

**MINUTES OF ANNUAL MEETING OF
EAST WOODHAY PARISH COUNCIL
HELD ON TUESDAY 28th MAY 2019 IN
WOOLTON HILL CHURCH HALL
AT 7.15pm**

Chairman: Cllr J Mitchell

Also Present: Councillors Mr P Hurst, Mr P Jarvis, Mr B Lambert, Mr M Rand,
Mrs S Cooper, Mr J Murdoch

Clerk: Mrs A White

Item 1: Resolution to elect Chairman

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

Item 2: Declarations of interest

There were no declarations of interest.

Item 3: Apologies

Cllr Teece sent apologies as she was on holiday.

Item 4: Minutes from Annual Meeting 2018

Cllr Mitchell and Cllr Hurst accepted the minutes of the annual meeting held in May 2018 as a true record.

Item 4: Resolution to elect Vice Chairman

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

Item 5: Resolution to elect councillors to sub-committees

The council agreed to retain its current committee structure (see Appendix A).

Item 6: FOI Update

Cllr Mitchell updated the Council on the FOI request. From the initial request in September 2018 the Council were found to be in breach of EIR 5(2) and 9(1) and were asked to clarify the request and provide a fresh response to Mr Bell. This has been done and the Council considers there is no more information held in relation to the FOI.

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: Barry Lambert Members : John Murdoch, Susan Cooper, Phil Jarvis <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 	Major	Chair : Mark Rand Members : Hanne Teece, (Footpaths), Paul Hurst + 1 new councillor

	<ul style="list-style-type: none"> • 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 		<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: John Murdoch <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: Paul Hurst <i>Desired councillors : 1</i>
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: Philip Jarvis <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>

