



East Tisted Parish Council

Minutes of the Annual General Meeting of East Tisted Parish Council held on Thursday 6th May 2021 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:** Charles Louisson (District Councillor) – Joined 6.38pm
One Villager
- Apologies:** Mick Crumplin (Village Hall Management Committee)
Dan Ross (Hampshire Constabulary)
Russell Oppenheimer (County Councillor)

The meeting opened at 6.34pm

1. **Nomination and election of the Chairman and Vice-Chairman for 2021/22**

The Chairman asked Councillors if there were any nominations for Chair 2021/22. 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 2021/22.

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 20/21/22.

2. **Apologies and welcome**

The Chairman welcomed all. Apologies were received from Arthur Scott, Emilie Hobday, Mick Crumplin, Dan Ross and, in all probability as it was election day, Russell Oppenheimer.

3. **Declaration of interests**

None.

4. **Public forum**

- The Chairman reported that no update had been received from Hampshire Constabulary.
- Cllr Evison reported briefly on behalf of MC:
 - The Village Hall was in use today as a Polling Station
 - The Risk Assessment was to be updated as regular users Bounce and yoga were considering starting up again
 - No Committee Meeting had yet been held

CL Joined the meeting

- CR advised that there was little to report for Neighbourhood Watch as, due to Covid, there were still no weekly figures. He continued to circulate any reports received, the latest being about theft of catalytic converters.

- CL explained that things had been quiet at the District Council in the run up to the elections. 500-600 covid-related grants had been awarded; a new system had been introduced at the start of April; all applications were now fraud checked. Catalytic converter theft was an issue across the district. Face to face public council meetings would resume shortly; some other meetings might continue to be held online.

The Chairman thanked all and closed the meeting for public participation



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5. Minutes of the previous meeting and matters arising

The minutes of the meeting held on 18th March 2021 were accepted as an accurate record. It was agreed that these would be signed by the Chairman by arrangement with the Clerk after the meeting.

The Chairman confirmed that matters arising of general interest, i.e., noise nuisance, litter picking, broadband, the telephone kiosk, the pond area and highways would be considered at the Annual Parish Meeting starting at 7.30pm today.

Other actions and matters arising:

- It was understood that Arthur Scott had commissioned some 'Take your litter home' and dog-fouling signs, but it was not known whether these had already been placed.
- CL was yet to advise further in respect of the Public Space Protection Order **ACTION: CL**
- Arthur Scott had advised that action regarding the extension of the recreation ground lease was still with their solicitors. PC had requested an estimate of when a response could be expected. It was noted that the Cricket Club were back in action and had a full programme of fixtures.
- The commemorative bench by the pond had been cleaned. Councillors thanked Arthur Scott for arranging this.
- The Chairman advised that he had yet to contact Russell Oppenheimer about how to progress the possibility of a 20mph limit. **ACTION: PC**
- Further to the above PF offered to check with Ian Janes of Hampshire Highways about the possibility of '20 is plenty' signs.
- PF had provided to Arthur Scott a plan of the damage to the road side banks caused by tractors. Arthur had advised that he had drawn this to the attention of the Rotherfield farming team and sent it to their contractors. He was awaiting a response. It was agreed to include follow-up as an agenda item for the next meeting. **ACTION: Clerk**

6. Annual Business

Members reviewed and adopted the:

- a. Model Standing Orders
- b. Financial Regulations/system of internal control and
- c. Financial Risk Assessment
- d. Members noted the Inventory of Assets as of December 2020
- e. Members agreed the list of annual subscriptions to other bodies (only HALC/NALC)
- f. The Clerk advised that the insurance package was to be renewed from 1st June. Three quotations had been requested but, as yet, only two responses received. It was agreed to enter in to a 3-year standard local council package with Zurich at £257.60 unless Norris and Fisher, the current supplier, quoted less.
- 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 19th August 2021 at 6.30pm
 - Thursday 16th December 2021 at 6.30pm
 - Thursday 17th March 2022 at 6.30pm
 - Thursday 26th May 2022 at 6.30pm.

CL advised that he was frequently busy on Thursdays so it was agreed to enquire whether the Village Hall would be available on any other evenings. **ACTION: Clerk**

7. Correspondence

None.

8. Planning



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9. Planning

Councillors considered the applications relating to minor works at The Coach House and concluded that these would make the house more usable. It was agreed that no comment would be submitted.

10. Responsible Financial Officer (RFO)

a. Councillors received and reviewed the Internal Audit Report Letter and signed Audit Report (page 4 of the Annual Governance and Accountability Return [AGAR]) for 2020/21.

Q: CR asked why the cost of the speed indicator and blue tooth unit had been added to the asset register but the values were not to be depreciated.

A: The Clerk explained that these treatments were recommended by the Auditor.

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

(i) The Certificate of Exemption from External Audit for 2020/21, both income and expenditure being below £25,000, (page 3 of the AGAR)

(ii) The Annual Governance Statement 2020/21 (page 5 of the AGAR) for the year ended 31st March 2021 and

(iii) The Accounting Statements for 2020/21 (page 6 of the AGAR) for the year ended 31st March 2021, both (ii) and (iii) having been internally audited.

c. The RFO advised that the period for exercise of public rights to inspect the 2020/21 accounts was planned to be from Monday 7th June to Friday 16th July 2021 inclusive.

d. Councillors agreed the effectiveness of internal audit for 2020/21 and agreed the retention of 'Lightatouch' as internal auditor for 2021/22.

e. Councillors received and approved for signature by the Chairman the latest 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 2021/22 to date.

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

- Annual subscription to HALC & NALC, unchanged at £156.54
- Internal audit fee 'Lightatouch' for 2020/21 review, unchanged at £110
- The insurance premium for 2021/22 – refer 6f above
- Having checked that the appropriate licences were in place, skip hire for removal of concrete from the old play equipment – AMA £276
- Subscription to Zoom for the March and May PC meetings - £28.78
- Grant to Home-Start, Hampshire, £50, unchanged from 2020.

11. Date of the next meeting

Thursday 19th 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 7.30pm.

Helen Evison

Clerk and Responsible Financial Officer

14th May 2021

Agreed as a true and correct record.

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