

ANNUAL MEETING OF HAWKLEY PARISH COUNCIL
HELD WEDNESDAY 22nd May 2024 AT 7:30PM in the Parish Hall

Minutes

Present: Cllr Caukill (Chair), Cllr Butcher, Cllr Humphrey, Cllr Stewart and Cllr Large

Also attending: K Horton (Clerk) and Cllr Louisson. 1 resident in attendance.

- 1) Welcome.** Meeting opened
- 2) Apologies for Absence.** Received & accepted from Cllr Sinclair, Cllr Buckle, Cllr Wallace & Cllr Oppenheimer
- 3) Appointment to Committee roles**
 - a) Appointment of Chair and signature of Acceptance of Office.** Cllr Caukill was proposed for Chair by Cllr Butcher, Seconded by Cllr Humphrey and all attendees were in agreement.
 - b) Appointment of Vice Chair and verbal declaration of Acceptance of Office.** Cllr Caukill proposed Cllr Buckle for the role of Vice-Chair, Seconded by Cllr Butcher. All attendees were in agreement. Cllr Buckle had confirmed via email that she would accept the role if nominated but formal acceptance deferred to next meeting.
 - c) Appointment of Planning Working Group and Chair with verbal declarations of Acceptance of Office.** Cllr Jo Humphrey (Chair) with Cllr Iona Wallace, Cllr Susan Sinclair and Cllr Liz Buckle were proposed and approved.
 - d) Appointment of Staff Panel, Audit Review Working Group, Footpaths Officer and Hall Representative with verbal declarations of Acceptance of Office.**
 - Staff Panel Working Group were proposed and approved: Cllr Charlie Butcher, Cllr Liz Buckle, Cllr David Caukill
 - Audit Review Working Group were proposed and approved by all in attendance: Cllr Charlie Butcher, Cllr Susan Sinclair and Cllr Georgie Stewart
 - Footpaths Officer – Cllr David Large was proposed and approved by all in attendance
 - Hall Representative – Cllr Jo Humphrey was proposed and approved by all in attendance
- 4) Declarations of Interest.** Cllr Humphrey excused for item 15.
- 5) Approval of Minutes** - Parish Council Meeting held on 7th February 2024. At the February meeting, a resident had raised a query about the HCC's roll out of a 20mph limit. Cllr Stewart and Cllr Butcher agreed to look into the details of this scheme and return to the Parish Council with a recommendation. Typo in minutes corrected and signed as a record of the meeting.
- 6) Public Participation.** No matters raised.
- 7) Report from County Councillor Oppenheimer.** Apologies received as attending Greatham's Annual Parish Meeting.
- 8) Report from District Councillor Louisson.** Annual Report given at last meeting. Additional information shared in relation to EHDC's campaign to improve recycling rate – 17% of recycling loads were rejected in the first part of the year. New Bin Hangers will be left on bins containing incorrect items. SPC Councillors were in agreement the matter should be highlighted via an article in the Village Magazine.
- 9) Parish Council Finances/Administration**
 - a) Clerk's Report inc**

- i) Insurance. Long Term Agreement (LTA) in place with Zurich until 1 June 2026 so notification that policy renews for a year. Premium noted in finance report.
 - ii) King's portrait. Received and passed to Parish Hall Trustees for display
 - iii) Fingerpost refurbishment. Project completed with Oakshott. Photos shared on social media and invoice now received for payment. Payment approved at Dec 2023 meeting.
 - iv) Stairs Hill roadworks. Stairs Hill, Empshott signing and lining works have now been substantially completed. No updates re impact of B3004 closure but Clerk staying in touch via monthly calls.
- b) Financial summary for February to March 2024.** No questions raised and statement approved and signed. It was noted that year-end cash figure was higher than projection due to delays on Fingerpost and Pond projects and subsequent payments.
- c) Financial summary from April 2024 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. Statement approved and signed
- d) Internal Audit report: to note the completed report and consider the associated recommendation(s) from the Audit Working Group and agree what action will be taken in relation to these**
- Three recommendations:
1. Adoption of NALC model finance regulations. Audit working group have reviewed these and adapted Hawkey's where appropriate. Minute and approve PDF of bank statement to be circulated
 2. Payment approval. The Clerk will present the financial statements with a month end cut-off to ensure the statements tally to the bank statement. These will be circulated to all Councillors ahead of the relevant PC meeting
 3. Public Rights information. Dates of publication to be recorded in the minutes.
- Cllrs in agreement with responses/actions.
- Audit Working Group also refuted the Auditor's comments re the parish's Phone boxes. Audit notes that no clear use is identified for phone-boxes but this is only the case for the one on Upper Green. Lower Green is a library and local information point.
- e) Having considered the Internal Audit report, supporting papers and recommendation(s) from the Audit Working Group, to complete and approve the External Audit requirements for 2023/24:**
- 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. Signed and Date of Announcement will be 4th June 2024, Inspection period starts 5th June and ends 16th July 2024
- f) To review and then accept the following policies/documents for 2024/25:**
- i) Standing Orders for 2024/25
 - ii) Asset Register for 2024/25. Amendment to Asset Register to remove owl boxes as MIA
 - iii) Financial Regulations for 2024/25
 - iv) Statement of Internal Control 2024/25
 - v) HPC Risk Analysis 2024/25

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

10) Lengthsman. To confirm whether HPC wish to remain part of the HCC funded Lengthsman Scheme programme and if so to approve the contract with Grayshott PC (the Lead Parish). It was proposed by Cllr Caukill that HPC continue as part of the funded cluster, seconded by Cllr Humphrey and all attending Councillors in agreement.

11) Ponds. To receive a verbal update from Cllr Buckle on the status of the ponds project. In Cllr Buckle's absence, the Clerk advised that no further work is being carried out during nesting period. A quote has been requested to remove tree stumps at the front of the pond – this is additional work to original scope. Cllr Caukill advised that weather hindered the planned work by heavy machinery to remove silt from the ponds but this can take place at a future date.

12) BOATS. To receive a verbal report from Cllr Large on the recent meetings with other local PCs and the Strategic Manager Hampshire Countryside Service in relation to the management of BOATS and note the possible implications for Hawkley Parish Council.

- Two meetings attended with other parish councils (15). Sounding board to discuss issues and clarify what issues are. 31 BOATS in this group that are considered poor condition and have gates. Traffic light system for rating BOATS not yet in place. After summer break seems likely roll out.
- Snailing Lane in Hawkley parish considered "amber" in traffic light scheme. Mill Lane and up to Quarry Farm, BOAT 4 and Standfast Lane – Councillor Large will confirm status

13) Planning

- a) To note responses submitted by the Clerk, under clause 21e of the Standing Orders, since the last meeting. In response to three applications for telegraph pole replacements "no objection".
- b) To consider a response to the following planning application(s):
 - i) **SDNP/24/01216/HOUS** - The Cow Byre, Mill Lane, Hawkley, Liss, Hampshire, GU33 6NU. Proposal: Demolition of existing outbuildings and replacement with extension to dwelling. Site visit taken place. Plans have had guidance from structural engineer and preplan EHDC. Exceed normal 30% limit but EHDC have said allowable. No Objection to be noted.

14) Grants. To consider and decide on a grant request from Liss & District Voluntary Care Group (LUPIN). £150 proposed by Cllr Caukill, Cllr Stewart seconded and all in agreement.

15) Defibrillator. To consider and decide a request from Hawkley Parish Hall Trustees for the Parish Council to contribute to the costs of maintaining the defibrillator (currently sited at the Parish Hall). Details of request circulated ahead of the meeting: The Village Hall at the moment is paying for the running costs of the Defibrillator and recently paid for a new battery and pads which were £380.80 and will last for approx. 5 years. Cllr Caukill proposed that as the defibrillator is provided for the community, it would be appropriate for the PC to fund the equivalent annual cost of £60 per year, Cllr Butcher Seconded and all Councillors in agreement. Funding under Public Health Act 1936 s234 - provision of life saving equipment.

13) Date of next meeting – Wednesday 17th July 2024 at 7:30pm

Meeting closed 8:58pm

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Signed, Councillor Caukill, Chair HPC

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Date