

MINUTES OF **ANNUAL PARISH COUNCIL MEETING OF EVERSLEY PARISH COUNCIL** HELD AT CHARLES  
KINGSLEY SCHOOL AT 7.45pm ON **TUESDAY 16<sup>th</sup> MAY 2023**

PRESENT: Cllr S Hughes (SH)  
Cllr S Dickens (SD)  
Cllr E Dixon (ED)  
Cllr P Todd (PT)  
Cllr S Miller (SM)

ALSO PRESENT: 1 Member of the public and J. Street (Clerk)

*Abbreviations:*

HDC – Hart District Council  
HCC – Hampshire County Council  
EPC – Eversley Parish Council

**ACTIONS**

- 1 Election of Chairman,  
**RESOLVED**  
Cllr S Dickens was proposed and seconded. There were no other nominations. Cllr S Dickens accepted the nomination and was elected as Chairman.
- 2 Declaration of Acceptance of Office by Chairman  
Cllr S Dickens signed the Acceptance of Office form in the presence of all and the Clerk countersigned as witness.
- 3 Apologies for Absence  
None were received.
- 4 Declarations of Interest  
None were declared.
- 5 Electronic Agenda Despatch  
That all members should receive only an electronic copy of the agenda and papers for meetings. (The Local Government (Electronic Communication) (England) Order 2015 came into force on 30 January 2015. It allows a Summons to a meeting to be deemed served, if sent to a nominated electronic address.)
- 6 Co-option  
This item was deferred as no candidates had come forward.
- 7 Minutes of the Last Meeting  
Receipt of Minutes  
The minutes of the meeting of Eversley Parish Council held on **Tuesday 4<sup>th</sup> April 2022** had been previously circulated to all Councillors.  
**RESOLVED**  
That the Minutes be approved and signed by the Chairman. **SD**
- 8 Public Questions and Comments  
Centre Green - A member of the public has requested that more benches and lay equipment are placed around the Centre Green area for families to use. This will be looked at by the Open Spaces Committee.  
Chequers Green – Another member of the public has requested that further play equipment is placed at the Chequer's Green play area, as well as fixing the fencing around it. Again, this will be looked at by the Open Spaces Committee.

The Member of the Public left at 7:55pm

9 Delegation

i) Delegation arrangements to Committees

**RESOLVED**

- The Open Spaces Committee has delegated authority to spend up to £5,000 on items from the approved budget.
- Planning applications will not be considered by the Open Spaces Committee unless a consultee deadline makes it unavoidable. Planning applications will only be considered if a resident or Councillor has asked in advance for them to be discussed.

ii) Delegation arrangements to Proper Officer

**RESOLVED**

- The Clerk, as the Proper Officer, has delegated authority to authorise expenditure on any items below £500.
- The Clerk, as the Proper Officer, has delegated authority to authorise expenditure between £500 and £1000 in an emergency.
- The Clerk, as the Proper Officer, has delegated authority to make a decision on behalf of the Council, if the Council cannot meet, after agreement with 2 councillors, to include the lead councillors where applicable and the Chairman for any financial decisions as detailed in the Delegation Document. (See Appendix A)
- In the case of commenting on planning applications, this will resort to Full Council wherever possible and if not possible then resort to Open Spaces Committee and where this is not possible delegated to the Clerk, as the Proper Officer. The Clerk has delegated authority to submit comments to the planning authority, after consultation via email with the Council, in respect of planning applications that have a deadline for response before the next scheduled Council meeting. Comments submitted will be ratified at the following meeting of the Council.

10 Committees

i) Open Spaces Committee

Open Spaces Terms of Reference

**RESOLVED**

To approve the Terms of Reference with no changes.

Open Spaces Committee

**RESOLVED**

That the members elected to the Open Spaces Committee would be:

Cllr S Miller

Cllr E Dixon

Cllr S Hughes

Cllr P Todd (Until a new councillor wished to take on the role)

Plus one vacancy

ii) Personnel Committee

Personnel Committee Terms of Reference

**RESOLVED**

To approve the Terms of Reference with no changes.

Personnel Committee

That the members elected to the Personnel Committee would be:

Cllr S Miller

Cllr S Dickens

Cllr S Hughes

iii) **RESOLVED**

There was no need to create any new Committees.

11 Working Groups and Panels

(i) There was no need to create and new working groups.

(ii) To elect member/s to working groups:

a) Road Safety and Traffic Working Group

**RESOLVED**

That the group would comprise the following members:

Cllr S Miller

G Rees

EPC would also welcome residents to join the group.

b) Budget Working Group

**RESOLVED**

That the group would comprise the following members:

Chairman

Cllr S Miller

Cllr E Dixon

Cllr S Hughes

Cllr P Todd

The Responsible Financial Officer would also be part of the group but need not be elected.

c) Communication Working Group

**RESOLVED**

That the group is no longer required so has been closed.

d) Appeals Panel

**RESOLVED**

That the group is no longer required so has been closed.

e) Affordable Housing Working Group

**RESOLVED**

That the group would comprise the following members:

Chairman

Cllr S Hughes

The Clerk would also be part of the group but need not be elected.

f) **RESOLVED**

There was no need for any new working groups or panels to be created.

12 Policies

- i) The Council reviewed the Standing Orders

**RESOLVED**

To adopt the Standing Orders as previously circulated.

- ii) The Council reviewed the Publication Scheme

**RESOLVED**

To adopt the Publication Scheme as previously circulated.

- iii) The Council reviewed the Code of Conduct

**RESOLVED**

To accept the Code of Conduct as previously circulated.

13 Insurance

- i) The Council reviewed its insurance provision

**RESOLVED**

That the amount of cover for 2022/23 was adequate.

- ii) The current supplier had sent their renewal quotation. The Clerk had also contacted a competitor and obtained their quotation for comparison. The Council reviewed all the quotations and the cover provided by the policies.

**RESOLVED**

To move to the competitor as the Council's insurers for 2022/23, as the proposal was a better price.

14 Subscriptions

**RESOLVED**

To approve the following subscriptions:

- Hampshire Assoc. of Local Councils (HALC) – £405.93
- National Assoc. of Local Councils (NALC) – £100.38
- Society of Local Council Clerks (SLCC) - £187.00
- Association of Local Council Clerks (ALCC) - £50.00
- Campaign to Protect Rural England (CPRE) - £36.00
- Parish online - £48.00
- Parish Magazine - £14.00
- PO box £360.00 approximately, subject to annual increase.
- Institute of Cemetery and Crematorium Management (ICCM) - £95.00

**Clerk**

15 Direct debits and standing orders

**RESOLVED**

To approve the direct debits and standing orders:

- Tesco Mobile – Monthly approximately £22.
- Royal Mail – Monthly approximately £40.

16 Representation on outside bodies

It was requested that anyone attending a meeting of an outside body should provide a brief report back to Full Council.

**RESOLVED**

To make the following appointments:

- a) Hart District Association of Parish & Town Councils - Chairman or any delegated Cllr  
b) Eversley Village Hall Management Committee - Cllr E Dixon

- c) Blackbushe Airport Consultative Committee - Cllr P Todd
- d) Eversley Sports Association Executive Committee - Cllr S Hughes
- e) Policing Priorities Meetings - Cllr S Miller

17 Appointment of Lead Councillors

**RESOLVED**

To elect members to the following roles or responsibilities:

- a) Planning Liaison - Cllr P Todd, Cllr E Dixon
- b) Blackwater Valley Countryside Partnership – Cllr S Miller
- c) Burial Ground – Cllr S Dickens
- d) Charles Kingsley’s School – All Cllr’s
- e) Flooding and Sewerage – Cllr P Todd
- f) Emergency Plan – Cllr S Miller, Cllr S Hughes

18 Draft Annual Financial Review

**RESOLVED**

To approve the draft accounts (unaudited) for the year ended 31st March 2023.

Council reserves.

The Council reviewed the Council reserves.

**RESOLVED**

- To approve the Earmarked and General Reserves as noted on the Budget.

19 Budget 2023/24

**RESOLVED**

The current budget was accepted but the Council would like to review shortly.

20 Financial report

Schedule of Accounts

The Responsible Financial Officer’s reconciliation for March 2023 had been previously circulated along with copies of the bank statements.

**RESOLVED**

- (i) To note the reconciliation for March 2023 has already been approved at the previous meeting.

**RESOLVED**

- (ii) To authorise the schedule of payments for May 2023.

Year to Date

**RESOLVED**

The current Year to Date report for April/May was approved.

21 Planning

**RESOLVED**

To note receipt of the following and, where appropriate, to forward the comments listed below to HDC or HCC. **Clerk**

- a) 23/00663/HOU Rycroft, New Mill Lane Retention of outbuilding for ‘care worker’ accommodation, ancillary to main dwelling.

EPC consultee comment: EPC notes that the applicant has combined both the residential unit and the agricultural in one single planning unit. The building is on the agricultural land and therefore outside the settlement boundary with no justification as to why it is required.

- b) 23/00908/FUL Hollybrook Cottage, Warbrook Lane Erection of garden building for combined use as housing for show birds and racing pigeons and storage of gardening equipment.

EPC Consultee Comment: EPC notes that the applicant has combined both the residential unit and the agricultural planning into one single planning unit. The planned building is on the agricultural land and therefore outside the settlement boundary with no justification as to why it is required.

There being no further items for discussion the Chairman closed the meeting at 9:00pm.

Chairman.....Date.....

**The next Full Council Meeting will be held on Tuesday 6<sup>th</sup> June 2023**

#### **Forward Plan**

Date	Meeting
30 <sup>th</sup> May 2023	Open Spaces Committee
6 <sup>th</sup> June 2023	Full Council