



**Minutes of the Annual General Meeting of the Parish Council
Held at East Meon Village Hall on
Monday 17th May 2021 at 1830**

Present: Councillors Susan Davenport (Chair), Steven Ridgeon (Vice Chair), Charles Ritchie, Marc Atkinson (left the meeting at 7.05pm), Matt Atkinson, Andrew Hales, Sharon Sillence, David Cooke and Tom Tyrwhitt Drake.

Suzie Brooker (PC), Cllr Rob Mocatta and 1 member of the public.

1. Election of Chair

Cllr Davenport offered herself for re-election, was proposed by Cllr Sharon Sillence seconded by Cllr Tom Tyrwhitt-Drake and unanimously elected.

2. Election of Vice Chair

Cllr Ridgeon offered himself for re-election, was proposed by Cllr David Cooke, seconded by Cllr Marc Atkinson and unanimously elected.

3. Apologies for Absence

None received

4. Appointment of Councillors Roles & Responsibilities & Appointment of Chair of the Planning Committee

All Councillors had agreed their roles and responsibilities with the Chair. Cllr Ridgeon confirmed he was willing to stand as Chair of the Planning Committee and was proposed by Cllr David Cooke, seconded by Cllr Andrew Hales and unanimously elected.

5. Declarations of Personal or Prejudicial Interest Forms

All Cllrs confirmed that the Register of Interest forms were current and correct

6. Dates of Future Meetings

The dates for 2022 Parish Council meetings had been circulated and were agreed as: -

Monday 24th January 2022 at 6.30pm

Monday 21st March 2022 at 6.30pm

Monday 16th May 2022 at 6.30pm

Monday 18th July 2022 at 6.30pm

Monday 19th September 2022 at 6.30pm

Monday 21st November 2022 at 6.30pm

Monday 25th April 2022 – APA at 7pm

7. Minutes of Last Meeting

The Minutes of the meeting held on 15th March 2021 were approved. Proposed by Cllr Steve Ridgeon and seconded by Cllr Tom Tyrwhitt-Drake and duly signed as a true and correct record. The draft Minutes of the Annual Parish Assembly were approved in principle as a true record. Proposed by Cllr David Cooke and seconded by Cllr Sharon Sillence.

8. Matters arising from the Parish Council meeting on 15th March 2021

a. Speed Watch & Traffic Calming measures

The Chair reported that Helen Galliano, East Meon Speed Watch Co-Ordinator and all the local volunteers had attended a Speed Watch training course. Mrs Galliano had contacted Steep and Stroud Speed Watch team and hoped to borrow their speed gun to trial in East Meon.

Cllr Tyrwhitt-Drake reported he and Cllr Matt Atkinson had met with Ian Janes, the Traffic Officer from HCC and had raised concerns about speeding, the bridge opposite the George Inn and traffic at Oxenbourne. Mr Janes confirmed it would be very unlikely that a 20mph limit would be permitted in the village, however there were traffic calming options available. Mr Janes would put forward a proposal and Cllrs Tyrwhitt Drake and Matt Atkinson would also put forward their suggestions. Mr Janes also undertook to review the signage in Oxenbourne to try to stop through traffic to Clanfield and areas south of East Meon from taking a short cut through the small country roads.

TTD

b. Double yellow lines, Speed Reduction Sign & Sign at the Cross

Cllr Matt Atkinson reported that the speed reduction sign was still with Syd Signs and hoped it would be back in place shortly. He would look at alternative speed reduction signs and the costs. He also reported the new SatNav sign had been installed at Workhouse Lane and the double yellow lines had been reinstated outside the school.

MJA

c. Stiles

Cllr Matt Atkinson reported he had one gate remaining and it would be installed at Duncombe once the fence had been replaced.

MJA

d. Noticeboard

Cllr Marc Atkinson reported he had been working with Jane Martin to complete the sign writing and hoped the noticeboard would be finished by the end of the week.

MA

e. Pavilion

Cllr Ridgeon reported that he would continue to work with the Case Officer to put forward a business case for the Pavilion.

Cllr Tyrwhitt Drake reported he had met with a builder to establish the work needed at the Pavilion and that he had stated that in his opinion the building was structurally in good condition, however it would require some new timber and also repainting. Cllr Tyrwhitt Drake would arrange for the necessary materials to be purchased and would organise a working party to carry out the work.

TTD

f. Section 106 monies

The Chair reported that the tennis posts and net had been purchased for the All Sports Court and that she was waiting for confirmation about funding for the floodlights for the school Multi Use Games Area. The Cricket Club had received funding for the electronic score board which was now in place. It was agreed to use the remaining balance of £154.96 towards safety matting at the play areas and Cllr Ritchie would request a quote which the Chair would then submit to EHDC.

SD

g. EHDC Grant

Cllr Mocatta confirmed he would support an application for a grant towards the play area safety matting. Cllr Sharon Sillence suggested additional dog poo bins be placed in appropriate areas to prevent dog owners from leaving bags in the hedgerow. The Chair would submit an application for a grant out of Cllr Mocatta's fund to cover the balance of the cost of the matting.

SD

h. Protection of the bridge and pavement opposite the Olde George Inn

Cllr Matt Atkinson reported that Mr Janes had said that it would not be possible for a post to be installed to prevent vehicles from hitting the kerb. A suggestion was made to lower the kerb and Cllr Tyrwhitt Drake was asked to discuss this option with Ian Janes. Cllr Ritchie said he had reported the recent damage to the kerb to Hampshire Highways.

TTD

i. Update on Fiveways and Limekiln Lane

The Chair reported that the presentation to SDNP had been postponed until 6th July.

SD

j. EMNG update

Cllr Ridgeon reported that EMNG would look at tree planting in the village to provide shade and would like to engage residents in their plans. EMNG would also carry out a butterfly transect and take part in bat and dormouse surveys. Cllr Ridgeon reported that EMNG had established that the stretch of the River Meon running through the Parish does not have automatic sewerage measurement unlike other sections of the river. EMNG would take the lead on this and investigate what action should be taken.

SR

k. Lengthsman

Cllr Cooke reported that a new Lengthsman had been recruited and that any suggestions of works should be forwarded to him so that he could pass them on.

DMC

l. Disabled access to the Recreation Ground

The Chair reported she had asked Sue Williams to report on how parish land could be made more accessible for those with a disability including wheelchair users as well as those with pushchairs. Mrs Williams had looked at the Recreation Ground entrance and a meeting would be arranged with the owner of the Forge and HCC to discuss possible options.

SD

m. Noticeboard for Car Park users

Cllr Ritchie reported he had researched options for a noticeboard at the village car park for visitors. He suggested a Ladder Board made up of 7 sections which could be changed if necessary. Councillor Matt Atkinson suggested that QR codes are incorporated into the noticeboard to allow visitors to find out further information about the village. Councillor Matt Atkinson would make some videos which can be accessed via QR codes on farm noticeboards and offered to go into more detail with Cllrs Ritchie and Davenport. A quote had been received for £805 + VAT plus installation. All Councillors present were in favour of the noticeboard. The Chair confirmed she would ask Cllr Marc Atkinson to research a possible grant.

CR/SD

9. Parish Matters

a. Appointment of new Parish Clerk

The Chair reported that the role had been advertised and that 4 candidates would be interviewed.

b. Gate at Pavilion

The Chair reported concerns had been raised about increased nocturnal vehicular activity outside the Pavilion and that the police had been involved. The Chair suggested a gate was installed to prevent cars from gaining access to the area

outside the Pavilion which would be locked all the time. Cllr Tyrwhitt Drake had offered a gate from the Bereleigh Estate to trial. All Councillors present were in agreement with the installation of the gate. **SD**

c. Grass Cutting

Cllr Tyrwhitt-Drake reported the cutting season had started. The Chair requested that PTC were reminded not to scratch the footpath across The Green. **TTD**

d. Frogmore Allotment Trees

Cllr Cooke reported that the Lleylandi trees belonging to 1 Brook Cottages were blocking the light to the allotments and confirmed he had received two quotes from Arbrook Tree Care. The resident concerned is moving from the village and therefore does not wish to contribute towards the cost of the works. The matter would be looked into again when a new resident has moved into the property. **DMC**

e. Confirmation of approval of policies at the March meeting

The Parish Clerk reported that approval of the Risk Assessment, Planning, Health & Safety and Equality & Diversity policies at the March meeting had not been minuted. All Councillors present confirmed that these policies were approved at the March meeting.

10. County/District Councillor Report

Cllr Mocatta reported that Hampshire County Council had a new initiative and that every decision the Council makes has to take into consideration its impact on the carbon footprint. This could impact on the reduction of speed limits from 30mph to 20mph and Cllr Hales offered to look into collecting relevant data.

11. Planning

Cllr Ridgeon reported there had been 10 planning applications: 6 dwellings and 4 trees all with no objection. Cllr Ridgeon updated the Council with regard to the Coombe Road development reporting that the SDNP planning committee had rejected the application. He added that he had been informed it would be appealed. Cllr Ridgeon was pleased to report that in his absence Cllrs Hales & Cooke had submitted a thoughtful response from EMPC regarding the planning application for Loomies Café.

12. Open Forum

No questions received.

13. Finance

a. Report on the Audit for the year to 31st March 2021

The RFO reported that the Audit for the year to 31st March 2021 took place on 5 May 2021 when the internal auditor checked that the Parish Council was adhering to the requirements set out in the Governance and Accountability for Smaller Authorities in England. She explained that all Town and Parish Councils have to undertake an effective internal audit to evaluate the effectiveness of their risk management and control and governance processes, and to ensure they were following public sector internal auditing standards or guidance.

A series of independent audit tests was undertaken using the various financial records, vouchers, documents, Minutes and the previous audit report to ascertain the efficiency and effectiveness of the Council's internal controls.

Bank Reconciliations

- a) Bank reconciliations for the bank account were checked for the period 1 April 2020 – 31 March 2021, and totals checked against those shown in the Cash Book.

Income and Expenditure

- Test checks of the Cash Book totals for April 2020 – March 2021 were made against payment information to ensure that the details were correctly recorded, and VAT elements extracted.
- Income recorded in the bank accounts was checked to ensure the details matched those entries shown in the Cash Book.

VAT

- It was noted that a VAT reimbursement claim for £2068.14 would be submitted in the near future to HMRC for the period for April 2020 to March 2021 for purchases made in 2020/2021.

Payroll Information

- Deductions from Payroll information during the 2020/2021 financial year were checked to ensure that suitable arrangements were in place to deduct PAYE, National Insurance Contributions and Pension Contributions from the gross salary of the Proper Officer during the financial year.
- Monthly payments made to HMRC for payment of PAYE and National Insurance Contributions were noted

Asset Register

- The Responsible Finance Officer confirmed that she had reviewed the Asset Register, and that this was up to date as at 31 March 2021.

Risk Assessment 2020/2021

- The risks of the Parish Council were reviewed in March 2021 to ensure that the requirements of the Governance and Accountability for Smaller Authorities in England were met.

Insurance

- The Insurance Cover for the Parish Council is with AXA/Inspire Insurance was found to be sufficient for the Parish Council in 2020/2021.

Parish Council Minutes

- The details of Parish Council Minutes on the Council website were checked from April 2020 to March 2021 to record points of note for any financial approval or decision that affected the budget of the Parish Council and to ensure that details were correctly shown in the Financial Ledger.

End of Year Procedures 2020/2021

A full check was carried out on the End of Year documentation provided by the Clerk to confirm the accuracy of the details to be submitted to the External Auditor. This also included the validation of any variances of totals over 15% between 2019/20 and 2020/2021 shown on Section 2 of the AGAR as required by the External Auditor.

The 2020/2021 AGAR Internal Audit Report required the Internal Auditor to check the Council had correctly provided the proper opportunity for the Exercise of Public Rights in accordance with the requirements of the Accounts and Audit Regulations during 2020/2021.

This included the Internal Auditor being shown evidence that the posting of the Notice on the website was done at least one clear day before the 30-working day period begins.

(Audit Note; We are pleased to report that the Parish Council have displayed the Notice correctly to comply with the requirements of the Accounts and Audit Regulations 2015).

The Annual Internal Audit Report to be submitted to the External Auditor was completed and signed by Tim Light.

Audit Opinion

The Auditor advised that in his opinion the various records and procedures in place for the Council provide an appropriate standard of control.

b. Approval of 2020/21 accounts

Annual Governance Statement 2020/2021

Councillors considered and approved Items 1-9 of the Governance Statement (Page 4 of 6)

Accounts to 31st March 2021 and Annual Accounting Statement

It was noted that Councillors had received the final accounts for the year to 31st March 2021. Councillors approved the Annual Accounting Statement for 2020/21 (Page 5 of 6)

The RFO was thanked by those present.

c. Presentation of actual v budget for the current year

A financial report had been circulated to all Councillors prior to the meeting with a summary of actual v budget for payments and receipts up to 12th May 2021. Points of note were the first instalment of the Parish Precept had been received and a VAT claim had been submitted to HMRC for £2,068.14.

22 payments had been made from 10 March 2021 – 12 May 2021 totalling £3,728.52. All Councillors present approved the payments.

The bank balance on 12 May 2021 was £30,956.42.

14. Any other business including correspondence of note

- a) The Chair confirmed that the Parish Awards would be presented at the Village Festival on 15th August.
- b) The Chair advised that the presentation to Sarah Cowlrick would take place at the September Council meeting.

There being no further business, the meeting was closed at 20.40

Signed:

Date: