



East Tisted Parish Council

Minutes of the Parish Council Meeting held on Tuesday 20th March 2018 at 6.30pm in East Tisted Village Hall, Gosport Road GU34 3QW

- Summoned to attend:** David Bowtell (Councillor)
Phil Cutts (Councillor)
Helen Evison (Councillor & Clerk)
Sandra Nichols (Councillor)
Sir James Scott (Councillor & Chairman)
- Also present:** Larry Johnson (Neighbourhood Watch, Village Hall & Website)
Charles Louisson (District Councillor)
- Apologies:** Russell Oppenheimer (County Councillor)
Ian Dugdale (Hampshire Constabulary)
Matthew Sheppard (Hampshire Constabulary)
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1. Apologies and welcome

The Chairman welcomed all. Apologies were received from Russell Oppenheimer, Matthew Sheppard and Ian Dugdale.

2. Declaration of interests

None.

3. Public forum

a. CL advised that:

- Council tax bills had been issued; all elements except East Hants had increased.
- EHDC were pressing ahead with their property investment portfolio. This was designed to replace government grant income that was to cease.
- The district council boundary reorganisation was re-consulting with areas that had been unhappy with the proposals. The final recommendations would be issued in April. The new boundaries were to be introduced for the May 2019 elections.

b. The meeting received the written report from County Councillor RO, Attachment 1.

CL added that RO had sent him information regarding junction upgrades on the A32; 'SLOW' markings were to be added at the junctions with Mary Lane/Newton Lane, Ropley Road and Hedge Corner. Also the leader of HCC had approached EHDC about restarting the devolution process. EHDC did not regard this as a priority and were waiting to see how things developed in Dorset.

c. LJ, Neighbourhood Watch (NW), reported that:

- There had been no reported crimes in the village.
- LJ and ID had observed the traffic in Station Road.
- He was awaiting advice from NW about GDPR requirements.
- The Community Group was changing its role and might be wound up.

d. LJ reported that there had been 12 visits to the Village website over the last 8 weeks. The website was not obviously useful to potential residents, for example it did not contain information about schools.

The village 'Facebook' page had 26 members but 10 no longer lived in the village.

e. LJ advised that Clare Appleton had been co-opted on to the Village Hall Committee. The Charity Commissioners had agreed their request to change the year end to 31st March so 2017/18 would be a short 'year'. As turnover was below £25,000 they were not required to submit audited accounts, just a form. They had met with the District Council about rates. As a



East Tisted Parish Council

charity they qualified for an 80% relief and a relief top-up of 10% so only £122.80 was payable. Also, the Charity Commissioners had given them permission to revise the constitution; legal costs might be incurred.

f. Unfortunately the request for volunteers for 'Speedwatch' had resulted in only 4 volunteers, 3 of whom were Councillors. All agreed that this was very disappointing; the project could not proceed. LH would advise the PCSO.

Cllr Evison advised that she had approached EHDC to enquire about the regulations relating to the installation of speed limit reminder signs and to her surprise had found out they had equipment that might be deployed for a period. The monitor needed to be positioned on a suitable pole. If no suitable pole(s) existed it should be possible for the Parish Council to install some. It was agreed to investigate further.

ACTION: Cllr Evison

The Chairman thanked MS and LJ and closed the meeting for public participation.

4. Minutes of the previous meeting and matters arising

The minutes of the Parish Council meeting held on 25th January 2018 were accepted as an accurate record and were signed by the Chairman. There were no matter arising.

5. Correspondence Received

None.

6. Facilities – Defibrillator

Cllr Cutts advised that the grant had been received; many thanks to CL.

Cllr Bowtell had agreed that the defibrillator could be sited on the outside of the barn in the lay-by near the farm shop. Cllr Cutts advised that he would get the installation instructions; there would probably be some electrical work to do as a 'non-switched spur' was required. Cllr Evison suggested that some kind of agreement be made with Bowtells in order to clarify things such as who was responsible for maintenance, who would pay for the electricity, what would happen if the defibrillator was damaged and, ultimately, who was responsible for its removal.

Cllr Cutts explained that replacement electrodes and batteries were covered by the warranty and that theft insurance was included in the 'care package'. Cllr Bowtell said that Bowtells agreed to pick up the costs of the electricity.

LJ suggested that the equipment would need an annual service.

It was agreed to obtain installation and maintenance instructions and to draft a letter of agreement with Bowtells before an order was placed.

ACTION: Cllr Cutts

Cllr Cutts suggested that information sessions be organised so that villages could be made aware of what it was, what it could do and how to access it. LJ said that there was a group of nurses who could provide training. Cllr Bowtell advised that the Growmore Club had a training session by the British Heart Foundation planned for 25th April in the Village Hall; he would put notices in the shop and the Post Office.

ACTION: Cllr Bowtell

7. Planning

None.

8. Highways

'Speedwatch' and speed monitoring – refer 3f. above.

Cllr Bowtell expressed his appreciation to EHDC the recent filling of potholes. Councillors remained concerned by the number of potholes.

Cllr Bowtell reported that villagers were parking on 'Station Lane' near the corner with Station Road. This was dangerous to them and other motorists as they were parked near the corner and blocked one carriageway. The Chairman undertook to investigate.

ACTION: Cllr Sir James Scott



East Tisted Parish Council

9. General Data Protection Regulation

Cllr Evison had attended the HALC training on 6th March. A number of actions were recommended, refer Attachment 2. Councillors reviewed these and agreed:

- to adopt the HALC model Data Protection Policy
- set up a sub-committee to be the 'Data Controller'
- to register with the ICO (cost attached, probably £35)
- that the Clerk would act as Data Protection Officer and complete the 'data mapping'
- the Clerk would enquire about the availability of easttsited@parish.hants.gov.uk e-mails addresses for councillors.

Cllrs Cutts and Nichols volunteered to sit on the Data sub-committee.

It was agreed to review progress and any developments at the next meeting.

ACTIONS: Clerk

10. Review of Financial Controls

The Clerk advised that the Financial Regulations required that 'At least once per year, prior to approving the Annual Governance statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices'.

Councillors discussed this and concluded that this had been carried out by Cllr Cutts in the course of reviewing the Financial Regulations as reported in item 11 of the minutes of the meeting of 30th August 2017.

11. Responsible Financial Officer

a. Councillors received and approved for signature by the Chairman the Bank Reconciliation relating to Statement 78 and the latest financial statement. Councillors received the latest budget monitoring report. The RFO advised that the yearend balance would be £1000 more than previously forecast due to the receipt of the grant for the defibrillator.

b. Councillors agreed the following payments/donations:

- B Davey – winter pond works £67.50 (dated Feb 2018, received 07.03.18)
- HALC GDPR training course for Clerk £48 due 05.04.18
- the Campaign for the Protection of Rural England annual membership £36 for 2018/19 due 29.04.18
- the Village Hall Management Committee for use of the premises for meetings annual donation £100 due 30.04.18

c. The RFO advised that she would obtain 3 quotations for insurance from 1st June 2018.

It was agreed that selection of the supplier could be agreed by e-mail as the first payment (expected to be £300 or less) would probably need to be made before the next meeting.

d. Councillors agreed to re-appoint Tim Light as Internal Auditor for the financial year ending 31st March 2018, expected cost £100.

12. Forthcoming meetings

It was confirmed that the next meeting was to be held on Weds 23rd May 2018 at 6.30pm in the Village Hall. This would be followed by the Annual Village meeting at 7.30pm.

Further meetings were scheduled for Weds 22nd August and Weds 5th December 2018 also at 6.30pm in the Village Hall.

Helen Evison
Clerk & Responsible Financial Officer
March 2018