

HAWKLEY PARISH COUNCIL

MINUTES OF THE MEETING HELD
WEDNESDAY MAY 21ST 2014 AT 7.30PM IN HAWKLEY PARISH HALL

DRAFT

PRESENT: Peter Cregeen (Chairman); Nick Davis; Susan Sinclair; Jilly Caesar; Charlie Butcher; David Caukill. Sue Harwood; (Clerk) was in attendance.

ALSO PRESENT: County Councillor Vaughan Clarke; five members of the public

14/01 Apologies for Absence

Parish Councillors John Scutt and Geoff Brighton.

14/02 Election of Chairman

Nick Davis proposed Peter Cregeen, seconded by Jilly Caesar, there were no other nominations and Peter Cregeen was unanimously elected.

14/03 Election of Vice Chairman

Peter Cregeen proposed Nick Davis, seconded by Susan Sinclair, there were no other nominations and Nick Davis was unanimously elected.

14/04 Election to other posts

The Chairman proposed that John Scutt continue as Chair of the Planning Committee with Jilly Caesar and Geoff Brighton, and that Geoff Brighton continue as Footpaths Officer, that the Staff Panel remain unchanged with Charlie Butcher David Caukill and Nick Davis, that the Audit Review Committee continue to be made up of Susan Sinclair Geoff Brighton and Charlie Butcher, that Peter Cregeen continue as the Parish Council's representative on the Liss Greatham and Hawkley Friendship Fund and on the Coryton Trust. All these proposed appointments were approved by all present.

14/05 Approval of Minutes of Last Meetings

The minutes of the meetings on February 12th and April 30th were approved and signed as a true record.

14/06 Declaration of Interests

Peter Cregeen declared a pecuniary interest in agenda item 9b) minute item 14/09b). Nick Davis declared an interest in agenda item 13, minute item 14/13 the nature of that interest being that he is Chairman of the Trustees.

14/07 Report of District Councillor

No report due to absence.

14/08 Report of County Councillor

Councillor Clarke's report is attached as an appendix to these minutes.

14/09 Finance

- a) The Clerk presented a financial summary for the period to May 2014 and cheque numbers 300138- 300142 and cheque number 300144 were authorised and signed. Cheque number 300141 (duplicating error) was voided.
- b) Peter Cregeen left the room. An unchanged Chairman's allowance of £200.00 was agreed. Peter Cregeen returned to the room. Cheque number 300145 was signed.
- c) The Internal Audit Report was presented to the council, read out by the Chairman. The Parish Council had passed this process with one minor issue arising – that all cheque stubs must be initialled twice. Although this is the current policy, it was noted that occasional slips must be avoided.
- d) The clerk proposed that this item be delayed until two further items had been discussed as these may affect the insurance premium to be paid. This was agreed.
- e) The PCC's request for financial assistance towards the rising cost of production of the parish magazine were discussed at much length. Eventually a one off grant for the requested amount of £540 was agreed. The Chairman agreed to speak to the treasurer with a view to the Parish Council understanding more about the finances of the magazine and to report back at the next meeting. Cheque number 300146 was then signed.

14/10 Parish Plan

Charlie Butcher would report to the Clerk shortly as to whether or not the plan could be completed in time for the EHDC Community Forum on July 1st.

14/11 Empshott Green

There was much discussion on this matter. While Councillors were pleased to note that three trees had been removed, there remained significant encroachment upon the common land by a resident and this was deemed to be serious enough for further action. The Clerk was asked to write and request that the work be undone and the Green returned to its former natural state. Clerk also to confirm status of this land at the next meeting.

14/12 Trees on Lower Green

Following a resident's request qualified opinion has been sought on boundary trees as to whether or not they need to be felled or reduced in height in order to reduce risk of significant damage to a nearby house. Three

opinions were sought, two were forthcoming, both of which propose only limited work is necessary. There is some question as to whether all trees are actually on Parish Council land. Clerk is awaiting a written site survey in order to progress the matter. It was agreed that the Parish Council must ensure that its trees are safe and necessary work is carried out.

14/13 Play Equipment

A request has been received from the Parish Hall Committee that the Parish Council adopt the play area equipment and take over responsibility for ongoing maintenance. After some discussion all present agree to do this. It was agreed to ensure the play area would henceforth be covered by the Parish Council's Public Liability Insurance but not to insure it against loss or damage.

14/14 Proposed memorial bench on Upper Green

The son of a former resident of Hawkley wishes to gift a bench to the Parish in memory of his mother and site it on Upper Green. Barry Holland's mother Edna Franks was born in Hawkley on 26th October 1916. She married Charles William Holland in Hawkley on 20th July 1940. They lived the rest of their lives in Godalming. Councillors readily agreed to this proposal, subject to the site being suitable, Nick Davis to check and confirm. Insurance to be on same basis as Play Equipment. Clerk then to progress.

14/15 Insurance Policy renewal

As these two items will be covered by PIL only, there will be no increase in the insurance premium. In accordance with the 3 year arrangement the premium for 2014/15 will be £265.50. This was accepted. Cheque number 300143 was then signed.

14/15 Proposed Travellers' Sites Panel

Panel to consist of Nick Davis David Caukill and John Scutt for Hawkley. Enquiries to be made re possible involvement of other affected parish councils. Nick Davis to progress.

14/16 Reports of Representatives

a) Hawkley Parish Hall

Operating smoothly.

b) Footpaths

No report due to absence.

c) Lengthsman

EHDC and HCC have both now agreed to fund the position for a further year.

d) Coryton Trust & LGHFF

Some essential building repairs have been carried out.

14/17 Date of next meeting

Wednesday July 30th at 7.30pm.

There being no further business, the Chairman closed the meeting at 9.15pm.

Chairman

Date