

Greatham Parish Council

Minutes of the Annual General Meeting of Greatham Parish Council held at Greatham Village Hall on Friday 20 May 2011 at 8.30pm

Present Cllr A Cheesman, Cllr D Jerrard, Cllr Mrs S Jerrard, Cllr P Larner, Cllr Miss C Rudd, Cllr D Rudd and Cllr J Trodden. Mr A Booton, 7 members of the public and 1 member of the press were also present.

In the absence of Mr A Bridgman, the outgoing Chairman of the Parish Council, Mr A Booton the outgoing Vice Chairman covered the preliminaries; mobiles switched off, and fire exits. He welcomed and congratulated the new and existing Councillors. Mr Booton explained that Cllr Jerrard had been appointed Acting Clerk of the Council.

1. Election of the Chairman of the Parish Council for 2011/2012

Mr Booton asked for nominations for Chairman of the Parish Council. Cllr Cheesman proposed Cllr Larner, seconded by Cllr Trodden. There were no other nominations and Cllr Larner was elected Chairman unanimously.

2. Declaration of Acceptance of Office – Chairman

Cllr Larner signed the declaration of acceptance of office as Chairman of the Parish Council in the presence of the Proper Officer (The Acting Clerk).

3. Chairman's Announcements

The new Chairman, Cllr Larner, then made a statement, welcoming the public to the meeting, and thanking the outgoing Parish Councillors for their efforts over the previous term. The Chairman gave special thanks to the past Parish Council clerk, Teresa Whelan, for ensuring a smooth handover of paperwork to the new council. The Chairman explained that there had been no election in Greatham as there had only been 7 candidates for the 7 seats, and all candidates had been elected unopposed.

The Chairman introduced the new councillors, some of whom were new to the Parish Council whilst some had been on the previous council.

The Chairman also stated that there was an Attendance Book for signatures for health and safety reasons. The Chairman stated that the meeting was being recorded for the purpose of taking the minutes and the recording would be deleted once the minutes have been approved.

Finally, the Chairman announced that there would not be a Public Question Time at this meeting as it was the first meeting of the new Parish Council.

4. Election of Vice Chairman of the Parish Council 2011/12

Cllr Jerrard proposed Cllr Miss C Rudd, seconded by Cllr Cheesman. Cllr Miss Rudd was elected unanimously as Vice Chairman of the Council.

5. Apologies for Absence

Apologies were received from Cllr Mrs J Onslow (District Councillor) and from Cllr V Clarke (County Councillor) who had sent a written report.

6. Declarations of Interest

The following interests were declared :

- Cllr Trodden declared a personal and prejudicial interest in Planning Application No 25324/003 due to a family interest in the potential purchase of the property.
- Cllrs Jerrard, Mrs Jerrard, Larner and Cheesman declared a personal and prejudicial interest in Planning Application No 31828/007 because they were personal friends of the applicant.
- Cllr Larner declared a personal interest in Agenda Item 12 as a current Trustee of the Greatham Allotment Charity.

7. Elections of Members of Sub-Committees

Cllrs D Rudd, D Jerrard, Trodden and Cheesman volunteered to be members of the Planning Committee. Approved unanimously.

Following enquiries by Cllr D Rudd, Cllr D Rudd, Mrs Sue Booton, Mrs Debbie Heddicker and Mr Alan Bridgman were proposed as members of the Old Church sub-committee. Approved unanimously.

8. Election of Representatives

The following Councillors volunteered as Parish Council representatives :

- Playground – **Cllr Cheesman**
- Highways & Public Transport – **Cllr D Rudd**
- Greatham Village Hall – **Cllr Miss C Rudd**
- Coryton Trust – **Cllr D Jerrard and Cllr D Rudd**
- Blackmoor Recycling Liaison Panel – **Cllr D Jerrard**

All proposed and seconded and approved unanimously.

- Footpaths – the Chairman read out an email from former Cllr Andrew Fellows who had been representing footpaths on the previous Council. It was agreed that Mr Fellows would continue with this role with **Cllr Miss C Rudd** acting as liaison with Mr Fellows.
- Tree Warden – 2 possible gentlemen were proposed for this role, one by Cllr Trodden and the other by Cllr Jerrard. It was agreed to defer this appointment to the next meeting of the Council to enable Cllr Trodden to investigate the availability of his nominee, failing which Cllr Jerrard would investigate the alternative possibility.

Action JT/DJ

- HALC/EHAPTC – it was proposed and agreed unanimously that the Chairman, the Vice Chairman and the Acting Clerk would be the Council's representatives for liaison with HALC/EHAPTC pending the appointment of the new Clerk, who would be expected to replace the Acting Clerk as one of the representatives.

9. Minutes of the Parish Council Meeting on Monday 4 April 2011

The minutes were agreed unanimously by Cllrs Jerrard, D Rudd and Miss C Rudd who had attended the meeting with the four new Councillors abstaining. The Chairman signed the minutes as a true record of the meeting.

10. Matters arising from the minutes of the Parish Council Meeting on Monday 4 April 2011

The Chairman asked about the latches at the playground. These had not yet been dealt with and Cllr Cheesman as the Playground Representative agreed to look into this.

Action AC

11. Appointment of the Clerk

It was proposed and agreed unanimously that a working group of three Councillors should be appointed with a mandate to place advertisements and drive forward the process of appointing a new clerk as soon as possible. It was further agreed that previous candidates should be approached for possible interest and availability. It was agreed unanimously that the working group should consist of the Chairman, Cllr Miss Rudd and Cllr Mrs Jerrard.

Action PL, CR, SJ

It was further agreed and resolved that HALC should be approached about the appointment of a locum Clerk/RFO pending the appointment of a new Clerk.

Action DJ

12. Greatham Allotment Charity

The Chairman reported that the Council had received a letter from the Secretary of the Charity saying that Mr Roger Lewis had resigned as a Trustee and that Mr Don Jerrard's four year term had come to an end. There were therefore two vacancies. Following discussion Cllr D Jerrard proposed that Mrs Doris Voice should take one of the vacancies, seconded by Cllr Cheesman and Cllr Miss Rudd proposed Mrs Susan Jerrard for the other vacancy, seconded by Cllr Trodden, Approved unanimously. The Chairman will inform the other Trustees of the Charity.

Action PL

13. Parish Council Insurance

Following discussion of the insurance arrangements it was resolved that the Aviva insurance proposal was accepted for one year. Cllr Trodden agreed to look into possibilities for getting cheaper alternatives in the future.

Action JT

14. Approval of Payments

The following payments were approved unanimously :

Payee	Purpose	Amount
Mrs Teresa Whelan	Clerk's Salary (£284.42) and Expenses (£17.59)	£302.01
Came & Company	Insurance from 1st June 2011 – 31st May 2012	£1376.51

Action DJ

The Acting Clerk explained that he had not yet got the cheque books and the Council needed to do a new Bank Mandate.

15. Bank Mandates and Signatories

Agreed that the Acting Clerk would get the necessary forms completed and the cheques could be signed as soon as could be arranged. All agreed.

Action DJ

16. Approval of Accounts for 2010/2011

It was proposed that the draft accounts be approved as a true financial record and position of Greatham Parish Council, subject to the addition of £1 as the price paid for the telephone box. All agreed.

Action DJ

It was proposed that the Accounting Statement in the draft Annual Return be approved as a true financial record and position of Greatham Parish Council, subject to the addition of £1 as the price paid for the telephone box. All agreed.

Action DJ

The Acting Clerk explained that the Statutory Notice should have been put up on 6 May 2011, but there was a practical problem in that the Council had neither the Annual Return or the accounting records. After discussion it was proposed that the Acting Clerk would contact the Audit Commission requesting agreement to a practical timetable, that the records and other documents would be obtained from Mrs Whelan, and put in the Committee room with the Acting Clerk taking appointments to inspect them. All agreed.

Action DJ

17. Internal Audit

The letter from Mr Harland quoting £205.00 plus VAT was presented to the Council. The Acting Clerk explained that he had spoken to Mr Harland who was willing to do the audit and the current year also, especially because of the statutory changes which were to come into effect at the same time as the abolition of the Audit Commission. Mr Harland could not come to inspect the records until the week beginning 16 June. All agreed with this proposal and to the reappointment of Mr Harland subject to agreeing the fee for the current year.

Action DJ

18. RFO's Report

In the absence of an RFO it was reported that there was a balance of £195.60 in the current account, of £1345.83 in the Old Church account and of £34,609.04 in the General Reserve Account. It was resolved that £2000 should be transferred from the Reserve Account to the Current Account so that the outstanding payments could be made. All agreed

Action DJ

19. Royal Wedding Tea Party

It was proposed that a vote of thanks be sent to Mrs Jane MacDonald, Miss Diane Buckland and Mrs Kate Jones for their efforts in organising this event on behalf of the village. All agreed and letters to be sent recording this.

Action DJ

20. Planning Applications

50720/003 - Orchard Bungalow, Stairs Hill, Empshott, Liss, GU33 6HL (RETENTION OF DETACHED SHED/STORE WITH SEATING AREA ABOVE FOR USE WHILST NEW DWELLING IS BEING CONSTRUCTED)

It was agreed that the Parish Council would make no comment on this planning application

51203 - Old Post Office, Stairs Hill, Empshott, Liss, GU33 6HW (CHANGE OF USE OF PART OF GROUND FLOOR TO RESIDENTIAL AND THE WHOLE PROPERTY INTO A SINGLE RESIDENTIAL DWELLING)

It was agreed that there was no objection but the Council would like the building to be restored sympathetically in view of its importance as a landmark building

Action DJ

31828/007 - The Old Coach House, Petersfield Road, Greatham, Liss, GU33 6HA (CROWN REDUCE ONE ASH TREE)

It was agreed that there was no action needed bearing in mind Council could not be quorate for this item (due to declarations of interest from Councillors)

25324/003 - 3 Woolmer Villas, Petersfield Road, Greatham, Liss, GU33 6AY (CHANGE OF USE FROM CLASS A1 RETAIL SHOP TO FULLY RESIDENTIAL USE)

It was agreed that this application would be deferred until the next meeting

21. Schedule of Meetings of the Parish Council

It was proposed that :

- The dates agreed for the Parish Council meetings in the remainder of 2011 will be 6 June, 4 July, 5 September, 3 October, 7 November, 5 December. All meetings will be held on the first Monday in month, with no meeting in August).
- Furthermore, the dates for the Planning Committee meetings will be 21 June, 19 July, 16 August, 20 September, 18 October, 22 November, 20 December. All meetings will be held on the Tuesday 15 days after the full Parish Council meetings. There will be no Planning Committee meetings when there is nothing to decide.
- All meetings will commence at 8:00pm.

All agreed. Greatham village website to be updated

Action PL

22. Report of County Councillor

The report was read out by the Acting Clerk. The County Councillor had also reported that the Environment Agency were investigating problems concerning deposited materials at various sites including the site behind Kingshott Cottages.

23. Report of District Councillor

No report was received from the District Councillor

24. Correspondence

The following correspondence was discussed :

- Training Courses – It was agreed that details of courses be circulated as soon as known and considered at next meeting.
- Specific mention of correspondence re expansion of buildings at Fern Farm and regarding developers contributions.
- Letter from Damian Hinds MP regarding land Registry matters.

Other items of correspondence will be deferred to next meeting.

25. Date of next meeting

The date of the next meeting will be 6 June 2011.

26. Close of Meeting

The Meeting closed at 10:30 pm

Summary of Actions

Meeting Date	Agenda Item	Who	Action	Status
20.05.2011	8	JT/DJ	JT to investigate the availability of his nominee Tree Warden, failing which DJ would investigate the alternative possibility Tree Warden	Open
20.05.2011	10	AC	To look at the latches in the playground and report back	Open
20.05.2011	11	PL, CR, SJ	To place advertisements and drive forward the process of appointing a new clerk as soon as possible. Previous candidates should be approached for possible interest and availability	Open
20.05.2011	11	DJ	To approach HALC about the appointment of a locum Clerk/RFO pending the appointment of a new Clerk.	Open
20.05.2011	12	PL	To inform the other Trustees of the Charity that Doris Voice and Susan Jerrard have been appointed as trustees of the Greatham Allotment Charity	Open
20.05.2011	13	JT	To look into possibilities for getting cheaper Parish Council Insurance alternatives.	Open
20.05.2011	14	DJ	To draw up cheques to be signed for payments to : <ul style="list-style-type: none"> • Mrs Teresa Whelan - £302.01 • Came & Company - £1376.51 	Open
20.05.2011	15	DJ	To get the necessary bank mandate forms completed	Open
20.05.2011	16	DJ	To update the draft accounts to include the £1 for the telephone box	Open
20.05.2011	16	DJ	To update the Accounting Statement to include the £1 for the telephone box	Open
20.05.2011	16	DJ	To contact the Audit Commission requesting agreement to a practical timetable, that the records and other documents would be obtained from Mrs Whelan, and put in the Committee room with the Acting Clerk taking appointments to inspect them	Open
20.05.2011	17	DJ	To contact Mr Harland to the advise his reappointment as the Council's internal auditor	Open
20.05.2011	18	DJ	To arrange the transfer of £2,000 from the Reserve Account to the Current Account so that the outstanding payments can be made	Open
20.05.2011	19	DJ	To send letters of thanks to Mrs Jane MacDonald, Miss Diane Buckland and Mrs Kate Jones for their efforts in organising the Royal Wedding Tea Party on behalf of the village	Open

Meeting Date	Agenda Item	Who	Action	Status
20.05.2011	20	DJ	To submit comments on planning application 51203 - Old Post Office, Stairs Hill, Empshott, Liss, GU33 6HW (CHANGE OF USE OF PART OF GROUND FLOOR TO RESIDENTIAL AND THE WHOLE PROPERTY INTO A SINGLE RESIDENTIAL DWELLING) that there is no objection but the Council would like the building to be restored sympathetically in view of its importance as a landmark building	Open
20.05.2011	21	PL	To update the village website with the new dates for the remainder of 2011	Open

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