

ANNUAL GENERAL MEETING OF HAWKLEY PARISH COUNCIL

HELD WEDNESDAY 5th MAY AT 7:30PM via ZOOM

Minutes

Present: David Caukill (Chair), Geoff Brighton, Simon Dixon, Jo Humphrey, Susan Sinclair and Charles Louisson. No members of public present

Attending: Katherine Horton (Clerk)

1) Welcome

2) Apologies for Absence: Apologies received from Liz Buckle who was attending a training course, Charlie Butcher and Russell Oppenheimer (due to purdah rules). Apologies were accepted.

3) Election of Chair and Declaration of Acceptance of Office

Susan nominated David Caukill, seconded by Jo Humphrey. There were no other nominations and Cllr David Caukill was duly elected, approved by all present. The Declaration of Acceptance of Office was signed in counterpart by DC and KH.

4) Election of Vice Chair

David Caukill nominated Jo Humphrey and this was seconded by Geoff Brighton. There were no other nominations and Cllr Jo Humphrey was duly elected, approved by all present.

5) Appointing of Planning Committee and Chair

David Caukill nominated Geoff Brighton as the Chair of the Planning Committee, seconded by Jo Humphrey. There were no other nominations and Cllr Geoff Brighton was confirmed in the role by all present. Jo Humphrey and Susan Sinclair were asked to continue as the Planning Committee and this was approved. Should the workload of the Planning Committee rise, the benefit of a fourth Committee member will be considered.

6) Appointing of Staff Panel, Audit Review Committee, Footpaths Officer, Play Area Monitor and Hall Representative with verbal declarations of Acceptance of Office

It was unanimously agreed that the current post holders would continue in their roles: Charlie Butcher to continue as Chair of Audit with Geoff Brighton and Susan Sinclair in support as a working group. Charlie Butcher will also continue as Chair of Staffing with David Caukill and Liz Buckle making up the working group. Simon Dixon agreed to continue as Play Area Monitor and Jo Humphrey will act as the Parish Hall representative with Geoff Brighton continuing as Footpath Officer.

7) Declarations of Interest

No interests declared

8) Approval of Minutes of the Meeting held on 14th April 2021 and approval of Minutes of the Planning Committee Meeting held on 27th April 2021.

Minutes from both meetings were approved as accurate records and accepted to be signed by the Chairs at next possible opportunity.

9) Public forum

- No residents attended the meeting.
- Cllr Charles Louisson confirmed the focus on the elections had seen a quiet period at the Council. Covid Grants continue to be distributed and the Planning Dept has been very busy with expectations this will remain the case for some time. No questions raised.

10) Chair's update

- Two fingerpost signs have been refurbished and are back in place. Of the two remaining posts that need attention, Upper Green will be done this summer (£500) and the one in Oakshott will be a future project when funding in place.
- Hawkley Hill: Chair and Vice Chair have me on site with Hampshire Highways to clarify what changes to the signage are feasible but these are limited given the width of the road is only 4.0metres in parts. The road will be resurfaced in June, the existing white lines will be repainted and "SLOW" will be written alongside the horse and village name signage. The current proposal is to replace the existing Horse signs with larger ones that have a grey background. The possibility of a flashing "slow" sign is being explored. There has been mixed reception to the signage suggested by the British Horse Society.
- A complaint was received from Upper Green about a rat emerging from refuse truck.
- Moles on Lower Green: trapping programme has been successful with 13 moles trapped and less damage to the grass.
- Phone Box: Clerk in contact with BT who have advised that following the PC's expression of interest in adopting, BT will need to complete a full consultation with the District Council. Clerk will progress.
- Drainage outside Vicarage Lane has been refurbished which will address flooding. Residents have been updated by the Chair and works signage will be collected.
- Oakshott visit. Following a query raised at the APM, the Chair has asked Nigel Brown to visit and advise what might be done to address the drainage issue.

11) Finance:

a) Financial summary to April 2021 and authorisation of payments

The clerk presented a financial summary for the period to April 2021. Future payments for Zurich Insurance, Upper Green mowing and Clerk's salary were approved.

b) Internal Audit report: review recommendations and consider action to be taken in relation to these

The Chair reviewed the Internal Audit report, previously distributed to all councillors. The recommendation to adopt a Grant application form will be considered. Other points have been addressed or were already in hand.

c) To complete the External Audit requirements for 2020/21

The Clerk had received confirmation from Charlie Butcher (Chair of Audit) ahead of the meeting that the document had been reviewed and he was happy for it to be signed by the Chair. The Chair confirmed that he had checked the figures to the bank statement. The Accounting Statements were then signed by the Chairman and the Clerk in counterpart. The 'Certificate of Exemption' from a limited assurance review was also signed by the Chair and the Clerk in counterpart. These documents will be submitted and uploaded to the website.

12) Further to the request from East Hampshire DC, to agree whether to formally adopt East Hampshire District Council's new Member Code of Conduct as Hawkley Parish Council's own.

The proposed Code had been distributed ahead of the meeting. No questions raised by the attendees and so document was accepted. Clerk to action.

13) Review and if required update, Hawkley Parish Council’s GDPR protocols

The Parish’s Data Security Guidelines had been circulated ahead of the meeting and the Chair asked attendees to refresh their understanding of the requirements to ensure data is handled appropriately and PC email accounts are used for work relating to the role of Councillor.

Chair, GDPR Officer (Charlie Butcher) and Clerk to review the Action Plan.

14) Update on Play area maintenance and possible refurbishment plans.

- Cllr Simon Dixon advised attendees that the status of the playarea had evolved since the last meeting. The May inspection and the last inspection of 2020 had identified rot in swing frame which needed remedy. Quotes for replacement of swings with rubber floor ranged from £10,000 - £15,000 and would ensure the playarea was inline with current legislation.
- Unfortunately, Cllr Dixon noticed that one of the upright timbers of the agility trail also had a wobble and it was confirmed that rot had also set in on the timbers and the playarea had to be closed for a period. The timbers in question have now been removed but this means the middle of the trail is missing.
- Attendees were in agreement with Cllr Dixon and the Chair that rather than piecemeal repairs it appears the time is right for a review of the playarea. Attendees confirmed that local families need to be engaged and contribute to the planning and fundraising for the playare to ensure it is fit for purpose and continues to be an much valued asset to the community.
- Cllr Dixon will consider the best means of engaging local families (FB, village magazine, upcoming community day) and keep the other Cllrs informed.
- RoSPA Inspection will take place in May and the report will be shared.

15) Date of next meeting – 11th August 2021, 7:30pm

Meeting closed 20:40

Signed

Dated