

## East Tisted Parish Council

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### Minutes of the Annual General Meeting held on Thursday, 24 May 2012 at 7pm in the Village Hall

<b>Attending:</b>	David Bowtell (Chairman) Mary Jane Carter (Councillor) Ronnie Crumplin (Councillor) Emma Dillnutt (Clerk) Allan Read (Villager)
<b>Apologies:</b>	Chris Graham (District Councillor) Kevin MacEntaggart (Councillor) Sir James Scott (Councillor)
<b>Copy to:</b>	Larry Johnson (Neighbourhood Watch Co-Ordinator) Louisa Whatmore (Hampshire Constabulary)

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**1. Apologies and introduction.**

Apologies had previously been received from Chris Graham and Sir James Scott and unfortunately Kevin MacEntaggart was unable to attend due to illness. Louisa's attendance was in question as she may be detained in court but would come if she could.

David explained that due to reduced attendance, legal advice had been sought to ensure the meeting was quorate and therefore able to make decisions.

**2. Nomination and election of Chairman for 2012/2013.**

- a. Nomination and election of Chairman for 2012/2013 - David handed the chair to Emma who asked for nominations. Ronnie nominated and Mary Jane seconded David. N.B. Subsequent clarification to confirm this vote was legal has been sought and there being no other nominations, David was unanimously re-elected.
- b. Approve Chairman's annual allowance – currently standing at £37.54. Decision to increase deferred until a later date.

**3. Minutes of the previous (December 2011) meeting and matters arising.**

The minutes of the Council meeting held on 1 December 2011, having been previously circulated, were signed as a correct record by the Chairman with the following matters arising:-

1.12.11 3 & 6.c. Neighbourhood Watch & Traffic – update to be given by Larry Johnson at the Open meeting later.

Decisions made via email due to February's cancelled meeting were duly ratified, these were:-

- a. Rotherfield Park Cricket to continue with ground maintenance of pond and playground areas at a cost of £1100 payable in two equal instalments in May and October.
- b. Rotherfield Park Cricket Club to undertake remedial works as specified in Playsafe Playgrounds' annual report at a cost of £350. Emma will monitor the work. **Action: Emma**
- c. Purchase of Neighbourhood Watch signage estimated at £240.



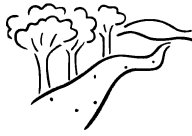
## East Tisted Parish Council

4. **Declaration of interests and update to Register of Interest forms if required.**

Members were reminded of their responsibility to declare any interest which they may have in any item of business on the agenda no later than when the item is reached, and (subject to certain exceptions in the National Code of Local Government Conduct) to leave prior to discussion and voting on the item. Also, Councillors are required to complete new Register of Interest forms if their circumstances have changed. None are required.
5. **Chairman's business.**

David presented his Annual Summary. This included:-

  - Annual accounts have been audited and are ready for inspection should anyone wish to see them. Highlights are a 5% reduction in staff costs (£640 to £610) and 12.5% reduction in precept (£4K to £3.5K).
  - £120 to administer a non-contested election.
  - Rotherfield Park Cricket Club further supported by awarding annual grounds maintenance contract and contributing towards pavilion renovations (£1,100 & £610).
  - Secured a new insurance contract for similar premium but more comprehensive cover.
  - Playground – insured and maintained according to ROSPA guidelines.
  - Continued support of charitable organisations:- CPRE, Hampshire Playing Fields Association (who have awarded a grant to RPCC) and East Hampshire CAB.
  - Continued contributions made to East Tisted Parochial Church Council for graveyard maintenance (£200) and a one-off contribution towards roof repairs following lead theft (£250).
  - Two extra grit bins have been obtained at no cost to the village thanks to Hampshire County Council.
  - Villagers helped last summer to clear improve the pond area and we hope to rely on their support again this year.
  - Bench restored in honour of Diamond Jubilee (£250) – a job very well done by Jason.
  - Village communications going apace with upgraded village website managed by Basil Lansdale and supplemented by a Facebook site and now the Neighbourhood Watch initiative.
  - A Neighbourhood Watch scheme has been successfully set up and managed by Larry Johnson with signage purchased and extensive communication channels opened. Larry will talk about this later at the Open Meeting.
6. **Sub-committee's update**
  - a. Planning – no applications received.
  - b. Pond – no action taken.
  - c. Traffic and highways – speed checks undertaken by the Police have ascertained that 12% of traffic is travelling above the maximum speed allowed (36mph in a 30mph zone) on Station Road but that the signage is not currently enforceable. Having lodged a request with Hampshire Highways to upgrade it, the Police have asked the Parish Council support this request. Mark Kemp-Gee, our County Councillor responsible for Highways, is due to attend the Open Meeting later and this matter will be brought up with him.
  - d. East Tisted Village Website – the annual report was reviewed and David thanked Basil for his continued efforts.
7. **Parish clerk**
  - a. Approve Annual Accounts and Quarterly Financial Statement - these were reviewed and unanimously approved and the accounts signed by the Chairman (attached).



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- b. Subscription/affiliation renewal requests:
    - i. CPRE - £29 annual (last renewal April 2011) – the Council agreed to renew the annual subscription.
    - ii. Hampshire Association of Local Councils - £118 annual (last renewal April 2011) – the Council agreed to renew the subscription.
    - iii. Zurich Municipal Annual Insurance Renewal - £387.22 (£381.33 in 2011) – the Council agreed to renew this policy
  - c. Requests for financial contributions:
    - i. Victim Support (2011 application denied) it was agreed not to donate at this time.

### 8. Next Meeting

Thursday 6 September 2011 at 7.30pm in the Village Hall.

There being no other business, the meeting closed at 7.30pm.

Agreed as a correct record of events
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David Bowtell – Chairman
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Date
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## East Tisted Parish Council

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### 6. c. Webmasters Annual Report.

Our change to BT as host for the Parish Web Page continues to be a great success. You can find us at <http://easttisted.btck.co.uk>. We can't measure how much trade is being driven to local businesses from our pages – as most businesses don't log the source of their enquiry. However anyone using Google as a search engine still has Wikipedia and Sam and Bridget's BandB to pass before arriving at our site. At least we are now item 3 on page 1 and ahead of the other "official" websites – thanks to everyone who told me how to improve our listing.

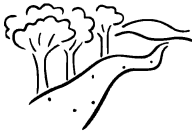
The Facebook group is lively, well used and effective for fast moving news and communication. We reach about 30 homes (about one in three) through this medium and it is linked to our Parish Web Site. The group can be found at <http://www.facebook.com/groups/east.tisted/> and if you live in the village but have not joined yet and would like to, then just ask. The group has been set up so that only members see the group, who's in it and what members post; so any information about what we are doing and when we are likely to be away from our homes etc. cannot be seen by undesirable "white van" drivers and the like.

"Star" newcomer to the East Tisted IT "communication's revolution" is our Neighbourhood Watch initiative driven by Larry Johnson. The registered membership is currently 33 properties. Whilst it is great to find out what sort of crimes have been reported or what has been reported as suspicious activity – it does need to be the eyes and ears of the Village, actively reporting suspicious activity on the non-emergency number 101, or for a crime in progress or to report a crime that has taken place call 999. If you wish, you can inform Larry so he can let the other members of the scheme know ASAP so they can keep an eye out.

Finally many homes where broadband is a way of life have registered with Hampshire County Council to have faster connection in this area. We should know in 2013 what the detailed plans are with implementation planned for 2015. Anyone not aware of this initiative can obtain details on [www.hants.gov.uk/broadband-signup](http://www.hants.gov.uk/broadband-signup) where it seems the more interest we register the higher the priority given to the area.

Basil Lansdale.

E&OE



## East Tisted Parish Council

### 7 a. Biannual Financial Statement (due to February's meeting cancellation)

30 Nov 2011	Bank Balance		<b><u>£3,821.59</u></b>
Payments Out	Playsafe Playgrounds	£ 165.60	
	J W Joinery (Bench)	£ 250.00	
	Parochial Church Council	£ 450.00	
	Emma Dillnutt (Nov&Dec)	£ 115.09	
	Emma Dillnutt (Jan&Feb)	£ 139.18	
	Portsmouth City Council	£ 200.00	
	Emma Dillnutt (Mar)	<u>£ 37.00</u>	
	Total	<u>£1,356.87</u>	
Payments In	Cash (change from PCC cq)	£ 3.00	
	Precept	£2,000.00	
	VAT Refund	£ 37.60	
24 May 2012	Bank Balance		<b><u>£4,505.32</u></b>
Amounts Allocated	Community Projects (pond)	£ 600.00	
<b>Funds Available</b>			<b><u>£3,905.32</u></b>
Six month contingency calculated to £2,200.			
2012/13 Precept £3.5K - £2K in April and £1.5K in October.			



## East Tisted Parish Council

7 a. Annual Accounts – for approval.

### Section 1 – Accounting statements for

#### EAST TISTED PARISH COUNCIL

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2011 £	31 March 2012 £	
1 Balances brought forward	1589	2853	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	4000	4000	Total amount of precept received or receivable in the year.
3 (+) Total other receipts	42	12	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	642	611	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	—	—	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	2136	3787	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	2853	2467	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	2853	2467	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets and long term assets	NONE	NONE	The recorded book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties and any long term investments.
10 Total borrowings	NONE	NONE	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Trust funds (including charitable) disclosure note	YES NO ✓	YES NO ✓	<b>Disclosure Note:</b> The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures above do not include any trust transactions.)

I certify that for the year ended 31 March 2012 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date 24 MAY 2012

I confirm that these accounting statements were approved by the council on this date:

24 MAY 2012

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting approving these accounting statements.

SIGNATURE REQUIRED

Date 24 MAY 2012