

GREATHAM PARISH COUNCIL

Minutes of the meeting of Greatham Parish Council held at Greatham Village Hall on Monday 3rd March 2008 at 7.30 p.m.

Present: Cllr Miss D Buckland (Chairman), Cllr M Chennell (Vice Chairman), Cllr R Flack, Cllr E Evans and Cllr D Rudd.

Also Present: Mr C Youngs (Locum Clerk)) plus 9 members of the public.

29/08 Position of Chairman

The Locum Clerk reported that as the Chairman, Cllr Buckland had not signed a declaration of Acceptance of Office form when she was elected as Chairman, that she should stand down and the Vice Chairman Cllr Chennell should take the chair. Cllr Chennell informed the members of the Council that he did not want to stand as Chairman of the Council and he asked for nominations for Chairman. Cllr Buckland was nominated and with no other nominations, Cllr Buckland was elected as Chairman by a unanimous vote. Cllr Buckland then completed her Declaration of Acceptance form as Chairman of the Council.

30/08 Chairman's Announcements

- a) The Chairman welcomed everyone, identified the fire escapes for the public and asked for mobile phones to be turned off.
- b) The Chairman informed the meeting that with regard to the South Downs Park Inquiry the Western Weald would now be included in the discussions.

31/08 Apologies for absence - Cllrs Onslow and Bridgman

32/08 Declarations of Interest - None

33/08 Public Question time

Cllr Buckland referred to the report by the Locum Clerk on a suggested procedure for public question time and informed members that Cllr Bridgman had told her that he was not in favour of it and that Cllr Onslow told her that she was in favour of it. The members were generally in favour of it and it was then:

RESOLVED: that the following procedures for public question time be implemented.

- a) Any elector within the parish may put a question to the meeting about a matter for which the Council has a responsibility or which affects the parish;
- b) An elector seeking a response to a question at the meeting must give the clerk notice of the question at least 5 clear days before the meeting;

- c) Questions will not be received by the Council which are in furtherance of a person's individual circumstances or which are about a matter where there is a right of appeal to the courts, a tribunal or government minister;
- d) A question will not be received by the Council where the issue it concerns has been the subject of a decision of the Council in the last 6 months;
- e) An elector putting a question may speak for no more than one minute;
- f) A maximum of 15 minutes will be allowed for public questions;
- g) No discussion shall take place on any question put. Where practical, the Chairman may respond to the question or indicate that a written response will be made;
- h) Where notice of a question has been given, a reply may be given orally at the meeting by the Chairman or person nominated by the Chair, or a written reply given to the elector;
- i) This procedure is included in standing orders when they are next reviewed; and
- j) This procedure is to be put on the website.

It was then:

RESOLVED: that the meeting be adjourned for 15 minutes in order for Councillors to discuss topics with members of the public.

A member of the public questioned the need for a procedure for public question time and Cllr Buckland replied that for the last two meeting members of the public had made lengthy statements.

Cllr Buckland responded positively to a question on whether the new procedures on public question would be monitored.

Following a question about an individual member, Cllr Buckland stated that this would not be answered following the agreed procedures and she read out the relevant section of the procedure.

Following a question on the status of the Locum Clerk and the review by HM Revenue & Customs, Cllr Buckland responded that the Locum Clerk was self employed and following another question, Cllr Buckland agreed to confirm this with evidence that the Locum Clerk would provide. Cllr Buckland confirmed that the review by HM Revenue & Customs had been concluded.

A member of the public stated that he was having difficulty in obtaining Freedom of Information requests. Cllr Buckland informed the meeting that she had supplied everything as requested and the Locum Clerk said that some information asked of him, was not supplied as it was excluded from the act and in accordance with the Council's publication scheme. However the Locum Clerk would check whether there was any outstanding items.

Following a question on the land clearance at Longmoor Road, it was responded that there has been no planning application submitted and the Enforcement Officer from EHDC had visited and he could not take any action.

Standing orders were then reinstated.

34/08 Approval of 4th February 2008 Minutes

RESOLVED: With 1 abstention, the minutes of the meeting of Greatham Parish Council held on 4th February 2008 be approved and signed as a true and correct record.

35/08 Minutes of 19th June 2008 and 31st July 2008 Council meeting

As these had not been circulated, the approval of these minutes would be considered at the next meeting.

36/08 Reports from County (HCC) and District Councillors (EHDC)

None. Apologies were given by Cllr Cartwright.

37/08 Financial Matters

a) Approval of payments

Cllr Buckland confirmed that the Financial Responsible Officer, Cllr Bridgman had received only one invoice to be considered at this meeting. This was from the Locum Clerk which he had checked.

RESOLVED: that the payment to Mr CJ Youngs of £422.89 be approved:

The Financial Responsible Officer, Cllr Bridgman had informed the Chairman and Locum Clerk that he recommended a bank transfer from the Reserve Account to the Current Account.

RESOLVED: To transfer £1,000 from the Reserve account to the Current account.

b) Confirmation of budget.

Cllr Buckland stated that the Locum Clerk had been asked to clarify the budget for the Council for 2008/09 and he had submitted a report.

RESOLVED: That the budget as follows be approved.

Item	Budget 2008/09
Receipts – Bank interest	500
Payments	
Clerk's exp	4200
Admin	4580
Maintenance/play grants	2455
Projects	1265
Total payments	0
Net Expenditure	12500
	12000
Precept	12000

c) Bank reconciliation

The Financial Responsible Officer, Cllr Bridgman had provided the Bank reconciliation to the Chairman and Locum Clerk. The Locum Clerk reported that as at the 29th February the Balance for the Reserve Account was £30,864.32, the Old Church Account was £10,970.23 and the Current account was £303.91.

d) Report by Financial Responsible Officer, Cllr Bridgman on update on actions agreed at last meeting

The Financial Responsible Officer, Cllr Bridgman had provided a note to the Locum Clerk which stated that all items are receiving attention, but Natwest Bank are providing more of an obstacle than anticipated and Cllr Bridgman is now writing to them and he believes this will be sorted by the April meeting.

38/08 Correspondence

The following correspondence was noted and some acted upon as follows:

- a) Hampshire Association of Local Councils – it was agreed not to send a representative to the NALC annual conference;
- b) Greatham Village Hall Trustees
- c) Consultation on East Hampshire's new Community Strategy and EHDC's Core strategy as part of the Local Development Framework
- d) South Downs Campaign
- e) E mails from residents to Locum Clerk.
- f) 101 Stakeholder update
- g) Audit Commission – The Locum Clerk would respond.

39/08 Village Website & Parish Council report

Cllr Buckland read out Cllr Bridgman positive views on the website and following a discussion it was:

RESOLVED: That the following be implemented.

- a) To keep all the pages up to date.
- b) To maintain the planning page and Cllr Buckland would keep this updated.
- c) The Chairman and or Clerk submit statements informing residents of current activities and or important information.
- d) Members or clerk's reports to Council meetings should be included on the website.
- e) The Clerk and or Chairman keep the website up to date together with any other additions/changes agreed by Council.

40/08 Frequency of meetings

Cllr Buckland had received a variety of views on the frequency of meetings. Cllr Bridgman had suggested that the monthly meetings remain. Cllr Flack and Cllr Evans suggested that 6 weekly meetings would be appropriate. The Locum Clerk was asked for his views and he

suggested that one critical area was the approval of payments, as well as the availability of the village hall and perhaps this should be explored at the next meeting. This was agreed.

41/08 Planning Matters

It was reported that two planning applications had been received and a Planning Committee would be convened.

42/08 Playground Report

The Locum Clerk reported that the zipwire and seat had been given to Handmade Places and he had requested that, if safe, these would be restored to the playground by Easter. He also reported that he had spoken to 2 companies for them to submit a drainage scheme to the Council and this would be considered by the Council in due course. He reminded members that it was planned to install a system in the early autumn, so there was plenty of time.

43/08 Highways and Transport Report

It was reported that work at Baker's Field was outstanding as HCC were waiting on their insurers.

44/08 Footpath Report - None

45/08 Old Church Representative

Funding is still being sought.

46/08 Date of next meeting

The date of the next meeting was confirmed as being 7th April 2008 at 7.30 p.m

There being no further business, the meeting closed at 8.27pm