

**Greatham Parish Council**  
**Minutes of Annual Meeting**  
**held on Wednesday 5<sup>th</sup> May 2021, 8pm (virtual meeting)**

**Present** Cllr A Cheesman (part), Cllr A Crick, Cllr S Harris, Cllr M Rodbert, Cllr O Rook

**Also present** Jane Ives, Clerk to Parish Council  
6 members of the public

- 21.01 Election of Chairman to the Parish Council for 2021/22:** It was **RESOLVED** that Cllr Rodbert was elected Chairman for 2021/22. **Proposed: Cllr Butler. Seconded: Cllr Harris.**
- 21.02 Declaration of Acceptance of Office:** Cllr Rodbert signed the declaration.
- 21.03 Election of Vice Chairman to the Parish Council for 2021/22:** It was **RESOLVED** that Cllr Harris was elected Vice Chairman for 2021/22. **Proposed: Cllr Butler. Seconded: Cllr Crick.**
- 21.04 Chairman’s Announcements:** Cllr Rodbert thanked the outgoing chairman Cllr Butler for all his work over the last two years. He went on to express his thanks to all councillors and members of the public who have taken part in council working groups. He also thanked the Clerk for her contribution. The Chairman then reminded everyone present that this was a meeting held in public and not a public meeting and asked that everyone acted with decorum. There would be an opportunity for public questions later in the agenda.
- 21.05 Apologies for absence:** Cllr Driver
- 21.06 Declarations of Interests:** None
- 21.07 Register of Interests:** The Clerk reminded all councillors to ensure their register of interests is up to date and, if it was not, reminded them of their duty to update it as soon as any information changes.
- 21.08 Council Meeting Minutes:** It was **RESOLVED** to approve the minutes of the Parish Council meeting held on 14<sup>th</sup> April 2021.
- 21.09 Update on actions arising from previous meetings:**
- i) **Bridleway 11 funding** – Hampshire Countryside Services investigating funding opportunities
  - ii) **HCC Traffic Study** – Clerk to ask HCC to wait until lockdown is over before further studies
  - iii) **Telephone Box** – Clerk to liaise with relevant organisations/neighbours
  - iv) **Bench in churchyard** – Cllr Rook arranging installation
- 21.10 Election of Members to Planning Committee:** It was **RESOLVED** to **DEFER** this item as 4 members did not come forward to join.
- 21.11 Election of Chairman and Vice Chairman of Planning Committee:** It was **RESOLVED** to **DEFER** this item for the same reason as minute ref 21.10.
- 21.12 General Power of Competence:** It was confirmed that the Council remain eligible to hold the General Power of Competence.
- 21.13 Election of Councillors to Working Groups and appointment of lead person:** The following was **RESOLVED**:

<b>Staffing</b>	<b>Cllrs Crick, Harris, Rodbert</b>	<b>Lead: Cllr Harris</b>
<b>Policies &amp; Compliance</b>	<b>Cllrs Cheesman, Crick, Rodbert, Clerk</b>	<b>Lead: Cllr Crick</b>
<b>Transport &amp; Traffic</b>	<b>Cllrs Butler, Cheesman, Rook</b>	<b>Lead: Cllr Butler</b>
<b>Neighbourhood Development Plan Feasibility Study</b>	<b>Cllrs Crick, Rodbert</b>	<b>Lead: Cllr Rodbert</b>
<b>Playground</b>	<b>Cllrs: Cheesman, Harris, Clerk</b>	<b>Lead: Cllr Harris.</b>

**Terms of Reference for Working Groups:** Playground working group terms of reference will need to be brought back to a future meeting for approval.

**21.14 Election of members of the public to working groups:** The following was **RESOLVED**:

<b>Neighbourhood Development Plan Feasibility Study</b>	<b>Vicky Baum</b>
<b>Old Church Working Group</b>	<b>Boopie Cope, Josh Dale-Harris, Jim Paul, David Redman, Jen Rook, David Self, Peter Sutton</b>

**21.15 Old Church Strategy Working Group:** It was **RESOLVED** to **DEFER** this item to the next meeting.

**21.16 Election of representatives to outside bodies:** The following was **RESOLVED**:

<b>Greatham Village Hall</b>	<b>Cllrs Crick &amp; Harris are currently trustees and will remain so</b>
<b>Coryton Trust</b>	<b>Cllrs Cheesman &amp; Crick are currently trustees and will remain so</b>
<b>Liss Greatham &amp; Hawkley Friendship Fund</b>	<b>Cllr Crick</b>
<b>East Hampshire Association of Parish &amp; Town Councils</b>	<b>Cllr Rodbert</b>
<b>Community Partnership Meeting</b>	<b>Vacant – appointment to be brought back to future meeting</b>
<b>Greatham Inn</b>	<b>No current requirement for representation</b>

**21.17 Old Church Working Group Terms of Reference:** It was **RESOLVED** to approve minor changes to the terms of reference regarding expanding the description of the lead member and to add the requirement for one councillor to be appointed as a member of the group.

**21.18 Appointment of Councillors as Leads:** The following was **RESOLVED**:

<b>Facilities</b>	<b>Cllr Cheesman</b>
<b>Footpaths</b>	<b>Cllr Rook</b>
<b>Community Engagement</b>	<b>Cllr Harris</b>
<b>Communications</b>	<b>Cllr Harris</b>
<b>Old Church Working Group</b>	<b>Cllr Rodbert</b>

**21.19 District Councillor’s Report:** No report this month

**21.20 County Councillor’s Report:** No report this month

**21.21** The Chair **adjourned** the meeting for **Public Questions**:

In response to a question about chairing the Planning Committee, Cllr Rodbert confirmed that he would no longer be on the committee.

A member of the public asked a question relating to a response received from the parish council about a question raised at last month’s meeting.

A member of the public raised a planning issue near his property and would write to the council with full details.

A member of the public asked when the swings at the playground would open fully after Covid-19 restrictions. The Clerk will carry out a risk assessment with a view to bringing them back into use.

A member of the public was concerned about a Royal Mail van driving over the verges on Petersfield Road. The Clerk will write to Royal Mail.

A member of the public queried the dates on an agenda item and the Clerk confirmed the minutes referred to were correct.

**Meeting reconvened**

**21.22 Internal Audit Report:** The internal audit was carried out on 30<sup>th</sup> April and the report was noted (Appendix 1). The Clerk reported there were no recommendations as the audit did not identify any issues with finances or processes.

**21.23 End of Year Bank Reconciliation:** Cllr Butler confirmed he had checked and verified the year end bank reconciliation (Appendix 2).

*As the meeting had reached 1.5 hours, it was RESOLVED to extend by 30 minutes*

**21.24 Annual Return & Governance Statements (AGAR) 2020/21**

- a. The Annual Internal Audit Report contained in the AGAR was noted
- b. The Annual Governance Statements were read out by the Chair. Councillors resolved to approve each statement. The document was signed by the Chair and, due to holding a remote meeting, the Clerk would countersign following the meeting
- c. The Council considered and approved the Accounting Statements 2020/21 prepared & signed by the RFO
- d. The Chair signed and dated the Accounting Statements 2020/21
- e. The Clerk confirmed dates for the exercise of public rights to inspect accounting records to be Monday 14<sup>th</sup> June to Friday 23<sup>rd</sup> July inclusive

**21.25 Works at Old Church:** The Clerk advised that a resident had contacted the parish council about works which may affect the churchyard. However, since the agenda was published the resident has advised that works should not now affect the churchyard but will contact us if this changes.

**21.26 Publication Scheme:** The Clerk outlined that the Publication Scheme adopted by the Council was out of date and should be updated. Councillors raised various questions about what items would be disclosed if the Council have a Disclosure Log.

The Clerk advised councillors that the information relating to this was sent to them some time ago and no questions had been raised with her prior to the meeting. The Clerk was not able to answer the quite technical questions being raised now and these should have been raised earlier in order to give her a chance to investigate and provide answers at the meeting. The Clerk warned councillors about the need to be transparent about information the Council holds.

The Chair asked that councillors provide questions to the Clerk relating to this item prior to the next meeting.

It was **RESOLVED** to **DEFER** this item to the next meeting.

*As the meeting had reached 2 hours, it was RESOLVED to suspend Standing Orders relating to meeting times to allow the meeting to continue and for all agenda items to be discussed*

*Cllr Cheesman left the meeting at 10pm*

**21.27 Standing Orders/Financial Regulations:** To note the Standing Orders and Financial Regulations and arrange a review by the Policies Working Group.

**21.28 Meeting Dates 2021/22:** The dates were agreed up to an including the Annual Meeting in May 2022. All meetings would start at 8pm.

	<b>Parish Council (2<sup>nd</sup> Wednesday of each month)</b>	<b>Planning Committee (4<sup>th</sup> Monday of each month, subject to planning applications)</b>
May 2021	Annual Meeting 5 <sup>th</sup> May Annual Parish Meeting 19 <sup>th</sup> May	24 <sup>th</sup> May
June 2021	9 <sup>th</sup> June	28 <sup>th</sup> June
July 2021	14 <sup>th</sup> July	26 <sup>th</sup> July
August 2021	No scheduled meeting	No scheduled meeting
September 2021	8 <sup>th</sup> September	27 <sup>th</sup> September
October 2021	13 <sup>th</sup> October	25 <sup>th</sup> October

November 2021	10 <sup>th</sup> November	22 <sup>nd</sup> November
December 2021	8 <sup>th</sup> December	As required (TBA)
January 2022	12 <sup>th</sup> January 2022	24 <sup>th</sup> January 2022
February 2022	9 <sup>th</sup> February 2022	28 <sup>th</sup> February 2022
March 2022	9 <sup>th</sup> March 2022	28 <sup>th</sup> March 2022
April 2022	13 <sup>th</sup> April 2022 Annual Parish Meeting (TBA)	25 <sup>th</sup> April 2022
May 2021	11 <sup>th</sup> May 2022 Annual Meeting	23 <sup>rd</sup> May 2022

**21.29 Annual Parish Meeting:** The Clerk advised the APM must be held by 1<sup>st</sup> June and Council should weigh up the risks of holding an APM with current Covid-19 restrictions or not holding an APM which is required by law. It was **RESOLVED** to not hold a public meeting by 1<sup>st</sup> June due to safety concerns and to hold a public meeting later in the year. It was further agreed that an Annual Report would be published in the form of a leaflet/flyer with input from all councillors to go into Village Magazine to be delivered to all residents. The report would also be published via our website/social media/ mailing list.

**21.30 Payment Schedule:** It was **RESOLVED** to approve the following payments:

Invoice Date	Payee	Description	Net Total	VAT	Total
26/04/21	Clerk	Salary April 2021	£809.97	£0.00	£809.97
26/04/21	HMRC	Tax/NI liability mth 1	£12.86	£0.00	£12.86
15/03/21	Petersfield Town Council	Grass Cutting Old Church	£120.00	£24.00	£144.00
30/04/21	Lightatouch	Internal Audit Fee	£225.00	£0.00	£225.00
		<b>TOTALS</b>	<b>£1,167.83</b>	<b>£24.00</b>	<b>£1,191.83</b>

**21.31 Date of next meeting:** The next meeting will be Wednesday 9<sup>th</sup> June 2021.

The Chair closed the meeting at 10.13pm.

**Signed:** ..... **Chair**

**Date:** .....

