

BRAMDEAN & HINTON AMPNER PARISH COUNCIL

Minutes of the Annual Council Meeting of Bramdean & Hinton Ampner Parish Council held at the Village Hall,  
Bramdean at 7.30pm on Wednesday 1<sup>st</sup> May 2024.

25/01 To elect a Chairman of the Council for the municipal year 2024-25.

The Clerk sought nominations for the position of Chairman of the Parish Council.

Cllr Cox proposed Cllr Hawkings with Cllr Morton seconding this nomination. There were no other nominations received.

By a show of hands Cllr Hawkings was elected Chairman of the Parish Council for the municipal year 2024-25.

As Cllr Hawkings was absent, the meeting then elected Cllr Cox as the Chairman of the meeting.

25/02 Apologies.

Mrs K Hawkings	Chairman
Mr A Harding	Councillor
Mr N Bolton	District Councillor
Mr R Humby	County Councillor

Present.

Mrs J Catling	Councillor
Mrs A Cox	Councillor
Mr C McCrystal	Councillor
Mr M Morton	Councillor
Mr J Pett	District Councillor

Mr B Gibbs	Clerk
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25/03 Declarations of Interest.

None recorded.

25/04 To approve the minutes of the ordinary meeting of Bramdean & Hinton Ampner Parish Council held the 10<sup>th</sup> January 2024 (Previously circulated).

It was resolved to approve the minutes of the ordinary meeting held on the 10<sup>th</sup> January 2024. These were then signed by the Chairman of the meeting as a true record.

Proposed: Cllr Cox. Seconded Cllr Catling.

25/05 To elect a Vice-Chairman of the Council for the municipal year 2024-25.

Cllr Morton proposed Cllr Cox with Cllr Catling seconding this nomination. There were no other nominations received.

By a show of hands Cllr Cox was elected Vice-Chairman of the Parish Council for the municipal year 2024-25.

25/06 Public Session.

No members of the public were present.

25/07 Reports by the County and District Councillors.

Chairman's signature .....

date.....

Cllr Pett apologised for not being able to present a report for May 2024. This is due to the pre-election period preventing district councillors making any statement that may have an impact on the forthcoming City Council elections.

He spoke briefly about a planning matter and a subsequent planning enforcement matter affecting the village. He also spoke briefly about a recent licencing matter affecting the village.

He was thanked for the information received.

25/08 Finance and Administration.

a) Orders for Payment

Expenditure January to March 2024.

Voucher	Supplier	Description	Amount
BT42	B.V. Gibbs	Jan 24 Salary	297.40
BT43	AVA Recreation Ltd	Play Area Improvements	959.83
BT44	Bramdean VH	2023-24 Room Hires	46.50
BT45	WRDWT	2023-24 Grant Contribution	25.00
BT46	Cllr Hawkings	Ink expenses	25.00
BT47	HMRC	PAYE/NIC to March 24	74.90
BT48	B.V. Gibbs	Feb 24 Salary	297.60
BT49	B.V. Gibbs	Mar 24 Salary	297.40

The Parish Council resolved to approve these orders for payment.

Proposed: Cllr Cox. Seconded Cllr Morton.

The Clerk spoke about his outstanding expenses claim and apologised for the length of time it has taken to submit this. The total value of the claim was for £344.47. The Clerk was asked to ensure that claims were submitted on a six-monthly basis from now on.

Income January to April 2024

Date	Cash/Cheque/Bank Transfer	Description	Amount
14/02/24	Bank Transfer	HCC Councillor Grant Contribution	282.00

b) To note the bank statements and current account figures.

The Clerk presented the bank statement for the end of year to 31<sup>st</sup> March 2024

Mar 2024                      £11,545.78

The Parish Council resolved to note these figures and authorise Cllr Cox to sign the bank statement.

Proposed: Cllr Cox. Seconded Cllr Catling.

25/09 The Parish Council’s 2024-25 Insurance schedule.

The Clerk presented the new schedule and quote from AJ Gallagher for £951.55. The Parish Council felt that this was a significant increase on the previous year and did not feel obliged to accept the quote. The Parish Council **resolved** to instruct the Clerk to seek alternative quotes from other specialist Local Authority insurers and to report back to them between meetings and before the 1<sup>st</sup> June.

Proposed: Cllr Cox. Seconded Cllr Catling.

Chairman's signature .....

date.....

25/10 Financial Risk Assessment 2024-25.

The Clerk presented a draft Financial Risk Assessment document to the Parish Council. He said that this would be a living document with updates added throughout the year. He said that the document was recommended by the new internal auditor.

The Parish Council resolved to approve the draft Financial Risk Assessment 2024-25.

Proposed: Cllr Cox. Seconded Cllr Morton.

25/11 Standing Orders.

The Clerk reported that the Parish Council manages its affairs according to the National Association of Local Councils Model Standing Orders. These were adopted in May 2018.

It was proposed by Cllr Catling, seconded by Cllr Cox and **resolved** by the Parish Council to re-adopt the current Standing Orders for 2024-25.

It was requested by the Internal Auditor that the Standing Orders be reviewed in 2024-25.

b) Financial Regulations.

The Standing Orders mentioned above contain Financial Regulations. The Clerk told the meeting that National Association of Local Councils has recently published new model regulations and that the Internal Auditor has advised the Parish Council to adopt these at some point in 2024-25.

Meanwhile, the Clerk asked the Parosh Council to re-adopt their current regulations.

It was proposed by Cllr Catling, seconded by Cllr Cox and **resolved** by the Parish Council to approve the financial regulations for 2024-25.

25/12 Annual Governance and Accountability Return 2023-24.

a) The Internal Auditor has carried out a review of the Parish Council's accounts for the year ended 31<sup>st</sup> March 2024 and has completed an audit report.

It was proposed by Cllr Catling, seconded by Cllr Cox and it was **resolved** to receive the Internal Audit report.

b) To approve the annual governance statement - Section 1 on page 4 of the Annual Governance & Accountability Return.

It was proposed by Cllr Catling, seconded by Cllr Cox and it was **resolved** to approve this item.

c) To approve the accounting statements for 2022-23 - Section 2 on page 5 of the Annual Governance & Accountability Return.

It was proposed by Cllr Catling, seconded by Cllr Cox and it was **resolved** to approve this item.

d) Authorise the Chairman of the meeting and the Clerk to sign Section 1 and Chairman of the meeting and the Clerk (acting as the RFO) to sign Section 2 of the Annual Return.

It was proposed by Cllr Catling, seconded by Cllr Cox and it was **resolved** to approve this item.

The Clerk and Cllr Cox signed sections 1 and 2 of the Annual Governance & Accountability Return.

e) To approve the Notice of Public Rights for publication and sundry other documents from the External Auditor including a conflict-of-interest notice.

It was proposed by Cllr Catling, seconded by Cllr Cox and it was **resolved** to approve this item.

Chairman's signature .....

date.....

25/13 Recreation Committee.

The Parish Council **resolved** to re-appoint the following Councillors to membership of the Recreation Committee for the year 2024-25.

Cllrs Hawkings, Harding and McCrystal.  
Proposed: Cllr Cox. Seconded Cllr Catling.

The Parish Council **resolved** to appoint Cllr McCrystal as Chairman of the Recreation Committee for the year 2024-25.

Proposed: Cllr Cox. Seconded Cllr Catling.

The Parish Council **resolved** to co-opt the following members of the public to membership of the Recreation Committee for the year 2024-25.

Mr Adrian Taylor and Mrs Anne Newsom.

Proposed: Cllr Cox. Seconded Cllr Catling.

25/14 Employer Responsibilities.

The Parish Council **resolved** to accept that work undertaken by community volunteers in their management of the Speed Indicator Devices as an approved duty for insurance purposes.

Proposed: Cllr Morton. Seconded Cllr Catling.

The Parish Council **resolved** to accept that work undertaken by Mr Adrian Taylor and Mrs Anne Newsom as part of the work of the Recreation Committee as an approved duty for insurance purposes.

Proposed: Cllr Morton. Seconded Cllr Catling.

25/15 Employee Responsibilities.

At present, the Parish Council meets up to four times a year with meetings arranged about once every three months.

With the Council only meeting once a quarter there have been occasions when planning applications are received and are not discussed in time to provide a response to the Local Planning Authorities (Winchester City Council or the South Downs National Park Authority) before their deadlines are reached.

It was proposed that the Clerk be given delegated powers under Section 101 of the Local Government Act 1972 to respond to planning applications (having previously consulted with councillors and collected their responses) that are received between meetings for the duration of the municipal year 2024-25.

The Parish Council **resolved** to approve this. This power will be reviewed at the Annual Council Meeting in May 2025.

Proposed: Cllr Morton. Seconded Cllr Catling.

25/16 Planning.

SDNP/24/01241/LIS The Old Rectory , Petersfield Road, Bramdean, Hampshire, SO24 0LW: Erection of oak framed outbuilding to be used as a Pool Room and Home Office & Storage space

The Parish Council is happy for this application to be left to the delegated officer for determination.

SDNP/24/01240/HOUS The Old Rectory , Petersfield Road, Bramdean, Hampshire, SO24 0LW: Erection of oak framed outbuilding to be used as a Pool Room and Home Office & Storage space

Chairman's signature .....

date.....

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25/17 Environment, Highways & Transport.

a) Parish Lengthsman Scheme.

Cllr Hawkings reported prior to the meeting that the next visit of the Lengthsman would be in late June and that she would issue the work sheet before then.

b) Flooding.

It was reported that there have been no flooding issues this winter following on from the remedial works undertaken last autumn.

25/18 Correspondence.

a) There was no other correspondence to receive.

25/19 Reports that the Chairman deems urgent – NO DECISIONS to be made.

Cllr Cox spoke about the new signage at Bramdean Common. It was felt that some of the signs had been installed too close to some of the dwellings locally and that it may seem prudent to re-locate these. The Cler was asked to liaise with Cllr Hawkings and officers at Winchester City Council.

23/20 Exempt Business: To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press from the discussion of the following matters where publicity might be prejudicial to the special nature of the business.

As there was no further business the meeting closed at 8.39pm.

The next meeting of the Parish Council will take place on 31<sup>st</sup> July 2024 at the Village Hall in Bramdean.

Brendan Gibbs,  
Clerk to Bramdean & Hinton Ampner Parish Council.

Chairman's signature .....

date.....