating the template for the new website; he hoped that it would be ready to go live in two or three weeks. He had started with the statutory requirements and planned to add information about village facilities such as the Village Hall, shops, Neighbourhood Watch and Church; social media could be linked in.



East Tisted Parish Council

Cllr Cutts showed everyone the current template and thanked Cllr Rule for the aerial photographs. He requested that all Councillors e-mail him a square 'head and shoulders' photo to use on the website.

ACTION: ALL

Q: Would the website be disability friendly?

A: Yes, the necessary functionality was built in to the template.

Cllr Cutts asked the Clerk to e-mail him the current logo.

ACTION: Clerk

The 'Improving Communications' note that had been partially distributed before lockdown had resulted in two or three requests to be added to the Neighbourhood Watch list. It was agreed to update the note and recirculate this once lockdown was over and the new website was operational.

ACTION: Cllr Cutts (and others for distribution)

10. Planning

No planning applications had been received.

11. Highways

Cllrs Finch, Cutts and Rule had met with Ian Janes of Hampshire Highways to survey the A32 and Station Road for potential speed monitor sites on 20th March. Cllr Finch shares a map of the potential speed monitor locations. There were no appropriate existing poles on the A32. Two locations with good lines of sight had been identified. Ian advised that it would cost about £800 to supply and install two suitable poles. Purchase of the posts was agreed in principle. Six of the existing posts on Station Rd were potentially suitable, some were suitable for use in both directions, but all had to be licenced and three needed resetting. The speed monitor could be used for only 2 weeks at a time on any particular site but there were sufficient locations for it to be rotated.

The speed monitor, which allowed data capture, was on order; the licences had been applied for. Ian Janes had acknowledged the application and would advise when it would be possible to install or repair the various posts.

Cllr Finch had been in touch with the Parish Council of Hawkley and Parish Meeting at Colemore to ask whether it was acceptable to remove some of the signs from the junction of the A32 and Station Road so that the sign was only to Selborne, the Post Office and Village Shops. Hawley Parish Council had no objection. No response had yet been received from Colemore. Cllr Oppenheimer agreed to follow up. Cllr Finch would e-mail him his original message in order to facilitate this.

ACTION: Cllr Finch & Cllr Oppenheimer

Cllr Cutts added that when they had met with Ian Janes, he had also carried out a road condition survey and many problems had been logged. HCC action had been prompt and most had already been addressed.

Cllr Cutts had been in correspondence with Charles Cockburn at Beech where they had similar issues with speeding and the process of getting speed limits reduced.

Cllr Oppenheimer explained that he might be able to support speed control measures with a County Councillor's grant.

Councillors thanked Ian Janes for his support.

7.45pm RO left the meeting

12. Responsible Financial Officer (RFO)

a. Councillors received and reviewed the Internal Audit Report and letter for 2019/20.

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

(i) The Certificate of Exemption from External Audit for 2019/20, both income and expenditure being below £25,000, (page 3 of the Annual Governance and Accountability Return)

(ii) The Annual Governance Statement 2019/20 (page 5 of the Annual Governance and Accountability Return 2019/20) for the year ended 31st March 2020 and

(iii) The Accounting Statements for 2019/20 (page 6 of the Annual Governance and



East Tisted Parish Council

Accountability Return 2019/20) for the year ended 31st March 2020 both (ii) and (iii) having been internally audited.

- c. The RFO advised that the period for exercise of public rights to inspect the 2019/20 accounts was planned to be from Monday 15th June to Friday 24th July 2020 inclusive.
- d. Councillors reviewed the internal audit file, letter and report, agreed the effectiveness of internal audit for 2019/20 and agreed the retention of 'Lightatouch' as internal auditor for 2020/21.
- e. Councillors received and approved for signature by the Chairman the Statement of Financial Transactions and the bank reconciliations since the last meeting.
- f. Members received and approved for the Chairman to sign the Budget Monitoring Report for 2020/21 to date.
- g. Councillors agreed the following subscriptions, grants and payments:
 - Annual subscription to HALC & NALC, £156.60
 - Insurance renewal (year 3 of a 3-year contract to 31.05.21) – Norris & Fisher, £238.63
 - Internal audit fee 'Lightatouch' for 2019/20 review, £110
 - Grant to Homestart, Weywater, £50.

13. Date of the next meeting

Thursday 27th August 2020 at 6.30pm, hopefully, in the Village Hall. Details to be advised in due course.

ACTION: Clerk

There being no other business the Chairman closed the meeting at 7.58pm.

Helen Evison

Clerk and Responsible Financial Officer
31st May 2020

Agreed as a true and correct record.

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