



East Tisted Parish Council

Minutes for the Meeting of East Tisted Parish Council, Held on Thursday 23rd May 2024 at 6.30pm

Present: Phil Cutts (Councillor)
Carl McBean (Councillor)
Sandra Nichols (Councillor & Chairman)
Colin Rule (Councillor, Vice-Chairman & Neighbourhood Watch Coordinator)
Pippa Cockhead (Clerk & RFO)
Russell Oppenheimer (County Councillor) joined 7.10pm
Charles Louisson (District Councillor)
Jessica Hornsby (Hampshire Constabulary)
4 Villagers

Apologies: Mick Crumplin (Village Hall Management Committee)
Helen Evison (Councillor)

The meeting opened at 6.30pm

1. Nomination and Election of Chairman and Vice Chairman for 2024-25.

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 2024-25. Cllr Cutts proposed Cllr Nichols. This proposal was seconded by Cllr McBean. There being no further nominations and all being in favor, Cllr Nichols was elected as Chair for 2024-25.

Cllr Nichols took the Chair.

The Chairman asked Councillors if there were any nominations for Vice-Chairman 2024-25. Cllr Nichols proposed Cllr Rule. This proposal was seconded by Cllr Cutts. There being no further nominations and all being in favor, Cllr Rule was elected Vice-Chair for 2024-25.

2. Welcome, arrangements for the meeting and apologies

The Chair welcomed all and outlined arrangements for the meeting. Apologies were received from Cllr Evison and Mick Crumplin.

3. Declaration of Interests

Cllrs Cutts and Rule declared an interest in St. James Church for discussion, under Item 10 Correspondence, on the Agenda.

4. Public Forum

a. Cllr Nichols had reported that a couple of villagers' refuse bins had been damaged and the replacement bins are significantly less sturdy. Concerns were raised about sustainability and cost to councils.

Q. Are the new bins a false economy?

A. Cllr Louisson asked for a photo, of said bin, to be sent to the EDHC. CL was also aware of another such complaint and would investigate. **Action: SN**

b. Sioux Mingaye highlighted the recently painted Phone Box in the village, after having been in communication with BT for the previous six months. Sioux has offered to keep the box clean (after seeking permission from BT), but asked for assistance from the council. On production of the appropriate receipts the council will arrange reimbursement of cleaning materials. The phone can be used for Emergency calls and calls paid by card. Sioux was thanked for her willingness to take on this task. **Action: RFO**



East Tisted Parish Council

c. Q. What has happened to the village shop? The village shop in Ropley is run by volunteers alongside two paid employees, although this is proving to be unsustainable. Cllr Rule cited a similar scheme in North Devon, which has similar problems regards limited volunteers. Selborne has access to a mobile post office, which provides bank services as well as other products. Cllr Nichols will look into the mobile service. **Action: SN**

A. The owners have decided to close the shop after struggling for some time. The Estate owns the property, but not the business and has yet to make future plans.

d. Q. Is the Market Garden just for the residents of East Tisted ?

A. Yes, the villagers have access to the produce free of charge. Any surplus will be used in a Box Scheme. Contact Worthy Earth for more information.

e. Village Hall - Briefly the fridge has been repaired.

f. Hampshire Constabulary – JH confirmed that East Tisted was in a low crime area, however, when crimes occur they are of high impact and value. The trend for criminals is to start low level and build up to major crimes, the general stages are fly tipping to poaching and then onto burglary. The intention for Hampshire Constabulary is to focus on catching criminals at the early stage. This requires vigilance from locals and working together to build up intelligence. JH has offered to write an article for Tisted Tales and to arrange in person awareness meetings regarding security and safety in rural area. **Action: Clerk & CR to liaise**

g. The County Council and District Council reports were held over to the Annual Village Meeting following the close of this meeting.

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 2024 were accepted as an accurate record and signed by the Chairman. Action points and matters arising:

- Unity Trust Bank – The steps to enable two more councillors to authorise payments are in progress. Now the precept has been received the TSB account can be closed.

Action: HE/ RFO

- Hall for Hire Sign – SN has been in touch with EHDC who have replied that a sign nearer the roadside does not need planning permission. After checking the boundaries, the Village Hall Committee will take the matter forward. **Action: SN to liaise with VH Cttee**
- Zurich Insurance is Agenda item 7.
- Selborne School – SN has written in support of the proposed new 'wraparound' care facility at Selborne School.
- Website Meeting - this has yet to take place. **Action: PC/SN/Clerk**

6. Annual Business

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

- a.** The Model Standing Orders – Approval - proposed Cllr Rule, seconded Cllr McBean, all agreed, subject to additional wording with respect to 'An Emergency Item' being added to the Agenda after the Agenda has been issued. **Action: Clerk**
- b.** The Financial Regulations – The template has been updated by Government to reflect online banking regulations. The document has been reviewed and subject to minor updates Approved - proposed Cllr Rule, seconded Cllr McBean, all agreed.
- c.** The Financial Risk Assessment: Updated with respect to laptop provided by the council for the use of by the Clerk/RFO and online banking systems. Approved – proposed Cllr Cutts, seconded Cllr Rule, all agreed.



East Tisted Parish Council

- d. The Inventory of Assets: Addition of laptop. Cllr McBean is now overseeing the speed monitoring equipment. Approved – proposed Cllr McBean, seconded Cllr Rule, all agreed.
- e. The Annual subscription of HALC/NALC (£167.00) was approved.
- f. Village Hall Management Committee: 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.
- g. Meetings for 2024/25: Members agreed the time and place of ordinary meetings of the Council up to and including the next Annual General Meeting. Thursday 19th September 2024 at 6.30pm; Tuesday 10th December 2024 at 6.30pm; Thursday 13th March 2025 at 6.30pm; Tuesday 20th May 2025 at 6.30pm, followed by the Annual Village Meeting at 7.30pm.

7. Zurich Insurance

Cllr Nichols carried out a comparison of the Parish Council Insurance with the Village Hall Insurance, handout attached. The council felt that there was sufficient cover in terms of public liability. However, it was agreed to find out more about Trustee Indemnity (ETPC) and Management Liability (Village Hall). **Action: SN/Clerk**

8. Defibrillator

With the closure of the village shop, the defibrillator will need to be moved. The electricity supply needs to be checked. SN will contact Dave Crowthers to discuss the situation. **Action: SN/PC**

9. Correspondence received

- a. Grant request from St James – due to Cllrs Cutts and Rule declaring an interest in St James, therefore there was not a quorum of the committee present to finalise this request. The matters will be reviewed outside of the meeting. Historically £350 has been donated. **Action: SN/CM/HE**
- b. Brian Davey has notified the committee of his intention to retire by the end of summer and hand of the business to Daniel Vankempen. The council look forward to hearing from Daniel in due course.

10. Planning

None

11. Facilities

- a. Recreation Ground – the draft licence has now been received, otherwise nothing to report.
- b. Village Hall – the council can confirm that the village hall building is NOT Grade 2 listed – Cllr Nichols has been in touch with both EHDC and Historic England who have amended the map accordingly – the listing refers to the old clubhouse next door, it was just that the pinpoint marker on the map was incorrectly placed – now altered. Thanks to SN for resolving the issue.

12. Responsible Financial Officer

- a. Councillors received and reviewed the Internal Audit Report Letter for 2023-24 and signed Audit Report (page 4 of the Annual Governance & Accountability Return (AGAR) for 2023-24.
- b. Councillors received and approved for signature by the Chairman:
 - (i) the Certificate of Exemption from external audit for 2023-24, both income and expenditure being below £25,000 (page 3 of the AGAR)
 - (ii) the Annual Governance Statement 2023-24 (page 5 of the AGAR) and
 - (iii) the Accounting Statements for 2023-24 (page 6 of the AGAR)
- (ii) and (iii) having been internally audited.



East Tisted Parish Council

c. The RFO advised that the period for exercise of public rights to inspect the 2022-23 accounts would be from Monday 3rd June to Friday 12th July 2024 inclusive. Appropriate documentation would be displayed on the notice board 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 2024-25.

e. Councillors received and approved for signature by the Chairman the Statement of Financial Transactions since the last meeting and the Bank Reconciliations to 01.05.24.

f. Councillors received and approved the Budget Monitoring report 2024-25.

g. Councillors agreed the following subscriptions and payments:

- Zurich Insurance Renewal (yr3 of a 3 year contract) - £329.60
- Internal audit fee to 'Fair Account' for 2023-24 review - £130.00
- Payment to Cricket Club, increasing from £675.00 to £700.00

13. Date of next meetings

Thursday 19th September 2024 at 6.30pm, in the Village Hall.

Meeting Closed at 7.52pm

Pippa Cockhead
Clerk & Responsible Financial Officer
May 2024

Agreed as a true and correct record.

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