



Ellingham, Harbridge & Ibsley Parish Council

Parish Clerk: Mrs Joanna Ramsay

Email: clerk@ehiparishcouncil.org.uk

Ordinary Council Meeting held on Tuesday 24 May 2022 At 7.30pm at Ellingham Church Hall, Ibsley BH24 3PJ

Present:

Cllr Wilson (Chair)

Cllr Errington (Vice Chair)

Cllr Blake

Cllr Loader

In attendance:

CCllr Michael Thierry

1 member of the public

Parish Clerk, Joanna Ramsay

MINUTES

ANNUAL PARISH MEETING

No members of the public attending the meeting had any issues to raise at this time.

ANNUAL MEETING

1. 22/05/234 To vote for a Chair for the Parish Council

It was **proposed** by Cllr Blake and **seconded** by Cllr Errington that Cllr Wilson remain in position as Chair of the Parish Council. **ALL IN FAVOUR**

Cllr Wilson stated that the tenure for the position of Chair would only be for 6 months, and that she would be stepping down as a Councillor after 6 months as well.

2. 22/05/235 To vote for a Vice Chair for the Parish Council

It was **proposed** by Cllr Wilson and **seconded** by Cllr Loader that Cllr Errington remain in position as Vice Chair of the Parish Council. **ALL IN FAVOUR**

3. 22/05/236 To receive and accept apologies for absence

Apologies were received and accepted from Cllr Burtenshaw. Cllr Taylor was noted as absent.

4. 22/05/237 Declarations of pecuniary and other interests in relation to the agenda

Both Cllr Blake and Cllr Errington declared a non pecuniary interest in agenda item 18 (ii) in relation to the RAF Ibsley War Memorial.

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5. 22/05/238 To adopt the Standing Orders for the Council

Cllr Wilson stated under item 15a there is no need for the word 'either'. It was **proposed** by Cllr Errington and **seconded** by Cllr Loader to adopt the Standing Orders subject to that change. **ALL IN FAVOUR**

Action: Cllr Blake to reformat and update with logo, revision etc

6. 22/05/239 To confirm frequency of Full Council meetings and meeting dates

All meetings are on Tuesday nights starting at 7.30pm. The Planning Committees are the second Tuesday of the month and the Parish Council meetings are the last Tuesday in the month. The meeting dates were agreed as per the schedule. **ALL IN FAVOUR**

7. 22/05/240 To review the Terms of Reference for the Planning Committee

It was **proposed** by Cllr Loader and **seconded** by Cllr Errington that the terms of reference for the Planning Committee be agreed, although they will be reviewed at the next Planning Committee. **ALL IN FAVOUR**

8. 22/05/241 To agree the Code of Conduct for Councillors (annual)

It was **proposed** by Cllr Errington and **seconded** by Cllr Loader to agree the Code of Conduct. **ALL IN FAVOUR**

Action: Cllr Blake to reformat and update with logo, revision etc

Financial Matters

9. 22/05/242 To appoint a Responsible Finance Officer

The Clerk will be the Responsible Finance Officer for the Parish Council. At present there is no named individual as the Parish Council is undertaking recruitment for a new Clerk.

10. 22/05/243 To appoint an Internal Auditor

The Clerk stated that Jane Stacey was appointed as Internal Auditor and has completed the internal audit for the financial year 21/22. If required, Jane Stacey can be contacted for the next audit.

11. 22/05/244 To approve the Annual Governance & Accountability Return (AGAR) for 2021/22

Chair stated that having reviewed the document and the internal audit report, there was one small overpayment last year, which has been dealt with. It is also recommended that all contracts and quotes go via the Responsible Finance Officer. Cllr Errington noted that this can be difficult when items are purchased online and only debit/credit cards are accepted.

Action: Clerk to enquire about a credit card on the bank account

Clerk reported that the AGAR shows the asset values to have increased, this is to take into account the new noticeboards purchased this year. The Asset Register

does, however, require reviewing going forward and the column values updated to reflect insurance values, AGAR values, replacement values and depreciation values.

Action: Clerk to take forward

It was **proposed** by Cllr Blake and **seconded** by Cllr Wilson to approve Annual Governance & Accountability Return (AGAR) for 2021/22. **ALL IN FAVOUR**

12. 22/05/245 To approve the Financial Regulations and Risk Assessment Review

It was **proposed** by Cllr Errington and **seconded** by Cllr Blake to approve the Financial Regulations. **ALL IN FAVOUR**

Action: Cllr Blake to reformat and update with logo, revision etc

Chair noted that the Risk Assessment Review mentions that Councillors and the Clerk should have Business insurance on their car insurance when undertaking Council business. Please can everyone review their insurance.

It was **proposed** by Cllr Errington and **seconded** by Cllr Loader to approve the Risk Assessment Review. **ALL IN FAVOUR**

Action: Cllr Blake to reformat and update with logo, revision etc

Chair requested that all Councillors read and note the internal auditor's letter to the Chair, that was included within the documents for this meeting, it raises a few significant points that the Council could improve on.

ORDINARY COUNCIL MEETING

13. 22/05/246 To agree the minutes of the council meeting of the 26 April 2022 as a true and accurate record

Cllr Errington raised that under minute item 22/04/228 it states the surgeries are held at Fordingbridge Conservative Club, this should read Ringwood Conservative Club.

It was **proposed** by Cllr Loader and **seconded** by Cllr Errington that the minutes of the Council meeting held on 26 April 2022 be signed as a true and accurate record subject to the above amendment. **ALL IN FAVOUR.**

14. 22/05/247 County / District Matters

CCllr Thierry congratulated the Parish Council on another successful year, however raised concern about the future of Parish Councils going forward as some are struggling to be quorate to make resolutions.

CCllr Thierry reported that HCC have appointed a new Leader, Cllr Rob Humby, who was the Deputy Leader. There have been two changes to the Executive as well, Cllr Edward Heron has taken on the portfolio for Highways and Transport. It is generally a time of change for Councils and Ringwood Town Council will be mayor making tomorrow night. This time next year, May 2023, there will be elections at all levels for Parish and Town Councils as well as the District Council. These elections will also take into account the new boundary changes, this parish will be under the Ringwood

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North ward. Chair agreed that she is extremely worried about the Parish Council's ability to recruit new Councillors. Chair thanked CCllr Thierry for his support over the past year and continuing support going forward.

15. 22/05/248 Finance

(i) Payment of Accounts April 2022 - May 2022

Payments to be sanctioned were:

Date	Name	Purpose	£
26/04/2022	HALC	Subscription Fees	436.80
26/04/2022	Forest Newspapers Ltd	Job Advert for Clerk	90.00
04/05/2022	Harriette Garrett	Dodington Trust Grant	200.00
04/05/2022	DAPTC	Second Job Advert for Clerk	50.00
06/05/2022	Joanna Ramsay	Clerk Salary (monthly)	405.90
11/05/2022	Jane Stacey	Internal Auditor Fee	193.88
11/05/2022	Valerie Madec	Grant for Jubilee Celebration	250.00
18/05/2022	Ibsley Village Hall	Grant for Jubilee Celebration	250.00
18/05/2022	Zurich	Insurance for 22-23	402.63
24/05/2022	Joanna Ramsay	Clerk Expenses	26.73
24/05/2022	Cllr Errington	Expenses (Jan to March)	342.40
			£
TOTAL FOR MONTH			2,648.34

It was **proposed** by Cllr Blake and **seconded** by Cllr Loader that the above listed payments be sanctioned. **ALL IN FAVOUR**

(ii) To review bank account balances

Clerk advised that the bank balances were as below:

	£
Current Account as at 18 May 2022	13,548.71
Instant Access Account as at 18 May 2022	57,466.59
Dodington Account as at 18 May 2022	651.82

The current account balance has increased due to the receipt of the Precept at the end of April (£9,587.50), the second half of the Precept will be received at the end of September.

The Reserve Account balance remains the same and the Dodington Trust account balance has decreased slightly by the grant given at the last meeting.

(iii) Bank Account Signatories

Clerk explained that currently Cllr Wilson, Cllr Burtenshaw and Cllr Errington are signatories on the account, however only Cllr Errington is set up for internet banking with the Clerk. All invoices are paid by bank transfer now and the Clerk is concerned for resilience that another Councillor should be able to do internet banking as well,

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otherwise the Council will be unable to pay for services. No particular computer access is required as it is browser based.

(iv) To ratify the Grant Application decisions for the Jubilee Event

Clerk requested that the Parish Council ratify the decision to give two grants out for Jubilee celebrations to Valerie Madec (Rockford) and Ibsley Village Hall. Each were given £250.00. **ALL IN FAVOUR.**

16. 22/05/249 Parish Council Matters

(i) To approve the discussion notes from the Planning Committee 10 May 2022

It was **proposed** by Cllr Blake and **seconded** by Cllr Loader that the discussion notes of the Planning Committee held on 10 May 2022 be approved. **ALL IN FAVOUR**

(ii) To receive update on Clerk recruitment

Chair advised that whilst recruitment for the new Clerk is ongoing, Kate Mason has agreed to take on the role on a temporary basis. Agreed the outgoing Clerk's last day would be the 6th June.

Action: Clerk to arrange hand-over with Kate Mason

17. 22/05/250 Environmental Matters

Nothing to report.

18. 22/05/251 Community Matters

(i) Ellingham Show (13 August 2022)

Cllr Errington explained the choices of marquee available and how deciding on what marquee to have would determine what frontage is required for the trade stand application form. Cllr Errington proposed to either hire a marquee with tables/chairs for £310.00 or buy one for £459.00 which could be lent to other organisations. A brief discussion was had about the suitability of each, the colour required, costs, and liabilities. Cllr Blake proposed that the trade stand be hired as this included someone putting it up and the tables/chairs. **ALL IN FAVOUR.**

Cllr Errington explained the costs for the trade stand and extra tickets, this would be £133.00 plus £12.00 each per ticket. This was also agreed.

Action: Cllr Errington to complete the trade stand form and Clerk to send off by 1st June.

A further discussion was had about what else is required for the stand, suggestions included:

- To be placed near the NFNPA, wildlife trusts in a 'Country Corner'
- Devise a theme for the stand
- Promote what the Council has done over the past 2 years
- A quiz/prizes

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- Send an email mailshot to those who signed up for the newsletter to promote awareness of the event
- CCllr Thierry/Cllr Blake to invite Desmond Swayne MP to attend and take part on the stand
- Provide some snacks, cold drinks and dog water
- Get two new sail banners with the new logo
- Use Wifi/Laptop to promote the new website
- Create feedback forms for parishioners to complete – “what is important for the parish?”

(ii) **RAF Ibsley War Memorial**

Cllr Errington shared with Councillors the documents that the RAF Ibsley Historical Group had in relation to the memorial ownership. It was hoped at the time a solicitor would be approached to undertake a deed of transfer to the Parish Council. This does not appear to have happened, unless there are some documents in the archive to suggest otherwise. Cllr Errington proposed that the Parish Council adopt this memorial and the smaller one in Ellingham Drove, they should go together and the money the Historical Group has for repairs should be transferred to the Parish Council to do the necessary work. Suggestion was made to ringfence the money from the Group within the Parish Council's accounts to be used for repairing the memorial only.

It was **proposed** by Cllr Wilson and **seconded** by Cllr Loader that the Parish Council agree to take on the war memorial and its upkeep, to look after it for future generations. **ALL IN FAVOUR**

Action: Cllr Errington/Clerk to instruct a conveyancing solicitor to do a deed of transfer

Action: Clerk to check archive documents for a deed already in existence

Action: Cllr Errington/Clerk to contact Hoare Banks to try and ascertain an asset value for the memorials

19. **22/05/252 Crime in the Parish**

Nothing reported.

Date of next meeting: Tuesday 28 June 2022 at 7.30pm

There being no other business to be transacted, the meeting was closed at 9.05pm

Dates of 2022 / 2023 EH&I PC meetings starting at 7.30pm:

Planning Committee

14 June
12 July
9 August

Parish Council

28 June
28 July
No meeting

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13 September
11 October
8 November
6 December
10 January
14 February
14 March

27 September
25 October
29 November
No meeting
31 January
28 February
28 March

DRAFT