

**MINUTES OF ANNUAL MEETING OF
EAST WOODHAY PARISH COUNCIL
HELD ON MONDAY 18th MAY 2020 VIA ZOOM
AT 18:30**

Chairman: Cllr J Mitchell

Present: Councillors Mr P Hurst, Mr P Jarvis, Mr B Lambert, Mr M Rand, Mr J Morris, Mr A Watson, Mrs K Titcomb

In attendance: Cllr C Sanders

Clerk: Mrs A White

Item 1: Resolution to elect Chairman

Cllr Jarvis proposed, and Cllr Hurst seconded that Cllr Mitchell be re-elected as Chair. Unanimously agreed.

Item 2: Declarations of interest

There were no declarations of interest.

Item 3: Apologies

Cllr Cooper had computer technical issues and was unable to join the call.

Item 4: Minutes from Annual Meeting 2019

Cllr Mitchell and Cllr Hurst accepted the minutes of the annual meeting held in May 2019 as a true record.

Item 4: Resolution to elect Vice Chairman

Cllr Mitchell proposed, and Cllr Jarvis seconded the election of Cllr Hurst as Vice-Chairman. Unanimously agreed.

Item 5: Resolution to elect councillors to sub-committees

The council has altered the committee memberships due to two new councillors joining the Council (Cllrs Watson and Titcomb) and one councillor resigning (Cllr Murdoch). Cllrs will decide on the vacant positions at the meeting in June 2020.

| Committee | Description | Major / Minor | Current Chair and members |
|-----------------------------------|--|---------------|---|
| Finance | <ul style="list-style-type: none"> To manage the monthly income and expenditure Build the annual budget and set the tax level of the precept Track the annual spending against budget Manage any grants and S106 monies in conjunction with Basingstoke & Dean BC Manage annual audit Manage donation requests | Major | Chair : James Mitchell Members : Amenities Chair & The Clerk <i>Desired councillors : 3</i> |
| Planning | <ul style="list-style-type: none"> To receive and comment on all planning application in the parish and on those issues that affect and/or impact our parish from neighbouring parishes To talk as relevant at B&D planning meetings on an applications To be a point of contact for any parishioner wanting to discuss planning application in the parish Owner of the Village Design Statement document (VDS) | Major | Chair: Karen Titcomb Members : Susan Cooper, Phil Jarvis, Andrew Watson <i>Desired councillors : 4</i> |
| Neighbourhood Plan Steering Group | <ul style="list-style-type: none"> Owner of the Neighbourhood Plan (NP) document Manage applications for grant funding Create NP in conjunction with feedback from public engagement, consultations and BDBC liaison Reports to Parish Council (see Terms of Reference) Will be disbanded upon completion of the NP | Major | Chair: Paul Hurst Members: Mark Rand, Susan Cooper, EWS member |
| Amenities | <ul style="list-style-type: none"> To manage and control all public amenity facilities in the parish To build cases and search for funding partners for any future amenities projects To manage the parish maintenance plan and associated contractors Management of footpaths in the parish and liaison with local land owners with respect to footpath and footpath furniture maintenance Manage allotments in the parish | Major | Chair : Mark Rand Members : John Morris, (Footpaths), Paul Hurst + <i>1 new councillor</i> <i>Desired councillors : 4</i> |
| Highways | <ul style="list-style-type: none"> Responsible for highways in the parish Liaison and close working with HCC with respect highway maintenance issues Management of parish hedgerow & ditches when they affect the highways | Major | Lead: <i>Vacancy due to resignation</i> <i>Desired councillors : 1</i> |
| Police | <ul style="list-style-type: none"> Responsible for parish / police liaison Responsible for the CCTV systems Responsible for the SpeedWatch equipment and liaison with the community Speed Watch group | Minor | Lead: <i>Vacancy</i> <i>Desired councillors : 1</i> |

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| Disaster Planning | <ul style="list-style-type: none"> Responsible for the disaster recovery plan that is shared with neighbouring parish councils Annual update of plan with other parish councils Submission of updated plan to B&D | Minor | Lead: John Morris <i>Desired councillors : 1</i> |
| IT | <ul style="list-style-type: none"> Management of EWPC website and Facebook page Management of EWPC Email service provider Knowledgeable on IT matters for the parish e.g. broadband | Minor | Ad-hoc James Mitchell & The Clerk |
| East Woodhay Village Hall | <ul style="list-style-type: none"> Be the EWPC's representative as a member of the East Woodhay Village Hall committee | Minor | Lead: Barry Lambert <i>Desired councillors : 1</i> |
| East Woodhay Charities | <ul style="list-style-type: none"> Be the EWPC's representative and member of the East Woodhay Charities committee – 2x meeting per annum | Minor | Lead : Susan Cooper <i>Desired councillors : 1</i> |
| East Woodhay Twinning Association | <ul style="list-style-type: none"> Be the EWPC's representative and member of East Woodhay Twinning Association committee | Minor | Lead : Philip Jarvis <i>Desired councillors : 1</i> |
| Utilities Liaison | <ul style="list-style-type: none"> Be the point of contact on the PC who is responsible for public utility liaison as relevant e.g. electricity, water, telephone and gas | Minor | Lead: Philip Jarvis <i>Desired councillors : 1</i> |
| Clerk | <ul style="list-style-type: none"> Clerk to the council Administrative function to the Council Representative of EWPC to HALC Finance responsible for EWPC and auditors Employee to the EWPC | Major | Amy White <i>Mandatory role</i> |
| Litter Warden | <ul style="list-style-type: none"> Responsible for ensuring that EWPC is a litter free as possible in public places Responsible for the public litter bins Responsible for the dog foul waste bins Employee to EWPC | Major | Patricia Barnes <i>Desired at least 1 litter warden</i> |

To be digitally Signed by Cllr Mitchell due to Coronavirus 18/05/2020