



**MINUTES OF MEETING OF EAST WOODHAY PARISH COUNCIL**  
**31 March 2025**  
**19:15 East Woodhay Village Hall**

**Chairman:** Cllr Hurst (Chair)

**Present:** Cllrs M Rand, D Blakeway, T Titcomb, R Donoghue, C Roots, Cllr Cooper, Cllr Dick

**Clerk:** Amy White

**In attendance:** Cllr Sam Carr

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**Item 1: 91/24 Apologies**

None.

**Item 2: 92/24 Declarations of Interest**

None.

**Item 3: 93/24 To approve Meeting Minutes of 24 February 2025**

The Minutes of 24 February 2025 were accepted as a true record and signed by the Chairman, Cllr Hurst.

**Item 4: 94/24 Actions from meeting of 24 February 2025**

Item	Action	Owner
64/24	Community Emergency Plan/Risk Assessment: Cllr Donoghue, Cllr Hurst and Cllr Dick will form a working party to assess the current North Hants plan and action any required updates. <b>To bring to April meeting.</b>	Cllr Donoghue, Hurst & Dick
65/24	All councillors owning statements or SOPs to work with the Clerk to confirm they are held centrally, and for the Clerk structure this documentation for ease of future access. A spreadsheet listing the documents will be generated. Statement documentation may be more complex as it will need to link with appropriate legal documents. The owners of the statement documents need to highlight these legal links. <b>To bring to April meeting.</b>	All Cllrs, Clerk
85/24	<b>Action:</b> Cllr Blakeway will ask Susan Simmonds from the Hampshire and Isle of Wight Wildlife Trust if she is able to join the APM, with the suggested dates of 17 or 19 May. <b>Actioned-</b> Susan Simmonds will be able to attend.	Cllr Blakeway  Clerk

	<p><b>Action:</b> Clerk to ask Gemma Clinch if she can attend an APM on suggested date of 17 May. <b>Actioned</b>. Gemma is unable to make 17 May.</p> <p><b>Action:</b> Clerk to make contact with PTAs of local schools. <b>Actioned</b>- see item 7.</p> <p><b>Action:</b> All councillors to think of ideas to further the theme of the APM and send to all. <b>In action</b>.</p>	<p><b>Clerk</b> <b>All Cllrs</b></p>
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#### **Item 5: 95/24 Public Participation**

No member of the public was present.

#### **Item 6: 96/24 Borough and County Councillor Reports**

Cllr Carr attended:

EWPC and HPC will meet with Cllr Carr and Cllr Izett to discuss lessons learned from the Meadowbrook development in Woolton Hill, in preparation for EWPC attending the HPC Annual Parish Meeting on 20 May at 7pm, where a Bewley representative will be in attendance for a Q&A session.

The Local Plan has not moved on so far, although Regulation 18 is still planned for summer 2025.

Cllr Carr also updated the council on the Hampshire unitary authority discussions.

**Action:** Cllr Carr to investigate how CIL allocation operates for education (our schools) and highways for Watermill Bridge development.

#### **Item 7: 97/24 Annual Meeting and Annual Parish Meeting 19 May 2025**

The Annual Meeting will remain as 19 May at 7:15pm.

The Annual Parish Meeting will now be on Saturday 17 May. All local schools and St Thomas' have agreed to attend, with stands. The focus will be on biodiversity.

**Action:** All councillors to consider how to, and action, support for the APM (e.g. Cllr Blakeway to liaise with Susan Simmonds from Hampshire and Isle of Wight Wildlife Trust, Cllr Titcomb to liaise with cubs/scouts).

**Action:** Amenities Committee to lead set up of the biodiversity stand.

**Action:** Cllr Hurst to provide information for all councillors to email to any attendees/volunteers.

**Action:** Cllr Titcomb and Cllr Dick to liaise on the production of a handout on the parish council, to cover actions for the last 12 months, to be used on stands for the APM and fetes over the summer.

#### **Item 8: 98/24 Email provider change, Email policy and Cybersecurity policy**

Cllr Rand presented to the council the Clerk's recommendation for an improved .gov.uk email provider. HALC recommends that parish councils have secure .gov.uk email addresses for all official correspondence to ensure the confidentiality, integrity, and professionalism of council communications. A .gov.uk domain offers a secure, trusted system that complies with data protection regulations, safeguarding sensitive information and preventing potential breaches of privacy. This is especially important for public bodies that handle personal data, financial information, and other confidential matters.

As an example, Hugo Fox, the council's current website provider, offers a service to transfer all emails to their system. Their email programme can be used on many platforms e.g. Outlook, or an internet interface. Cllr Rand and the Clerk are in discussion with Hugo Fox to ascertain if

they will be the most suitable provider. Once further investigation is complete and migration process confirmed, this item will come back to the PC for approval.

*Council agreed in principal to move the email system to a new government-approved provider.*

Email policy and cybersecurity policy (sent in advance):

In line with the email improvement recommendation, a new Email Policy has been written to formalise the use of emails by councillors and to ensure there is a consistent use of email. This includes such additional matters such as:

- The Clerk email address will not be deleted on change of Clerk but will be transferred over
- Two people will be able to administer email addresses. One being the Clerk and the other being a nominated councillor.

The Cyber Security policy aligns with the Email Policy (e.g. email passwords will conform to that defined in the Cyber Security policy).

*Full council approved the email and cybersecurity policies.*

**Action:** Clerk to add Email Policy and Cybersecurity policy to the website and add to policy review schedule.

#### **Item 9: 99/24 Planning Update**

Please see most recent Planning Minutes on the EWPC website.

#### **Item 10: 100/24 Amenities Update**

Cllr Rand updated the council on the meeting held on 26 March. Please see Amenities Minutes on the website.

#### **Item 11: 101/24 Highways**

Cllr Dick's report and current issues log are on the Highways section of the website, including a consideration of a 20mph zone near the junior school.

**Action:** Cllr Dick to send the Highways report to Paul Davies, head of the WH junior and infant schools for a future discussion.

#### **Item 12: 102/24 Finance Update**

Bank reconciliation 28 February 2025:

**Natwest: £15291.54**

**Redwood: £24439.09**

**TOTAL: £39730.63**

##### **a. Accounts for payment:**

The Clerk presented the accounts for payment - see end of Minutes. All payments were approved by the Finance Committee before the meeting so that transactions were completed prior to 01 April (new financial year).

##### **b. Budget 25/26:**

*The budget was approved for 25/26. This will sit on the Finance Committee page on the website.*

**Item 13: 103/24 Items to carry forward to subsequent meeting**

Standard items. Councillor Roles and Responsibilities. Policies and procedures (future meeting). Recruitment of councillors. Annual Meeting.

**Actions from Meeting of 31 March 2025**

<b>Item</b>	<b>Action</b>	<b>Owner</b>
<b>96/24</b>	Cllr Carr to investigate how CIL allocation operates for education (our schools) and highways for Watermill Bridge development.	<b>Cllr Carr</b>
<b>97/24</b>	<ul style="list-style-type: none"> <li>• All councillors to consider how to, and action, support for the APM (e.g. Cllr Blakeway to liaise with Susan Simmonds from Hampshire and Isle of Wight Wildlife Trust, Cllr Titcomb to liaise with cubs/scouts).</li> <li>• Cllr Hurst to provide information to Cllr Blakeway to email to any attendees/volunteers.</li> <li>• Amenities Committee to lead set up of the biodiversity stand.</li> <li>• Cllr Titcomb and Cllr Dick to liaise on the production of a handout on the parish council, to cover actions for the last 12 months, to be used on stands for the APM and fetes over the summer.</li> </ul>	<b>All Cllrs</b>  <b>Cllr Hurst</b>  <b>Amenities Committee</b> <b>Cllr Titcomb/ Cllr Dick</b>
<b>98/24</b>	Clerk to add Email Policy and Cybersecurity policy to the website and add to policy review schedule.	<b>Clerk</b>
<b>101/24</b>	Cllr Dick to send the Highways report to Paul Davies, head of the WH junior and infant schools for a future discussion.	<b>Cllr Dick</b>

# East Woodhay Parish Council

31 March 2025 (2024 - 2025)

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
140	Playground Maintenance	25/03/2025		Natwest		Gate replacement	Town and Country Fencing	Z	131.00		131.00
142	Staff Costs	25/03/2025		Natwest		Clerk Salary	Amy White	E	767.60		767.60
149	Staff Costs	25/03/2025		Natwest		Pension- nest	Nest Pensions	E	80.80		80.80
142	Clerk Expenses	25/03/2025		Natwest		Clerk Salary	Amy White	E	26.00		26.00
143	Annual Maintenance Agreemen	25/03/2025		Natwest		Annual Maintenance	Scofell	S	868.33	173.67	1,042.00
150	Speed Indicator Placement	25/03/2025		Natwest		SID	Premier Grounds	S	22.50	4.50	27.00
144	Payroll Admin	25/03/2025		Natwest		Payroll	Red76 Payroll	S	20.00	4.00	24.00
145	Accounting Software	25/03/2025		Natwest		Accounting Software	Starboard Systems Limited	S	34.00	6.80	40.80
146	Website Admin	25/03/2025		Natwest		Website	Hugo Fox	S	9.99	2.00	11.99
147	Admin- General	25/03/2025		Natwest		Hall Hire	Woolton Hill Church Hall	Z	28.00		28.00
148	Website Admin	25/03/2025		Natwest		Email service renewal	Art of Data	Z	50.00		50.00
151	Annual Maintenance Agreemen	26/03/2025		Natwest		Annual Maintenance	Scofell	S			
141	Staff Costs	27/03/2025		Natwest		Litter Warden	Patricia Barnes	E	495.73		495.73
141	Litter Warden Expenses	27/03/2025		Natwest		Litter Warden	Patricia Barnes	E	35.00		35.00
152	Speed Indicator Placement	28/03/2025		Natwest		SID	Premier Grounds	S	22.50	4.50	27.00
153	Annual Maintenance Agreemen	28/03/2025		Natwest		Annual Maintenance	Scofell	S	868.33	173.67	1,042.00
154	Admin- General	31/03/2025		Natwest		Hall Hire	Woolton Hill Church Hall	Z	42.00		42.00
Total									3,501.78	369.14	3,870.92