

East Tisted Parish Council

Minutes of the Annual General Meeting held on Thursday, 23 May 2013 at 7pm in the Village Hall

Present:	David Bowtell (Chairman) Mary Jane Carter (Councillor) Ronnie Crumplin (Councillor) Emma Dillnutt (Clerk) Kevin MacEntaggart (Councillor) Sir James Scott (Councillor)
By Invitation:	Larry Johnson (Neighbourhood Watch) Mark Kemp-Gee (County Councillor) (part) Basil Lansdale (Webmaster) (part) Louisa Whatmore (Hampshire Constabulary) (part)
Copy to:	Chris Graham (District Councillor)

1. **Apologies and welcome.**
David welcomed the Councillors and those invited to the meeting. No apologies had previously been received. Mark Kemp-Gee and Louisa Whatmore were expected but not yet present.
2. **Nomination and election of Chairman for 2013/2014.**
 - a. Nomination and election of Chairman for 2013/2014 – David handed the chair to Ronnie who nominated David. Seconded by Sir James, David was unanimously re-elected.
 - b. Approve Chairman's annual allowance – currently standing at £83.01, it was agreed to top up the allowance by £16.99 to £100 for David to use at his discretion. **Action: Emma**
3. **Annual Police Review – PC Louisa Whatmore.**
This item was deferred until Louisa arrived.
4. **Minutes of the previous meeting and matters arising.**
 - An extra grit bin has been requested for Monkey Lane. It has been confirmed that Appleton View is an adopted highway and therefore Council grit is allowed to be used to keep it clear. It was agreed therefore, that another bin inside Appleton View is not required at this time.
 - Ground Maintenance 2013 – the ground maintenance specification, having been previously agreed by email, and the subsequent decision to award Rotherfield Park Cricket Club an annual payment of £550 to maintain the outfield and Brian Davey £40 per fortnightly visit to mow and strim the pond and playground, was duly ratified.
3. **Annual Police Review – PC Louisa Whatmore.**
Deferred from earlier - David welcomed Louisa to the meeting.

Louisa presented her annual review for East Tisted with two non-dwelling burglaries, one resulting in a quad bike theft. One criminal damage event and two thefts from motor vehicles, one of fuel and the other a tax disc. Hampshire Constabulary's Operation Staunton has had some success in bringing local jewel thieves to justice.

Louisa reiterated the need for remote homes to be adequately signposted for the emergency services to find them quickly. She also requested that villagers remain vigilant and stated the need for people to ensure their homes are secure



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with valuables kept within a properly installed ground safe if possible. The most effective deterrent is still a house alarm.

Now that the speed signs have been erected along Station Road, Larry asked if Louisa can proceed with enforcing the speed limit. **Action: Louisa**

Louisa also asked that her telephone contact number be changed on our website to 101. **Action: Basil**

5. Declaration of interests.

Councillors were reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation had been granted, Councillors may not participate in any discussion of, or vote on, or discharge any function related to any matter in which they have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. Councillors must withdraw from the room or chamber when the meeting discusses and votes on the matter.

6. Chairman's business & annual review.

David deferred his annual review to the Open meeting later.

7. Sub-committee's update

- a. Planning – no applications have been received.
- b. Pond – no action has been taken although Emma will contact Mary Buckle to ensure she is still happy to fulfil her Pond Monitor role. **Action: Emma**
- c. Traffic and highways
 - i. Annual update from Mark Kemp-Gee.

David welcomed Mark to the meeting. Mark confirmed the speed signage has been completed on Station Road and that the white 'no stopping' lines outside the Post Office & Stores will be installed shortly. Sam & Bridget had also requested a Car Park sign to encourage use. Sam is now aware, however, that this would be his financial responsibility to provide and erect if he sees fit. Emma will email Derek Rawle of HCC Highways to thank him and his team for dealing with potholes and sign defects very quickly over recent weeks. **Action: Emma**
 - ii. The trees around the new speed signs have been cut back and Louisa will confirm if the trimming is adequate to enforce the speed limit. **Action: Louisa**
- d. East Tisted Village Website (attached).

Basil ran through his annual review which made encouraging reading with over 50% of the village now covered by electronic communication. The Council thanked him for his continued efforts and Basil subsequently left the meeting.
- e. Neighbourhood Watch Update from Larry Johnson (attached).

Larry ran through his annual review and the Council concluded that our Neighbourhood Watch Scheme is a resounding success. The Council thanked Larry for his dedication to the cause and his continued efforts.

8. Parish clerk

- a. The Annual Accounts had been audited and were, along with the Quarterly Financial Statement (attached), duly approved and signed by the Chairman.
- b. Subscription/affiliation renewal requests:
 - i. Whilst Sir James declared an interest, it was agreed by other members of the Council to renew annual membership of the CPRE at a cost of £29.



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- ii. It was agreed to renew annual membership to the Hampshire Association of Local Councils at a cost of £126.
 - iii. It was agreed to renew our Zurich Municipal Annual Insurance policy at a cost of £393.45.
 - c. Requests for financial contributions:
 - i. It was agreed not to contribute to Victim Support at this time.
 - d. Rotherfield Mile 2014 - the idea of a social representative being on the Parish Council had been suggested (by Sam in his email to Emma of 1 May) to discuss the possibility of staging the Rotherfield Mile in 2014 and other such events on an ongoing basis. The Council felt it inappropriate to have such representation at their Council meetings especially as the Village Hall committee is already in place to discuss and implement social activities within the village. Emma will respond to Sam. **Action: Emma**

Next Meeting

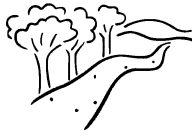
Thursday 5 September 2013 (not 2011 as stated in the agenda!) at 7.30pm in the Village Hall.

There being no other business, the meeting closed at 7.45pm.

Agreed as a correct record of events

David Bowtell – Chairman

Date



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7.d. East Tisted Village Website - Webmaster's Report 2012 / 2013.

- British Telecom Sponsored "official" Parish web-site.

The site has been visited as below – which shows how many times a particular page has been accessed.

	Visit counter
Home	2357
Who's who	653
2013 onward Parish Council Minutes	55
Parish Council Minutes from September 2011	334
Parish Council News	1988
Dates for your Diary	483
Web-site	445
News	423
Link to Village Facebook	479
Business and Social addresses	535
About us	406
Contact us	332
Guestbook	2957

I am surprised at the high volumes and especially the Guestbook volume, as we have had very few folk actually doing anything once they have accessed the page. Informally I have surveyed the businesses listed on the Business and Social addresses page, sadly none have recorded any business interest directly resulting from our register.

I will continue to post all messages to the community from the Parish Council on this site and believe that we should stay with this free service for the future.

- Village Facebook Page.

This continues with the more dynamic data for the Village and seems to be working well. One subscriber asked the moderator (Mr. John Curgenvin) to remove what was considered an offensive posting and this request was refused under the Facebook guideline for moderators.

- Neighbourhood Watch.

Mr. Larry Johnson has an excellent distribution list for Neighbourhood Watch and I tend to copy anything of Village interest to him to distribute as he thinks fit.

E&OE

Basil Lansdale / 21st May 2013.



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7.e. Neighbourhood Watch Update.

EAST TISTED NEIGHBOURHOOD WATCH

REPORT FOR PARISH COUNCIL AGM

Our scheme was a year old in January 2013.

We now have 40 members covering Gosport Road, Plane Farm, Station Road, Appleton Close and Bridle Close.

We are members of The Hampshire Neighbourhood Watch Association.

Recent Activities:-

Attended a meeting of the Winchester and East Hampshire Neighbourhood Watch Association on the 8th May in Winchester.

This meeting consisted of a special general meeting and the AGM.

The special general meeting was to vote on resolution to dissolve HNWA and to discontinue the charitable status of the Association. This was agreed.

The new Association will be known as the Hampshire and Isle of Wight Neighbourhood Watch Association.

A new service level agreement with the Police is to be formulated and discussed, then agreed with the new PCC.

Traffic signs:-

These have now been installed in the village.



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8.a. Approve Annual Accounts & Quarterly Financial Statement.

Section 1 – Accounting statements 2012/13 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 2012 £	31 March 2013 £	
1 Balances brought forward	2853	2467	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	3500	Total amount of precept received or receivable in the year.
3 (+) Total other receipts	12	38	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	611	671	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	3787	2676	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	2467	2658	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	2467	2658	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 plus other long term investments and assets	NONE	NONE	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	NONE	NONE	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 (If Applicable) Trust funds (including charitable) disclosure note	YES NO ✓	YES NO ✓	(if applicable) The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures in the accounting statements above do not include any trust transactions.)

I certify that for the year ended 31 March 2013 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

SIGNATURE REQUIRED

Date 23 MAY 2013

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

23 MAY 2013

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting approving these accounting statements.

SIGNATURE REQUIRED

Date 23 MAY 2013



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8.a. Approve Annual Accounts & Quarterly Financial Statement (continued)

Quarterly Financial Statement (Feb-May 2013)

28 Feb 2013	Bank Balance		£3,058.44
Payments Out	Playsafe Playgrounds	£ 168.00	
	Emma Dillnutt (Feb-Mar)	<u>£ 232.46</u>	
	Total	<u>£ 400.46</u>	
Payments In	Precept Payment	£2,000.00	
	VAT Refund	<u>£ 38.00</u>	
	Total	<u>£2,038.00</u>	
23 May 2013	Bank Balance		<u>£4,695.98</u>
Amounts Allocated	Community Projects	£ 600.00	
Funds Available			<u>£4,095.98</u>
2013/14 Six month contingency calculated to £1,750.			
2013/14 Precept £3.5K - £2K in April and £1.5K in October.			