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PARISH COUNCIL MEETING MINUTES

Minutes of the Meeting of Poulshot Parish Council
held at Poulshot Village Hall, Poulshot on Tuesday 25th June 2019
commencing at 7:30pm

MEMBERS PRESENT: Councillors Adrian Baber [AB], Geoff Collett [GC], Ian Gillies [IG], Ben Hamilton [BH], Sam Wright-Hurn [SWH], Tim Jalland [TJ],

OFFICER PRESENT: Elizabeth Martin [EM]

OTHERS PRESENT: Members of the Public.

CHAIR: Ben Hamilton

APOLOGIES: PCSO Maggie Ledbury [ML], Cllr. Jonathon Seed, Steve Housby [SH]

FC19/20/50 APOLOGIES FOR ABSENCE.
Steve Housby, Maggie Ledbury and Jonathan Seed.

FC19/20/51 DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION
None.

FC19/20/52 APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 14TH MAY 2019
Proposed GC, seconded TJ.

EM will add a link to Cllr Seed's Report on the website.

IT WAS RESOLVED THAT the minutes for the Parish Council meeting held on 14th May 2019 be accepted as written.

FC19/20/53 APPROVE THE MINUTES OF ANNUAL VILLAGE MEETING HELD ON 14TH MAY
Proposed TJ, seconded SWH.

Some minor typographical errors for Friends & Neighbour's report: IG will send to EM directly.

IT WAS RESOLVED THAT the minutes for the Annual Village Meeting held on 14th May be accepted as written.

FC19/20/54 CHAIRMAN WELCOME
BH passed on the Council's condolences at the sad loss of Marlene Nixon.
BH also thanked Robin Boyd for helping to take notes at the May meeting.

FC19/20/55 POLICE REPORT
The Community Police report was received. A copy will be placed on the website notice board.

FC19/20/56 UNITARY COUNCILLOR'S REPORT
JS not in attendance. A written report is available on the website notice board.
<http://www.poulshot.org.uk/parish-public-notices/>

FC19/20/57 PLANNING MATTERS – TO RECEIVE THOSE DECISIONS NOTIFIED AND TO CONSIDER APPLICATIONS RECEIVED

Update On Existing

Application: 19/03567/FUL
Location: 15 Poulshot Road, Poulshot
Proposal: Erection Of A Conservatory
Decision: Approved With Conditions

Application: 19/03728/FUL
Location: Springfield House, Barley Hill Lane, Poulshot
Proposal: Erection Of A Orangery
Decision: Approved With Conditions

Application: Alcohol License
Location: Poulshot Lodge Farm (Shop)
Decision: No Update.

New

None.

FC19/20/58 CLERK'S REPORT
All items covered elsewhere on the Agenda.

FC19/20/59 TO RECEIVE A BUSINESS PLAN PROPOSAL FROM POULSHOT VILLAGE NEWS AGAINST THE AGREED GRANT REQUEST
Proposal withdrawn in favour of an alternative plan to be proposed at a future date.

FC19/20/60 FINANCIAL MATTERS

FC19/20/61 (a) Financial & Management Risk Assessment
Council noted the Financial & Management Risk Assessment for 2019/20 and their associated actions.

FC19/20/62 (b) VAT
Council noted that the Clerk has applied for a VAT reclaim of £1304 for the period July 1st, 2018 to March 31st, 2019.

- FC19/20/63 (c) External Audit Extension Request**
Council noted that the Clerk has requested an audit extension for the external audit, moving the date of filing to 29th July 2019.
- FC19/20/64 (d) Consideration of Payment of Invoice under exception**
Proposed BH seconded TJ.
IT WAS RESOLVED THAT the invoice for Locum Services via Worton Parish Council in the amount of £36.69 be approved and paid.
- FC19/20/65 (e) 2018/19 Financial Statement**
The Council noted the Financial Statement from the Clerk. The Statement will be posted with the minutes on the website.
- FC19/20/66 (f) 2018/19 Budget Outturn**
The Council noted the budget outturn for the 2018/19 FY.
- FC19/20/67 (g) 2018/19 Community Fund Statement Outturn**
The Council noted the Community Fund Statement for the year ending March 31st, 2019.
- FC19/20/68 (h) 2018/19 Earmarks Outturn**
The Council noted the Earmarks outturn for the 2018/19 FY.
- FC19/20/69 (i) Income and Expenditure for April and May 2019**
The Council noted the I&E statement for April and May 2019
- FC19/20/70 (j) Nomination of members to review Bank Reconciliations for 2019/20**
The Council nominated SWH and IG to attend the Clerk and review and sign the Bank Reconciliations and Bank Statements during the 2019/20 FY.
Proposed BH seconded GC.
IT WAS RESOLVED THAT Cllrs Wright-Hurn and Gillies would be the attending members to review and sign the Bank Reconciliations and Bank Statements as prepared by the Clerk for the 2019/20 Financial Year.
- FC19/20/71 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31ST MARCH 2019: GOVERNANCE STATEMENT**
- FC19/20/72 (a) To Consider and Approve the AGAR Governance Statement Assertions**
Proposed BH seconded IG.
IT WAS RESOLVED THAT the AGAR Governance Statement Assertions be accepted by Council.
- FC19/20/73 (b) To Consider and Approve the Annual Governance Statement for 2018/19**
Proposed BH seconded IG.
IT WAS RESOLVED THAT the Annual Governance Statement for 2018/19 be accepted by Council.



FC19/20/74 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR FOR YEAR ENDED 31ST MARCH 2019: ACCOUNTING STATEMENT

FC19/20/75 (a) To Receive the Accounting Report for 2018/19 from the Internal Auditor

The Clerk informed Council that the Internal Auditor is delayed in their review and this will be presented at a future meeting. If the review results in any change to information for the External Auditor, an EGM will be convened for re-approval otherwise External Audit will proceed as planned.

FC19/20/76 (b) To Consider and Approve the Annual Accounting Statements for 2018/19

Proposed BH seconded IG.

IT WAS RESOLVED THAT the Annual Accounting Statements for 2018/19 be accepted by Council

FC19/20/77 TO NOTE DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF THE COUNCIL 2019/20

Council noted the revised time table. Meetings will now be bi-monthly.

3rd September; 19th November; 7th January; 3rd March; 12th May (AVM).

Draft budget will be discussed on 19th November with approval in January. All Councillors were reminded that items for consideration should be sent to the Clerk as soon as possible.

FC19/20/78 TO RECEIVE FOR INFORMATION, AN UPDATE ON PRIOR ACTIONS BY THE COUNCIL.

No outstanding actions

FC19/20/79 TO RECEIVE FOR INFORMATION, DISBURSEMENTS MADE SINCE THE LAST MEETING AND TO SIGN THOSE PRESENTED AT THE MEETING.

Payments

Philip Coles	Grass Cutting April	£350	CHQ 689
	Grass Cutting May	£350	CHQ 690
	Grass Cutting June	£350	CHQ 692
1 & 1	Website	£8.39	DD
Elizabeth Martin	Expenses - Stationary	£31.99	}
	Expenses – Software	£90.00	} CHQ 694
	Expenses – Printer	£170.76	}
	Expenses – Toner	£69.35	}
Worton PC	Locum Clerk Services	£36.69	CHQ 693
WALC	2019 Membership	£147.13	CHQ 688
Elizabeth Martin	Allowance, Salary, PAYE		CHQs 686,687,691

Receipts

Allotment Rentals for both allotments (£60)

FC19/20/80 TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED

No correspondence or circulars have been received (with the exception of some feedback on the playground – to be distributed later)

FC19/20/81 HIGHWAYS

FC19/20/82 (a) To Consider and Approve Cllr. Geoff Collett as the Council's Representative for Highways

Proposed BH seconded SWH.

IT WAS RESOLVED THAT Cllr Collett be the Council's Representative for Highways for the ensuing year.

FC19/20/83 (b) To Receive a summary on Highways Items

GC met with the Steward and will be preparing a list of items to be considered.

The Steward has sprayed weed killer though Poulshot Road, cut the hedge on Barleyhill Lane.

FC19/20/84 TO CONSIDER ITEMS OF MAINTENANCE.

None.

FC19/20/85 KEY MESSAGES:

- The Council sends its sympathy to the Nixon family.
- The Council sends its thanks for the work done on the Parish Magazine over the last 3 years by Elizabeth and Jon Martin.
- The Council's accounts are available for inspection from July 1st. Please contact the Parish Clerk.
- Highways issues should henceforth be referred to GC and/or Parish Clerk.

The meeting concluded at 8:30 pm.

The next meeting of the Parish Council will be at 7:30pm on Tuesday September 3rd, 2019.

Summary Of Actions

None.



Summary Of Resolutions

- FC19/20/052 IT WAS RESOLVED THAT the minutes for the Parish Council meeting held on 14th May 2019 be accepted as written.
- FC19/20/053 IT WAS RESOLVED THAT the minutes for the Annual Village Meeting held on 14th May be accepted as written.
- FC19/20/064 IT WAS RESOLVED THAT the invoice for Locum Services via Worton Parish Council in the amount of £36.69 be approved and paid.
- FC19/20/070 IT WAS RESOLVED THAT Cllrs Wright-Hurn and Gillies would be the attending members to review and sign the Bank Reconciliations and Bank Statements as prepared by the Clerk for the 2019/20 Financial Year.
- FC19/20/072 IT WAS RESOLVED THAT the AGAR Governance Statement Assertions be accepted by Council.
- FC19/20/073 IT WAS RESOLVED THAT the Annual Governance Statement for 2018/19 be accepted by Council.
- FC19/20/076 IT WAS RESOLVED THAT the Annual Accounting Statements for 2018/19 be accepted by Council
- FC19/20/082 IT WAS RESOLVED THAT Cllr Collett be the Council's Representative for Highways for the ensuing year.

These minutes are accepted as a true and accurate record: -

Signed _____

Date _____

Summary Of Public Participation Session

A parishioner raised the question on the cleaning of the ditches, wondering whether the Council could look into having them cleaned out, potentially using a digger. The parishioner (and any others who wish work to be considered) was asked to write to the Clerk outlining the locations and details. The ditches may be better served to be cleared in the autumn after the hedges have been cut.

A parishioner asked whether the playground could be cleaned. The parishioner volunteered to help, which was greatly appreciated. The Council has no near-term plans for the cleaning.



A parishioner asked for an update on the playground survey. They were advised by EM that the survey has been conducted by a non-Council affiliated group but with assistance from the Clerk. The group will determine their next steps. Council has received several letters raising concerns about the Green Gardens being used; these and any other material will be circulated to the Council in due course. These letters have not and will not be forwarded beyond the Council.