



# Wickham Parish Council

Minutes of the AGM of the above Council held at Wickham Centre on Tuesday 30<sup>th</sup> May 2017 at 7.15pm.

**Present:** Angela Clear (Chairman), Sue Roger-Jones (Vice-Chairman), Trevor Astbury, Adrian Brown, Alan Ediss, Therese Evans, Di Frost, Justin Gamblin, Tim Harper, Loraine Rappe.

Co-opted Recreation Committee member Barry Causer, County Councillor Patricia Stallard, District Councillor Neil Cutler, one member of the public, Parish Clerk Nicki Oliver.

1. **To elect a Chairman of the council for the ensuing year** Angela Clear elected.
2. **To elect a Vice-Chairman of the council for the ensuing year** Sue Roger-Jones elected.
3. **To receive the Chairman's declarations of acceptance of office** Received.
4. **To receive apologies for absence** Nick Guy.
5. **To receive declarations of interest regarding agenda items** None.
6. **To adjourn meeting to allow participation by members of the public** Resident Doug Copeland raised a query about a business sign in The Square. Cllr Evans to pursue.

**6.1 To receive Safer Neighbourhood concerns from the community** No report this month.

**6.2 Report from County Councillor** Report circulated prior to meeting. In response to an enquiry from a resident Cllr Stallard will request speed monitors on Hoads Hill.

**6.3 Reports from District Councillors** The District Councillors advised of their committee roles for the coming civic year. David McLean has been appointed 818<sup>th</sup> Mayor, his chosen charities to be confirmed.

**6.4 Questions from members of the public** Not required.

**6.5 Chairman's announcements** No announcements.

## 7. Meeting resumed to consider the following agenda items:

**7.1 To approve the minutes of the Full Council meeting held 18<sup>th</sup> April 2017 Minutes approved and signed.**

**7.2 General Purposes Committee report (Cllr Gamblin)**

**7.2.1 To receive minutes of meeting held 9<sup>th</sup> May 2017 Minutes received.**

**7.2.2 .Proposal to adopt a policy for drone use on council land It was resolved to adopt the following policy:**

### **Drone use on Wickham Parish Council land**

- Drones must be kept away from people and property at all times

*7.2.3 Proposal to adopt a policy for dog walkers on council land* **It was resolved to adopt the following policy:**

**Dogs on Wickham Parish Council land**

- Dogs must be kept under control at all times
- Owners must clean up after their dogs
- Dogs must be kept on a lead on Wickham Recreation Ground
- Dog walking businesses are not permitted

*7.2.4 Feedback from Wickham Fair and use of the recreation ground for residents' parking* **About ten local residents took up the offer to park in the recreation ground on Fair Day. The gate was locked with a combination padlock which worked well.**

*7.3 Lighting / Highways Representative report (Chairman)* **Requests for maintenance ongoing.**

*7.4 Planning Committee report (Cllr Frost)*

*7.4.1 To receive minutes of meeting held 9<sup>th</sup> May 2017* **Minutes received.**

*7.5 Recreation Committee report (Cllr Roger-Jones)* **Next meeting 6<sup>th</sup> June.**

*7.6 Water Meadows Trust report. (Cllr Roger-Jones)*

*Note AGM held at 7pm before this meeting.*

*7.7 Finance Committee report: (Chairman)*

*7.7.1 To receive minutes of meeting held 9<sup>th</sup> May 2017* **Minutes received.**

*7.7.2 Proposal to approve accounts for external audit as follows:*

1. Risk Assessment for major public assets (adopted 21<sup>st</sup> March 2017)
2. Review of internal audit controls (adopted 21<sup>st</sup> March 2017)
3. Internal audit tests as agreed (agreed 21<sup>st</sup> March 2017)
4. Annual Governance Statement 2016/17
5. Receipts and payments accounts 2016/17
6. Asset register March 2017 (adopted 21<sup>st</sup> March 2017)
7. Supporting statement 2016/17
8. Action Plan to improve effectiveness of internal controls and risk assessment procedures 2017/18
9. External audit return (Chairman) **Resolved.**

*7.7.3 Proposal to make a grant of £100 to Victim Support* **Resolved.**

*7.7.4 Proposal to underwrite printing cost of two editions of Knowle Post* **Resolved to a maximum of £1,000.**

*7.7.5 Proposal to make a grant application to the Football Foundation for funding assistance (max £500 per set) and place an order with Pitchworks for replacement goals for the all weather pitch for the sum of £5,945.00 + VAT funded through the asset sinking fund.* **Resolved.**

7.7.6 Proposal to adopt a Discretions Policy for the Council's membership of the Local Government Pension Scheme **Resolved.**

7.7.7 To note the bank reconciliation for the end of March 2017 **Noted.**

7.7.8 Proposal to pay the following precepted grants:

1. Citizens Advice Bureau £2,000
2. Meon Valley Home Start £1,200
3. Wickham Youth Club £2,000
4. Knowle Youth Project £2,000
5. Wickham Festival £3,000

**Resolved.**

7.8 To review Standing Orders' requirements:

- i. Review of delegation arrangements to committees, sub-committees, staff and other local authorities **No changes proposed.**
- ii. Review the terms of reference for committees **Agenda item for all committees.**
- iii. Appointment of members to existing committees **Members appointed.**
- iv. Appointment of any new committees **No changes proposed.**
- v. Appointment of chairmen of committees **Appointments made.**
- vi. Review and adoption of standing orders and financial regulations **Revised Standing Orders adopted 21<sup>st</sup> February 2017, no further amendments proposed at present. Finance Regulations adopted 17<sup>th</sup> January 2017 no further amendments proposed at present.**
- vii. Review of arrangements with other local authorities **Parish Council owned street lights contracted to HCC for energy and maintenance under the PFI scheme. The Parish Council also contributes to WCC towards the Market Towns Development Officer and the running costs of the public loos. All included in precept for 2017/18 no changes proposed.**
- viii. Review of representation on or work with external bodies and arrangements for reporting back **Representatives appointed, reports to be made to Full Council as appropriate.**
- ix. To consider whether to exercise the General Power of Competence **Power is available to use if required.**
- x. Review of inventory of land and assets including building and office equipment **Carried out as part of the accounts year end. See 2017 asset register.**
- xi. Review of the Council's and staff subscriptions to other bodies **Reviewed when the precept is set.**
- xii. Review of the Council's complaints procedure **Reviewed 23<sup>rd</sup> March 2015 with no amendments**

- xiii. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 **Reviewed and updated 23<sup>rd</sup> March 2015. Document retention policy to be adopted in 2017. (Outstanding action from 2016)**
- xiv. Determine the time and place of ordinary meetings of the Full Council up to an including the next AGM of the Council **Dates for 2018 to be circulated in October.**

*7.9 Projects reporting to Full Council*

*7.9.1 Monitoring Welborne (Cllr Evans) Outcome of Buckland outline application awaited.*

*7.9.2 Monitoring WCC Local Plan (Cllr Clear / Cllr Evans) WCC to begin an immediate review of Local Plan Part 1.*

*7.9.2 Moyse proposals / Knowle Water Meadows No further updates.*

*7.10 Reports from representatives of outside organisations including:*

*7.10.1 Wickham Community Association (Cllr Roger-Jones) No report this month.*

*7.10.2 Wickham Youth Club Sessions all going well.*

*7.10.3 Knowle Youth Club No report this month.*

*7.10.4 Wickham Community Tennis Club (Cllr Ediss) All going well. A new session for seniors is about to start.*

*7.11 Reports on other recent meetings attended by Councillors/Clerk No meetings to report.*

**8. Recent correspondence** List circulated prior to meeting.

**9. Accounts for payment** It was resolved to pay accounts shown on pages 5 & 6.

**10. To note bank balances**

<b>Bank balances</b>	<b>30.5.17</b>
Water Meadows	£18,134.00
PC current ac	£77,302.00
PC interest ac	£207,677.00
	<u><u>£303,113.00</u></u>

Meeting closed 9.25pm

Signed .....

Date.....

Wickham Parish Council Accounts for Payment May 2017

		Recipient	Amount	VAT inc	Notes *payments to Clerk
<b>Administration</b>					
1	BACS	Nicki Oliver	£1,399.66		*Clerk's salary May
2	BACS	Home as office	£51.25		*Clerk's expenses May
3	BACS	Telephone and internet	£44.25		*Clerk's expenses May
4	BACS	Clerk's expenses	£39.92		*Visits to Knowle/ exp
5	BACS	HCC	£502.19		Employee and employer's pension conts
6	BACS	Wickham Centre	£132.75		Room hire April
7	DD	Lloyds	£18.00		Bank charges March
8	BACS	HALC	£56.00		Good Councillor Guide 2017 x 14
9	BACS	Toner Kingdom	£58.58	√	*Ink for printer
10	BACS	Viking	£57.30	√	Replacement mono printer 50%
11	BACS	Simoney	£21.60		Badges for cllrs
<b>Annual Assembly costs</b>					
12	BACS	Viking	£82.67	√	Display board fixings, certificate frames
13	BACS	Cash prizes for Woodford Comp	£70.00		*Cash reimburse Clerk
14	BACS	Tesco	£164.77		*Refreshments
15	BACS	Fresh to Desk	£839.76	√	Catering
16	BACS	Katastrophies	£255.30	√	Citizen awards and cup engraving
<b>Grants</b>					
17	BACS	Victim Support	£100.00		AGM agenda item 7.7.3
18	BACS	Citizens Advice Bureau	£2,000.00		Precepted grant
19	BACS	Meon Valley Home Start	£1,200.00		Precepted grant
20	BACS	Wickham Youth Club	£2,000.00		Precepted grant
21	BACS	Knowle Youth Project	£2,000.00		Precepted grant
22	BACS	Wickham Festival	£3,000.00		Precepted grant
<b>GP Committee</b>					
23	BACS	WCC	£1,964.53		Contribution towards running public loos
<b>Grounds contract</b>					
24	BACS	Paul Collins			
		£2,012.50			<b>Wickham:</b> as contract
		£1,462.75			<b>Knowle:</b> as contract
		£130.00			<b>Wickham extras:</b> roll pitch £40, mark out £60, repair goal post hole and notice board in rec £30
		<u>£30.00</u>			<b>Knowle extras:</b> mark out
		Total	£3,635.25		

Wickham Parish Council Accounts for Payment May 2017 cont.					
		Recipient	Amount	VAT	Notes *payments to Clerk
18	BACS	OCS			
			£385.92		Empty dog bins / play area safety checks Wickham April
			<u>£468.94</u>		Ditto Knowle
		Total	£854.86	√	
<b>Recreation Committee</b>					
25	DD	British Gas	£29.01	√	Electricity for tennis courts floodlights Tennis Club to reimburse
26	DD	British Gas	£22.01	√	Electricity for all weather pitch flood lights
27	DD	British Gas	£83.50	√	Gas for pavilion
28	DD	Southern Electric	£12.00	√	Electricity for pavilion
29	BACS	Castle Water	£42.83		Water for pavilion
30	BACS	HB Sports Surfaces Ltd	£540.00	√	Vandalism repairs
<b>Knowle hall &amp; car park</b>					
31	BACS	Widley Landscapes	£52.80	√	Knowle car park landscape maintenance
32	BACS	Kirsty Raggett	£780.00		Caretaking £760 phone £20
33	BACS	British Gas	£289.44	√	Electricity for hall
34	BACS	British Gas	£280.94	√	Gas for hall
35	BACS	Wickham Windows	£20.00		Window cleaning
36	BACS	Biffa	£293.58	√	Waste collection
37	BACS	Firecare & Security	£96.00	√	Intruder alarm call out
<b>New projects</b>					
38	BACS	Crane Garden Buildings	£36,636.00	√	Clubhouse for recreation ground
39	BACS	Newbury Landscapes	£2,016.00	√	Base for clubhouse
40	BACS	Philspace	£49.92	√	Security fence for clubhouse
<b>Economic Development</b>					
41	BACS	Winchester City Council	£3,500.00		As precepted
<b>Water Meadows</b>					
1	BACS	Paul Collins	£200.00		Maintenance April
		<b>Total</b>	<b>£200.00</b>		