

Melchet Park & Plaitford Parish Council

Minutes of meeting (AGM) held at New Forest Post Production Studio on 21st May 2018

Present

K Curtis (Chairman)
AW Porter

S Bowles
JPA Robson

N Curtis
CS Stacey

21/18 Election of Chairman and Declaration of Acceptance of Office

- a) Cllr Robson proposed and Cllr N Curtis seconded that Cllr K Curtis should be elected Chairman: this was resolved.
- b) The Clerk witnessed Cllr K Curtis sign his Declaration of Acceptance of Office.

22/18 Apologies

Apologies were received from Cllr RJ Perry (HCC), Cllr G Bailey (TVBC), Cllr N Adams-King (TVBC) and Cllr CD Sweetman.

23/18 Election of Vice-chairman

Cllr K Curtis proposed and Cllr Porter seconded that Cllr Stacey should be elected Vice-chairman: this was resolved.

24/18 *The minutes of the 12th March 2018 meeting were agreed and signed.*

25/18 Interests

- a) No interests in the business of the meeting were declared.
- b) Cllrs K Curtis, N Curtis, S Bowles and J Robson confirmed that there was no change in their interests as recorded on the Interests Register.
- c) Cllr AW Porter had had a change and the Clerk agreed to edit his entry for his approval.

26/18 Matters Arising

The meeting noted that Harry Orman had been elected as Chairman of the New Forest Consultative Panel.

27/18 Clerk's Report

- a) There had been three Late Agenda Items which had been emailed to Councillors earlier that day. It was agreed that they should be dealt with in their natural places in the Agenda.
- b) NALC has produced a new set of Model Standing Orders which the Clerk will review.

28/18 Members' Reports

- a) Cllr K Curtis wished it to be noted he was very pleased that this Parish Council operated totally non-politically and thought it would be better if other public bodies did likewise.
- b) Cllr N Curtis informed the meeting of the planned New Forest Folk Festival and issued the Clerk with a complete set of the necessary documentation.

29/18 Consultations

- a) It was agreed that a detailed response should be made to the consultation on Unauthorised Encampment.
- b) It was agreed that the Enforcement Lists provided by NFNPA were useful.
- c) It was agreed that the Parish Council would support the proposal by Barrowden Parish Council for Building Control to ensure development was in accordance with approved plans (Late Agenda Item).
- d) It was agreed that the Parish Council supported the petition launched by R Jayawardena MP to give Police more powers against unauthorised traveller encampments (Late Agenda Item) and that the petition should be circulated as widely as possible.

30/18 General Data Protection Regulations

- a) It was noted that both Houses of Parliament have agreed that parish councils do not need to appoint a Data Protection Officer but do need to have a named contact for the ICO. It was agreed that this should be the Clerk as it is at present.
- b) All members present confirmed that they were aware of the GDPR.
- c) Members received “Preparing for GDPR -12 Steps” and noted its present state.
- d) Members noted that the ICO Check List for Data Controllers had not yet been completed.
- e) Members were informed that the Clerk had contacted everyone for whom the Parish Council held an email address and who needed to provide their consent for it continuing to be held by the Parish Council.

31/18 Seat at The Pound

Cllrs Bowles and K Curtis agreed to refurbish it together.

32/18 Compton’s Drive Sign

- a) It was agreed that the Clerk would remove and dismantle the sign and that Cllrs Porter and Sweetman would re-erect it using chestnut posts.
- b) The Clerk agreed to clear around the HCC “No horses, No cyclists” sign at the start of Compton’s Drive.

33/18 Finance

- a) The end-of-year Budget Control Report for 2017-18 was received.
- b) Cllr Stacey proposed and Cllr K Curtis second that the Chairman should sign the certificate that this Parish Council is an exempt authority from the Local Audit (Smaller Authorities) Regulations 2015 because neither its gross receipts nor gross payments exceeded £25k: this was resolved.
- c) The Internal Auditor’s Report was noted.
- d) It was proposed by Cllr Stacey and seconded by Cllr Porter that the Chairman should sign off the Bank Reconciliation as correct: this was resolved.
- e) It was proposed by Cllr Stacey and seconded by Cllr Porter that the Chairman should sign the accounts as correct: this was resolved.
- f) Each item on the Annual Governance Statement was considered in turn and Cllr Stacey proposed and Cllr Porter seconded that the Chairman should sign the responses as correct: this was resolved.
- g) The Council considered the Statement of Significant Variances and Cllr Stacey proposed and Cllr Porter seconded that these should be accepted as correct: this was resolved.
- h) Cllr Stacey proposed and Cllr Porter seconded that the Council should approve the Accounting Statements: this was resolved.
- i) Cllr Bowles proposed and Cllr Stacey seconded that Hamilton Associates should be appointed as the internal auditor for the year 2018-19: this was resolved.
- j) The Budget Control for 2018-19 was received.
- k) Income of £1600 from TVBC (precept) was noted.
- l) Direct Debit of £197.40 to HMRC (PAYE) was noted.
- m) Already signed cheque number 296 for £171.00 to HALC (affiliation fee) was approved.
- n) Cllr N Curtis proposed and Cllr Porter seconded that the Parish Council should continue its membership of CPRE: this was resolved (Late Agenda Item).
- o) Cheques numbered 297 to 299: £60 to Hamilton Associates (internal audit); £257.77 to J Wright (Clerk’s salary); £36.00 to CPRE (membership) were approved and signed.

34/18 AOB

- a) The state of Compton’s Drive where it joins Church Lane is in need of attention. It was agreed that some of the residents should address this.
- b) The Clerk was asked to thank the person who cuts the grass at Plaitford Green and the person who keeps the triangle at The Pound tidy.

Meeting closed at 10.00 pm

Date of Next Meeting: 16th July 2018