



## Whiteley Parish Council

Minutes of the Annual General meeting of the above Council held at Meadowside Leisure Centre, Whiteley on Monday 14<sup>th</sup> May 2012 at 7.15pm.

**Councillors present:** Mike Evans (Chairman), David Jenkins (Vice-Chairman), Vivian Achwal, Colin Bielckus, Hazel Croft-Phillips, Roland Diffey, Peter Inman, Sheena King, Tasmin Smith, Pat Thew.

County Councillor Patricia Stallard (arrived at 8.18pm) one member of the public Parish Clerk Nicki Oliver.

- 1. To elect a Chairman of the council for the ensuing year** Mike Evans elected.
- 2. To receive the Chairman's declaration of acceptance of office** Received.
- 3. To elect a Vice-Chairman of the council for the ensuing year** David Jenkins elected.
- 4. To receive apologies for absence** District Councillor Sam Newman-McKie and PC Dave Coleman.
- 5. To receive declarations of interest on agenda items** None.
- 6. To adjourn meeting to allow participation by members of the public.**  
Resident Keith Slack noted that some of the pavement repairs in Sorrel Drive had been completed but work in Marjoram Way/Saffron Way was still required.

**6.1 Report from the Safer Neighbourhood Team and to receive any concerns from residents** In response to concerns from residents a quotation for a cctv camera has been requested from the contractor who installed the system at Meadowside. DC Leisure / WCC will not permit the parish council to access their system for data protection reasons and at present the system is not being effectively operated or maintained.

**6.2 Report from County Councillor** A report was circulated prior to the meeting. Cllr Stallard has asked whether there are roads in Whiteley that should be considered for a 20mph speed limit. It was agreed to ask for all roads in the residential area to the north of Whiteley to be considered.

Cllr Stallard was asked why buses were being improved rather than the number of services increased. It was confirmed that it was a separate budget from central Government.

A new campaign to open Yew Tree Drive to all traffic was discussed and Cllr Stallard confirmed her support for the road to be opened ahead of Whiteley Way.

Cllr Stallard asked councillors to raise awareness of the HCC Councillor's grant scheme.

**6.3 Reports from District Councillors** Report circulated prior to the meeting. Plans are in hand to reduce the speed limit in Rookery Avenue from 40 – 30 mph.

**6.4 Chairman's announcements** None.

## **7. To resume the meeting to consider the following agenda items:**

7.1 To approve and sign the minutes of Full Council 2<sup>nd</sup> April 2012 **Minutes approved and signed.**

7.2 Review of all policies and procedures **This was carried out as part of the review of internal audit procedures for the end of year accounts.**

7.3 Receipt of nominations to existing committees and outside bodies **Nominations were received.**

7.4 Review of inventory of land and assets including buildings and office equipment **This was carried out as part of the review of internal audit procedures for the end of year accounts.**

7.5 Review and confirmation of arrangements for insurance cover in respect of all insured risks **This was carried out as part of the review of internal audit procedures for the end of year accounts.**

7.6 Review of the Council's and/or employees' memberships of other bodies **The Council is a member of the Winchester District Association of Local Councils (WDALC), Hampshire Association of Local Councils (HALC), the National Association of Local Councils (NALC) and Hampshire Playing Fields Association (HPFA). The Clerk is a member of the Society of Local Council Clerks (SLCC).**

7.7 To receive a report and recommendations from the Strategic Development and Policy Committee (Chairman)

7.7.1 To receive minutes of meeting held 25<sup>th</sup> April 2012 **Received.**

7.7.2 To adopt Corporate Strategy for 2012/13 **Resolved with agreed amendment.**

7.7.3 To adopt Key Objectives for the council for 2012/13 **Resolved.**

7.7.4 To adopt assets risk assessment for 2012/13 **Resolved.**

7.7.5 To adopt a Child and Vulnerable Adults Protection Policy **Resolved.**

7.7.6 To adopt an Equality and Diversity Policy **Resolved.**

**It was agreed to re-start the campaign to open Yew Tree Drive, to gauge initial opinion an online petition is to be set up Action Cllr King to set up on behalf of the Council. Detailed strategy to be discussed at the next committee meeting.**

7.8 To receive a report and recommendations from the Recreation and GP Committee. (Cllr Thew) **A Jubilee oak tree donated by HCC has been planted. The grasshopper bench has been removed as it has reached the end of its life, another bench is needed in this location.**

7.9 To receive a report and recommendations from the Planning Committee (Cllr Jenkins)

7.9.1 To receive minutes of meeting held 25<sup>th</sup> April 2012 **Minutes received. It was noted that the planning application for mezzanine floors additions to the new shops has been approved.**

7.10 To receive a report and recommendations from the Transport and Highways Committee **Cllr Stallard has asked for proposals for areas to be included in a pilot study for 20 mph restrictions. It was agreed to ask for all residential roads in North Whiteley leading from distributor roads to be considered.**

7.11 To receive a report and recommendations from the Finance Committee (Cllr Bielckus)

7.11.1 To receive minutes of meeting held 25<sup>th</sup> April 2012 **Minutes received.**

7.11.2 Proposal to make a grant of £200 to Meon Valley Home Start **Resolved.**

7.11.3 Proposal to make a grant of £400 to Bishops Waltham and Meon Valley Citizens Advice Bureau **Resolved.**

7.11.4 Following a review of the Finance Regulations, proposal to omit para 3.5 *Unspent provisions in the revenue budget shall not be carried forward to a subsequent year.- Resolved.*

7.11.5 Following a review of the Council's grant application terms and conditions, proposal to add a requirement for the applicant to print their name on the application form as part of the signing process. **Resolved.**

7.11.6 Following a review of current procedures, proposal to adopt an Action Plan for Internal Controls and Risk Assessments 2012/13 **Resolved.**

7.11.7 Proposal to maintain the list of internal audit controls used in 2010/11 for 2011/12 **Resolved.**

7.11.8 Proposal to adopt accounts for internal audit as follows:

1. Receipts and payments accounts 2011/12
2. Asset register April 2012
3. Supporting statement 2011/12
4. Action Plan to improve effectiveness of internal controls and risk assessment procedures 2012/13 / Review April 2012
5. Annual Governance Statement 2011/12 **Resolved.**

7.12 Report from the Whiteley Voice Editor (Cllr Inman) **The June edition is being prepared.**

7.13 Report on the Parish Council website (Clerk) **There have been 207 visits during the last month. It was agreed to update the Facebook page in preparation for a campaign to open Yew Tree Drive.**

7.14 Reports from Councillors/Clerk on recent meetings attended  
 The Parish Assembly held on 8<sup>th</sup> May was well attended, a full report will be included in the June edition of the Whiteley Voice.

**8. Recent correspondence** List circulated prior to meeting.

**9. Accounts for payment** It was resolved to pay the following accounts:

No	Chq no	Recipient	Amount	Notes *reimburse Clerk
1	BACS	Buchannan	£420.00	Parish Assembly table & chair hire
2	810	Mike Evans	£64.85	Travelling / Chairman's expenses
3	811	HCC	£435.83	Employee and employer's pension contributions April
4	811	HCC	£736.46	Employee and employer's pension contributions May
5	812	OCS Cannon	£3,515.14	Grounds contract, office cleaning
6	812	OCS Cannon	£220.79	Remove grass hopper bench and make good
7	813	Footprint	£169.00	APA / Fun Day flyers
8	814	Colin Bielckus	£19.80	Quality Parish Presentation
9	815	Steve Knight	£280.00	Deliver above flyers
10	816	Pat Thew	£12.40	Training travelling expenses
11	817	Liz Hopson	£10.98	Padlocks for Leafy Lane notice board
12	818	ACE	£425.00	Catering for Parish Assembly
13	819	HALC	£529.00	HALC subs and NALC levy
14	820	Easily	£61.44	*Data transfer for website
15	820	MAKRO	£9.58	* Hub equipment waste bins
16	820	RG Warwicks	£30.00	* Hub equipment kettle
17	820	Tesco	£9.83	* Hub equipment cleaning kit
18	820	Dunelm Mill	£123.91	*Hub equipment clocks, mugs, kitchen kit
19		Tesco	£75.90	*Refreshments for Parish Assembly
20	820	Nicki Oliver	£1,887.71	Clerk's salary May inc remaining back pay / pay increase
21	820	Home as office	£23.00	*Clerk's expenses
22	820	Telephone and internet	£33.33	*Clerk's expenses
23	820	Travelling	£73.96	*Clerk's travelling 05.04 - 15.05.12
		<b>Total</b>	<b>£8,747.91</b>	

Meeting closed 9.36pm

Signed .....

Date.....