



## East Tisted Parish Council

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### Minutes of the Annual General Meeting of East Tisted Parish Council held on Wednesday 23rd May 2018 at 6.30pm in East Tisted Village Hall, Gosport Road GU34 3QW

**Summoned to attend:** Phil Cutts (Councillor)  
Helen Evison (Councillor, RFO & Clerk)  
Sir James Scott (Chairman)  
Sandra Nichols (Councillor)

**Also present:** Larry Johnson (Neighbourhood Watch, East Tisted  
Community Website & Village Hall)  
Charles Louisson (District Councillor)  
Russell Oppenheimer (County Councillor)  
One villager

**Apologies:** David Bowtell (Councillor)  
Matthew Sheppard (Hampshire Constabulary)  
Ian Dugdale (Hampshire Constabulary)

*The meeting opened at 6.30pm*

#### **1. Nomination and election of the Chairman and Vice-Chairman for 2018/19**

The Chairman welcomed everyone to the meeting and invited the Clerk to take the Chair for election of the new Chair.

The Clerk asked Councillors if there were any nominations for Chair 2018/19. Cllr Cutts proposed Cllr Sir James Scott. This proposal was seconded by Cllr Nichols. There being no further nominations and all being in favour Cllr Sir James Scott was elected as Chair for 2018/19. Sir James took the Chair.

The Chair asked Councillors if there were any nominations for Vice-Chair 2018/19. Cllr Nichols proposed Cllr Cutts. This proposal was seconded by Cllr Sir James Scott. There being no further nominations and all being in favour Cllr Cutts was elected as Vice-Chair for 2018/19.

#### **2. Apologies and welcome**

The Chairman welcomed all. Apologies were received from Cllr Bowtell and from Matthew Sheppard and Ian Dugdale of Hampshire Constabulary.

#### **3. Declaration of interests**

None.

#### **4. Public forum**

An update was received from Cllr Oppenheimer, refer Attachment 1.

It was agreed to take other updates and any questions arising at the Annual Village Meeting which was to follow the AGM.

*At 6.45pm the Chairman thanked all and closed the meeting for public participation*

#### **5. Minutes of the previous meeting and matters arising**

The minutes of the meeting held on 20<sup>th</sup> March 2018 were accepted as an accurate record and were signed by the Chairman.

It was noted that a vehicle that had been parking near the corner by the pond was no longer doing so. LJ reported that the police had advised that the car for sale in the bus stop lay by was not illegally parked so no action could be taken.



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### 6. Facilities – Defibrillator

Cllr Cutts reported that:

- He had obtained the installation instructions and had drafted an agreement with Bowtells.
- Bowtell's electrician, Peter Power, had quoted £75 for the necessary electrical work.
- Volunteers would be needed to carry out weekly and monthly checks. He was willing to organise a rota.
- Training was to be organised. He was awaiting information from South Central Ambulance Service. He suggested that it might be possible to arrange for CPR and defibrillator training from other organisations.

Cllr Cutts proposed purchase of the defibrillator (£1,806) and electrical works (£75). This was seconded by Cllr Nichols and agreed, all being in favour.

It was agreed that Cllr Cutts would provide further information about training available in due course.

**ACTION: Cllr Cutts**

The Chairman thanked Cllr Cutts for his work on this project.

### 7. Planning

Planning application SDNP/18/01813/TCA for tree works at St James' Church was noted. No comment had been submitted. HJ advised that this was scheduled for 19<sup>th</sup> and 20<sup>th</sup> June. The work would be in the churchyard and was not expected to block the road.

### 8. Highways

Cllr Evison reported that she, Cllr Cutts and Cllr Bowtell had met with Alison Mills (EHDC) and Ian Janes (HCC) in the village last month to identify possible sites for temporary installation of portable radar speed signs owned and managed by EHDC. Four possible sites had been identified and shortly afterwards the signs had been installed. It was not known how many other users were on EHDC's list but, all being well, the signs would be available a couple of times each year. Cllr Evison had more recently requested that, if suitable poles were available, the signs be temporarily sited on the East Tisted (40mph zone) stretch of the A32. At the meeting Ian Janes had suggested that white lines highlighting the narrowness of sections of the road might also be used to deter speeding in the village. If the Parish Council wished to pursue this HCC could make a site visit to draft a plan. Councillors discussed this but were concerned that lines would be unattractive and were not convinced that it would be effective. It was agreed to seek the views of villagers. Cllr Oppenheimer advised that it was planned to paint white lines on Stoner Hill and suggested that experience with these might help inform a future decision.

### 9. GDPR

Further to discussions at the last meeting Cllr Evison advised that:

- The HALC DP policy adopted has been tailored and was on ETPC website.
- As agreed, Cllrs Cutts and Nichols were to sit on the 'Data sub-committee'.
- ETPC was not yet registered with the ICO as this required on-line payment.
- Parish Councils in England were exempt from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. However, HALC maintained that this was 'good practice' and the proposed revised Standing Orders required that a DPO to be appointed.
- @parish.hants.gov.uk e-mails were no longer available.

It was agreed that Cllr Evison could pay the ICO and reclaim payment from the Parish Council and that Cllr Evison be appointed as the DPO.

**ACTION: Cllr Evison**

Councillors discussed the potential risks arising from continued use of personal or work e-mail addresses. It was agreed that Cllr Nicholls would, in future, use her personal e-mail rather than her work e-mail, for Parish Council business. Other councillors agreed to continue to use the currently used addresses. Cllr Nichols to advise preferred e-mail address to the Clerk.

**ACTION: Cllr Nichols**



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### 10. Revision of Standing Orders

It was agreed in principle to adopt the NALC 2018 Model Standing Orders circulated by HALC. As these needed to be tailored it was agreed that, where possible, options would be based upon those currently in use. It was agreed that the Clerk would attempt this exercise and consult with Cllr Nicholls in case advice was required. **ACTION: Clerk**

### 11. Responsible Financial Officer (RFO)

- a. Councillors received and reviewed the Internal Audit Report and letter for 2017/18.
- b. Councillors received and approved for signature by the Chairman:
  - (i) The Certificate of Exemption from External Audit for 2017/18, both income and expenditure being below £25,000.
  - (ii) The Annual Governance Statement 2017/18 (Section 1 of the Annual Governance and Accountability Return 2017/18 Part 2) for the year ended 31<sup>st</sup> March 2018) and
  - (iii) The Accounting Statements for 2017/18 (Section 2 of the Annual Governance and Accountability Return 2017/18 Part 2) for the year ended 31<sup>st</sup> March 2018 both (ii) and (iii) having been internally audited.
- c. The RFO advised that the period for exercise of public rights to inspect the 2017/18 accounts was planned to be from Monday 18<sup>th</sup> June – Friday 27<sup>th</sup> July 2018, inclusive.
- d. Councillors reviewed the internal audit file, letter and report, agreed the effectiveness of internal audit for 2016/17 and agreed the retention of 'Lightatouch' as internal auditor for 2018/19.
- e. Councillors received and approved for signature by the Chairman the Statement of Financial Transactions since the last meeting and the latest bank reconciliation (Statement 79 dated 27<sup>th</sup> March 2018). The RFO advised that the April statement had not yet been received.
- g. Councillors agreed the following subscriptions, grants and payments:
  - Insurance renewal (3 year contract) 1.6.18 – 31.05.21 – Aegas £ 237.62 p.a.
  - Internal audit fee 'Lightatouch' for 2017-18 review - £100
  - Registration with the ICO - £35 (refer 9 above)
  - Home Start Weywater – grant of £50 awarded
  - Hampshire Playing Fields Association – annual subscription for 2018/19 £40
  - Grass cutting at the recreation (cricket) ground April-Oct 2018 - £600

### 12. Annual Review of Risk Assessment and Financial Regulations

Last year Cllr Cutts had reviewed these with the Clerk. It was agreed that for 2018/19 the Clerk would review these and raise any queries with Cllr Cutts. **ACTION: Clerk**

### 13. Meeting Schedule 2018/19

It was agreed that the next meeting would be at 6.30pm on Weds 22<sup>nd</sup> August 2018. Thereafter meetings were planned for 5<sup>th</sup> Dec 2018, 13<sup>th</sup> March 2019 and 15<sup>th</sup> May 2019. These dates to be confirmed.

There being no other business the Chairman closed the meeting at 7.23pm.

*Helen Evison*  
Clerk and Responsible Financial Officer  
24th May 2018

Agreed as a true and correct record.

Signature....., Chairman Date.....