

AWBRIDGE PARISH COUNCIL

Minutes of the Annual Meeting of The Council in Awbridge Village Hall, Romsey Road, Awbridge SO51 0HG on Thursday, 25th May 2017 at 7.30pm

Present: Cllrs Allen (**PA**) (Chair), Daley (**CD**), Jackson (**GJ**), Jones (**TJ**), Wheeler (**SW**)

In attendance: 1 Member of the public, Cllr Nick Adams-King (**NAK**)

Apologies: Cllr Hawthorne (Work commitment), Cllr Legon (Work commitment), HCC County Councillor Roy Perry, Test Valley Borough Councillor Gordon Bailey

Clerk: Ian Milsom

			Action
1.	17/048	Welcome and introductions The retiring Chairman welcomed those present.	
2.	17/049	To receive and accept apologies from those Members absent from the meeting Apologies as above.	
3.	17/050	Declarations of interest I. Members are asked to declare any interest, and the nature of that interest, which they may have in any of the items under consideration at this meeting. SW declared an interest in item 20. (17/01157/TPOS) II. Members are asked to confirm that their register of pecuniary interests are accurate and up-to-date CD confirmed his declaration as accurate and up-to-date.	
4.	17/051	Election of Chair a. To elect the Chairman for the forthcoming year TJ proposed PA , seconded by CD Resolved. b. Chairman to sign declaration of acceptance of office. PA signed declaration of acceptance of office of Chairman.	
5.	17/052	Election of Vice Chairman To elect the Vice Chairman for the forthcoming year TJ proposed CD , PA seconded. Resolved.	
6.	17/053	Public observations/questions on agenda items To suspend the business of the Council to allow members of the public to make observations or put questions to the Council about items on the agenda.	

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		A parishioner notified that only Cllr Bailey listed as Cllr for this parish, not Cllr Adams-King.	Clerk
7.	17/054	Election of representatives to outside bodies <ul style="list-style-type: none"> Test Valley Association of Town & Parish Councils CD proposed SW , seconded by GJ . Resolved.	
8.	17/055	Formation of working groups To confirm existing working groups and their respective delegated authority <ul style="list-style-type: none"> Human Resources TJ proposed CD and PA continue to form this working group, which is able to make recommendations to full Council for ratification. Seconded by GJ . Resolved.	
9.	17/056	To agree councillor areas of responsibility Following discussion, the following areas of responsibility were agreed: <ul style="list-style-type: none"> Neighbourhood Planning - CD Parish Council profile - GJ Highways - PA Bridle paths/Rights of way - SW Recreational facilities - TJ 	
10.	17/057	Salaries and Allowances To agree the clerk's rate of remuneration for the current year CD reported that Hampshire Association of Local Councils (HALC) has now released a report profiling and benchmarking clerk's salaries in Hampshire. This will be studied by the HR Working Group and a report brought to a future meeting of the Council. To agree the Chairman's allowance for the current year Proposed by SW , seconded by GJ that this be set at £25. Resolved.	
11.	17/058	Minutes To confirm the minutes of the Annual Meeting held on 26th May 2016 Proposed by CD , seconded by SW that these be accepted as an accurate record of the business conducted. Resolved.	
12.	17/059	Accounts for the year ending 31 March 2017 <ol style="list-style-type: none"> To receive report from the internal auditor and to note any recommendations. The clerk reported that copies of the written report were not yet	

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		<p>available. He confirmed that whilst a few observations have been made, these are administrative and do not relate to any discrepancies within the accounts.</p> <p>Clerk to circulate the internal auditors written report prior to the 6 July 2017 meeting.</p> <ul style="list-style-type: none"> b. To approve Section 1 (Annual Governance statement 2016/17) of the Annual Return c. To approve Section 2 (Annual Accounting Statements 2016/17) of the Annual Return <p>Acceptance of b. and c. was proposed by SW, seconded by CD, Resolved.</p> <p>To confirm that the clerk is the Responsible Finance Officer Proposed by SW, seconded by CD, Resolved.</p>	Clerk
13.	17/060	<p>Financial Regulations</p> <p>To note the Financial Regulations dated 26 March 2015 and to agree any changes</p> <p>It was proposed by CD, seconded by TJ that these be accepted without change. Resolved.</p>	
14.	17/061	<p>Standing Orders</p> <p>To note Standing Orders dated 30 July 2015 and to agree any changes</p> <p>It was proposed by TJ, seconded by SW that these be accepted without change. Resolved.</p>	
15.	17/062	<p>Appointment of Internal Auditor</p> <p>To appoint an internal auditor for the year 2017/18</p> <p>After a brief discussion, the clerk was asked to obtain details of at least two other auditors, and their charges, so that a comparison can be made with 'Do the Numbers Ltd', the current internal auditor.</p> <p>The clerk advised of the new external audit arrangements from April 2017.</p>	Clerk
16.	17/063	<p>Banking arrangements</p> <p>To agree the banking arrangements for the year and to confirm account signatories</p> <p>It was proposed by CD, seconded by GJ, that the Council continue to bank with Barclays Bank, Romsey branch, and that the existing account signatories, shown below, should continue in the financial year 2017/18. Resolved.</p> <p>PA/TJ/SW/Clerk</p>	

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17.	17/064	Asset Register To note the asset register dated 31 March 2017 The asset register and the value of current fixed assets, was noted.	
18.	17/065	Risk Management To note the risk management schedule dated 30 March 2017 Noted.	
19.	17/066	Insurance cover To note the proposed insurance cover. The clerk provided details of the main areas of cover, including employer's liability and public liability. To agree payment of the insurance premium. The clerk drew attention to the discount offered for three-year extended cover, annual cost £361.48 It was proposed by CD , seconded by TJ , that cover be renewed with Inspire, via Came & Co., on a three-year basis, at a cost of £361.48 per annum. Resolved	Clerk
20.	17/067	Planning (<i>Standing Item</i>) To consider planning applications notified to the Council 16/02967/FULLS Stanbridge Earls, Amended Plans Following discussion, it was proposed by GJ , seconded by SW , that the amended plans do not sufficiently address the original concerns raised by Council and that its original objection should stand. Resolved. 17/01157/TPOS Removal of Tree, Fairhaven/Beaconsfield, Danes Road. SW withdrew from discussion of this item. After discussion, it was proposed by CD , seconded by GJ , that Council's response be 'No Objection'. Resolved. (SW did not vote) Note: Update on previous planning applications are available on the Planning Tracker page of the Council's website	Clerk Clerk
21.	17/068	Date of next meeting of Council and items for the agenda The next full meeting of the Parish Council will be held on Thursday, 6 th July 2017, commencing at 7.30pm in the Village Hall. A Planning Committee Meeting is scheduled for Thursday, 15th June 2017. This will only proceed if there are planning applications to consider The meeting closed at 9.00pm	

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