



# Wickham Parish Council

Minutes of the AGM of the above Council held at Wickham Centre on Monday 16<sup>th</sup> May 2016 at 7pm.

**Present:** Angela Clear (Chairman), Adrian Brown, Justin Gamblin, Nick Guy, Jon Taylor, Simon Wernick.

Co-opted Recreation Committee member Barry Causer, one member of the public, Parish Clerk Nicki Oliver.

1. **To elect a Chairman of the council for the ensuing year** Angela Clear elected.
2. **To elect a Vice-Chairman of the council for the ensuing year** Refer to next meeting due to councillor absences.
3. **To receive the Chairman's and Councillors' declarations of acceptance of office** Received.
4. **To receive apologies for absence** Trevor Astbury, Sue Roger-Jones, Therese Evans, Di Frost, Tim Harper, Co-opted Recreation Committee Alan Eddis, County Councillor Patricia Stallard.
5. **To receive declarations of interest regarding agenda items** None.
6. **To adjourn meeting to allow participation by members of the public**

**6.1 To receive Safer Neighbourhood concerns from the community** No report this month.

**6.2 Report from County Councillor** Report circulated prior to meeting. Devolution is on the agenda for HCC.

**6.3 Reports from District Councillors** Cllrs Clear, Evans and Cutler were re-elected at the May elections. The Council comprises 25 Conservative and 20 Lib Dems.

**6.4 Questions from members of the public** Resident Doug Copeland registered his disappointment at the lack of Parish Councillors at the Parish Assembly. Mr Copeland also asked for the subsidence around an electricity inspection chamber at the entrance to Dickson Park to be addressed.

**6.5 Chairman's announcements** The Chairman also expressed her disappointment that only the clerk and herself attended the Parish Assembly, it was one of the best events the parish council has hosted with a good attendance from the village.

## 7. Meeting resumed to consider the following agenda items:

**7.1 To approve the minutes of the Full Council meeting held 18<sup>th</sup> April 2016 Minutes approved and signed.**

**7.2 General Purposes Committee report (Cllr Gamblin)**

**7.2.1 To receive minutes of meeting held 4<sup>th</sup> May 2016 Minutes received.**

**7.3 Lighting / Highways Representative report (Chairman) There are a number of repairs requiring action from HCC.**

**7.4 Planning Committee report (Cllr Frost)**

**7.4.1 To receive minutes of meeting held 4<sup>th</sup> May 2016 Minutes received.**

**7.5 Recreation Committee report (Cllr Roger-Jones) It was noted that the banner on the fence of the tennis courts has not been removed as agreed. Clerk to arrange removal.**

**7.6 Water Meadows Trust report. (Cllr Roger-Jones) The Water Meadows is very popular during fine weather.**

**7.7 Finance Committee report: (Chairman)**

**7.7.1 To receive minutes of meeting held 4<sup>th</sup> May 2016 Minutes received.**

**7.7.2 Proposal to approve accounts for external audit as follows:**

1. Annual Governance Statement 2015/16
2. Receipts and payments accounts 2015/16
3. Asset register April 2016
4. Supporting statement 2015/16
5. Action Plan to improve effectiveness of internal controls and risk assessment procedures 2016/17

**Resolved.**

**7.8 To review Standing Orders' requirements:**

- i. Review of delegation arrangements to committees, sub-committees, staff and other local authorities **No amendments proposed.**
- ii. Review the terms of reference for committees **Committee terms of reference reviewed and updated 23<sup>rd</sup> March 2015, no further amendments proposed.**
- iii. Appointment of members to existing committees **Committees appointed.**
- iv. Appointment of any new committees **No new committees proposed.**
- v. Appointment of chairmen of committees **Refer to next meeting.**
- vi. Review and adoption of standing orders and financial regulations **Revised Standing Orders adopted 24<sup>th</sup> February 2014, Finance Regulations adopted 19<sup>th</sup> January 2015, amendments to comply with 2015 Procurement legislation to be made when guidance received from NALC.**
- vii. Review of arrangements with other local authorities **A contribution towards running the public loos and a contribution towards the Market Towns Development officer are made to Winchester City Council. Budgets for these have been included in this year's precept.**
- viii. Review of representation on or work with external bodies and arrangements for reporting back **There is a Full Council recurring agenda item for reporting on the activities and arrangements of outside bodies.**

- ix. To consider whether to exercise the General Power of Competence **The Power is available to the Parish Council if needed.**
- x. Review of inventory of land and assets including building and office equipment **Review of assets included with annual accounts.**
- xi. Review of the Council's and staff subscriptions to other bodies **Reviewed when the precept is set.**
- xii. Review of the Council's complaints procedure **Reviewed 23<sup>rd</sup> March 2015 with no amendments**
- xiii. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 **Reviewed and updated 23<sup>rd</sup> March 2015. Document retention policy to be adopted in 2016.**
- xiv. Determine the time and place of ordinary meetings of the Full Council up to an including the next AGM of the Council **Dates for 2017 to be circulated.**

#### 7.9 Projects reporting to Full Council

7.9.1 Monitoring Fareham Local Plan / Welborne (Cllr Evans) **No further news.**

7.9.2 Monitoring WCC Local Plan (Cllr Clear / Cllr Evans) **The Parish Council has been invited to take a seat at the Examination in July when Wickham is discussed.**

7.9.2 Moyses proposals / Knowle Water Meadows **No further news.**

#### 7.10 Reports from representatives of outside organisations including:

7.10.1 Wickham Community Association (Cllr Roger-Jones) **No report this month.**

7.10.2 Wickham Youth Club **The Chairman opened the Club's new Portakabin on 12<sup>th</sup> May in her role as Mayor of Winchester. Councillors are recommended to visit and see the work that has been carried out.**

7.10.3 Knowle Youth Club **The Clerk visited the Club on 11<sup>th</sup> May and there were lots of activities happening inside and out including music lessons. There is a very dedicated team of leaders at both Wickham and Knowle Youth Clubs.**

7.10.4 Wickham Community Tennis Club (Cllr Evans/Cllr Roger-Jones) **No report this month.**

7.11 Reports on other recent meetings attended by Councillors/Clerk **Cllr Gamblin and Clerk attended a Procurement training session, contract law and requirements under EU legislation were discussed.**

**8. Recent correspondence** List circulated prior to meeting.

**9. Accounts for payment** It was resolved to pay accounts shown on pages 4 & 5.

**10. To note bank balances**

**Bank balances 16.5.16**

Water Meadows	£17,792.00
PC current ac	£4,059.00
PC interest ac	£253,625.00
	£275,476.00

## 11. Questions and comments from Councillors No questions.

### Wickham Parish Council Accounts for Payment May 2016

		Recipient	Amount	VAT inc	Notes *payments to Clerk
1	DD	British Gas	£50.12	√	Electricity for tennis courts floodlights
2	BACS	British Gas	£62.52	√	Electricity for all weather pitch flood lights
3	BACS	British Gas	£99.66	√	Gas for pavilion
4	DD	Southern Electric	£13.00	√	Electricity for pavilion
5	BACS	Widley Landscapes	£52.80	√	Knowle car park landscaping
6	BACS	Wickham Centre	£90.90		Room hire
7	BACS	HCC	£1,983.85	√	Street light energy and maintenance
8	BACS	Wellers Hedleys	£374.40	√	Legal fees for Knowle lease February
9	BACS	RG Warwick	£93.10	√	Bin liners and litter picker
10	BACS	Mole	£4.02	√	Timber for repairs
11	BACS	HALC	£108.00	√	Core skills training for new councillor
12	BACS	Footprint	£544.80		Wickham history booklets agreed grant
13	BACS	Mill Farm Plants	£244.80		Replacement hedge plants for Wickham and Knowle
14	BACS	Whiteley Town Council	£40.00		Procurement training
15	BACS	WCC	£5,108.52		Rates bill for Knowle Hall
16	BACS	OCS	£371.40 <u>£450.94</u> £822.34	√	Empty dog bins / play area safety checks Wickham Ditto Knowle
17	BACS	Paul Collins	£1,678.00 £125.00  £1,355.00 £40.00 £270.00  <u>£305.00</u>  Total		<b>Wickham:</b> as contract Attendance on all weather pitch: check and clean up daily, lock up  <b>Knowle:</b> as contract Greater Horseshoe Way play area  <b>Wickham extras:</b> Marking out £75, repair fencing Water Meadows £50, remove ivy from trees behind St Nicholas Row £100, repairs to pavilion door £20, repairs to goal nets £25  <b>Knowle extras:</b> Marking out £30 fence repairs £25, replacing hedge plants and canes £200, spike and aerate pitch £50

Wickham Parish Council Accounts for Payment May 2016 cont.

	Chq no/ BACS	Recipient	Amount	VAT inc	Notes *payments to Clerk
18	BACS	Studio 6	£141.30		Invitations for Parish Assembly
19	BACS	Katastrophies	£433.80	√	Awards for Assembly
20	BACS	Fresh to Desk	£840.00	√	Buffet for Assembly
21	BACS	Coop	£132.81		*Wine and juice for Assembly
22	BACS	Makro	£23.59	√	*Cups and table coverings for Assembly
23	BACS	Cash	£70.00		*Stan Woodford prizes
24	BACS	Nicki Oliver	£1,278.75		*May salary
25	BACS	Home as office	£48.83		*Clerk's expenses May
26	BACS	Telephone and internet	£42.17		*Clerk's expenses May
27	BACS	Clerk's expenses	£66.92		*Visits to Knowle
28	BACS	HCC	£448.35		Employee and employer's pension conts
29	DD	Lloyds	£12.74		Bank charges April
		<b>Total</b>	<b>£17,005.09</b>		
		<b>Water Meadows</b>			
1	BACS	Paul Collins	£200.00		Maintenance April
		<b>Total</b>	<b>£200.00</b>		

Meeting closed 8.40pm

Signed.....

Date.....