

**MEETING OF HAWKLEY PARISH COUNCIL
HELD WEDNESDAY 17th MAY AT 7:30PM in Hawkley Parish Hall**

Minutes

Present: L Buckle, D Large, S Sinclair, G Stewart, J Humphrey, C Butcher, I Wallace and Cllr Louisson

Also attending: K Horton (Clerk)

- 1) **Welcome.** With Cllr Caukill absent, Cllr J Humphrey (as Vice Chair) will Chair. New Councillors were welcomed to the meeting and thanks noted to S Dixon and G Brighton for their time given to the local community.
- 2) **Apologies for Absence.** Received and accepted from Cllr Caukill.
- 3) **Acceptance of Office.** Further to the 2023 Parish Council elections, to confirm that the Councillors for Hawkley Parish Council have completed the required paperwork: Acceptance of Office and Register of Interests. All Councillors had completed the paperwork ahead of the meeting. An extension for David Caukill to complete the paperwork was proposed by Cllr Butcher, seconded by Cllr Sinclair and all other Cllrs voted to approve.
- 4) **Appointment to Committee roles**
 - a) Appointment of Chair and signature of Acceptance of Office. Cllr Humphrey agreed to stand as Chair, Seconded by Cllr Buckle and voted in by all attendees. Acceptance of Office signed.
 - b) Appointment of Planning Advisory Committee and Chair with verbal declarations of Acceptance of Office. The following Councillors were nominated to the Planning Advisory Committee: Cllr Humphrey (Chair), Cllr Buckle, Cllr Wallace and Cllr Sinclair.
 - c) Further nominations were made; Appointment of Staff Panel (Cllr Buckle, Cllr Butcher and Cllr Caukill (on completion of paperwork)), Audit Review Committee (Cllr Butcher, Cllr Sinclair and Cllr Caukill (on completion of paperwork)), Footpaths Officer (Cllr Large) and Hall Representative (Cllr Humphrey) with verbal declarations of Acceptance of Office made.
- 5) **Declarations of Interest.** No declarations made
- 6) **Approval of Minutes**
 - a) **Parish Council Meeting held on 15th February 2023.** Accepted as an accurate record of the meeting and duly signed.
 - b) **Report from Clerk on the actions taken under the scheme of temporary delegation following meetings of the Planning Advisory Committee on 25th April and 2nd May 2023** and approve the associated minutes for these meetings. Report shared and no questions raised. Cllr Louison and Cllr Oppenheimer thanked for their support in escalating the concerns about 4 Homefield Cottage.
- 7) **Parish Council Finances/Administration**
 - a) **Financial summary for February to March 2023.** No questions raised
 - b) **Financial summary from April to May 2023** and in addition:
 - i) Notification of Payments made under Item 14 of the Financial Regulations since the last meeting.
 - ii) Notification/authorisation of other payments. No questions raised and proposal that standing order established for payment of Clerk's salary agreed.
 - iii) To consider a request from the Village Magazine team for a grant under Section 137 of the 1972 LGA ("The Free Resource"). Every month 642 magazines are produced and delivered in the parishes of Hawkley and Empshott. There is no charge for residents to receive the magazine. Discussion on the long term funding of the publication, Cllr Louisson suggested his Cllr Grant might

provide some support in the future. Cllr Humphrey proposed the Grant of £210 be made, Cllr Large seconded and all attendees voted in support. Clerk to action.

- c) **Internal Audit report: to receive the completed report, review recommendations and agree what action will be taken in relation to these.** Report considered by Audit Committee and all Cllrs. Standing Orders considered fit for purpose and no action to be taken.
- d) **Having considered the Internal Audit report and supporting papers, to complete and approve the External Audit requirements for 2022/23**
 - i) Section One. The Annual Governance Statement. Each statement read and recorded “yes”. Signed by Chair and Clerk
 - ii) Section Two. The Accounting Statements. Finance reviewed by Audit Committee and all Councillors ahead of the meeting. No questions raised and Section Two duly signed
 - iii) The AGAR Certificate of Exemption. Having considered the Internal Audit report and all supporting documents, Councillors were in agreement that the documents be signed. Actioned by Chair and Clerk.
- e) **To review and then accept the following policies/documents for 2023/24:**
 - i) Standing Orders for 2023/24
 - ii) Asset Register for 2023/24
 - iii) Financial Regulations for 2023/24
 - iv) Statement of Internal Control 2023/24
 - v) HPC Risk Analysis 2023/24

No questions raised in relation to documents. Proposal that they be accepted made by Cllr Butcher, Seconded by Cllr Stewart and all Cllrs voted to approve.

- 8) **Public forum: Adjournment of the meeting for 10 minutes to allow the public to raise questions.** No questions
- 9) **Report from County Councillor Oppenheimer.** Latest written report circulated ahead of meeting.
- 10) **Report from District Councillor Louisson.** Provided an update on the District Council post local elections. Conservatives are forming a coalition with Whitehill and Borden party to provide a working majority. Average Speed cameras on A32; 20 sets of cameras for local speed watch teams – record speed, number plate and time/date. Help notice trends and then this will be used by Police for targeted checks
- 11) **On going projects/open actions:**
 - a) **Social Housing** – to note a response from Damian Hinds MP in relation to 4 Homefields Cottage. Objection by HPC to the disposal of the property has been recorded by Dept of Levelling Up, Housing and Communities. This will be referenced should Abri seek to dispose of the property in the future.
 - b) **Ponds** - to receive a report from Cllr Buckle and confirm the next steps to be taken. Initial survey completed and grant received. Survey has outlined good first steps. Need to consider a proposal for long term annual maintenance plan (would be similar cost) which would give structure on work that needs to be completed. Health of ponds is good bar a few parastical plants and less diverse than they could be. Wrong time of year to be completing any work on the ponds. Late summer/autumn to stagger work. Grant likely to be used on groundwork. Significant issue is Jolly Robins pond as no “local ownership” other two ponds have local interest and support. Longer term question of how to bring in ownership and get ponds to ecological best. Cllr Buckle will circulate report from Arcadian. Cllrs to consider how to build a volunteer team

- c) **Play Area** – to receive an update from the Village Hall Trustees. Last items to be completed are the laying of some turf and the reinstatement of the fence. Inspection has been completed.
- d) **Phone Box**
 - i) to note adoption of the phone box on Upper Green by HPC. Notice of adoption has been posted in the box
 - ii) to confirm Cllr Large is still willing to lead on any maintenance works. Confirmed. Clerk shared with Cllr Large the guidance notes from BT to be referenced ahead of any refurbishment work
 - iii) to agree next steps for any maintenance works. Clerk advised that Listing consideration must be taken into account. Cllrs will consider possible uses ahead of next meeting.
- e) **Drainage channels and gulleys** – to receive an update from the Clerk on actions taken to date and agree what further work is required. Clerk has communicated as requested with local residents with mixed results; gully has been cleared in places. Another resident has cleared the drain on the opposite side of the road and this was full of leaves. Evidence to be captured when there is next heavy rain to use in making a case for HCC involvement.

12) Items for next agenda

- Social Housing
- Drains
- Phone box
- Power line/Ash die back

13) Date of next meeting – 12th July 2023, 7:30pm

Meeting closed: 9pm

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Signed, Councillor Caukill, Chair HPC

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Date