

BENTWORTH PARISH COUNCIL

Chair: Mrs Jane Costigan

Clerk: Louisa Thomson

Email: clerk@bentworthparishcouncil.org

MINUTES OF MEETING

Tuesday 3rd May 2022 at St Marys Church

Present:

Parish Councillors	Clerk	District & County Councillors	Others
Jane Costigan Kathryn Courtier Tim Lipscombe Neal Day James Blackmore Danny Green	Louisa Thomson		Members of the public

Part I

22.053 Election of Chairman

Proposed Neal Day, Seconded Danny Green, UNANIMOUSLY RESOLVED: That Councillor Jane Costigan is elected as Chairman. Chairman Costigan signed a declaration of acceptance of office and took the Chair.

22.054 Election of Vice-Chairman

Proposed Jane Costigan, Seconded James Blackmore, UNANIMOUSLY RESOLVED: That Councillor Neal Day is elected as Vice-Chairman. Vice-Chairman Day signed a declaration of acceptance of office.

22.055 Apologies for Absence

Apologies were received and accepted from Simon Houston and Veronica Parker.

22.056 Confirmation of Minutes – Resolved

The Minutes of the Council meeting held on 12th April 2022, copies previously circulated, **Proposed as a true record by Danny Green, Seconded James Blackmore and RESOLVED.**

22.057 Public Participation

Defibrillator – could the school be informed when the defibrillator has been serviced as it's on the school premises. Also, the defibrillator doesn't have child pads, which it should have especially as it's located at the school.

Meeting Start Time – The new meeting start time of 7pm is too early.

Public Participation (non-agenda items) – Thought to be a good idea but 6.45pm is far too early.

Grass Cutting Volunteers – It may be possible to use the Community Payback probation service scheme.

22.058 Report from District Councillor Tony Costigan

Village Green – Jane Costigan reported that East Hampshire District Council have put the village green back on the grass cutting rota.

22.059 Council Regulation and Procedures

Council reviewed the regulations and procedures and confirmed / adopted:

- a) **Standing Orders – Proposed Tim Lipscombe, Seconded James Blackmore, UNANIMOUSLY RESOLVED.**
- b) **Financial Regulations – Proposed Neal Day, Seconded Tim Lipscombe, UNANIMOUSLY RESOLVED.**
- c) **Grant Awarding Policy & Procedure and Application Form – Proposed Tim Lipscombe, Seconded Danny Green, UNANIMOUSLY RESOLVED.**
- d) **Disciplinary and Grievance Policy – Proposed Tim Lipscombe, Seconded James Blackmore, UNANIMOUSLY RESOLVED.**

BENTWORTH PARISH COUNCIL

Chair: Mrs Jane Costigan

Clerk: Louisa Thomson

Email: clerk@bentworthparishcouncil.org

- e) **East Hampshire District Council Code of Conduct – Proposed Kathryn Courtier, Seconded Neal Day, UNANIMOUSLY RESOLVED.**
- f) **Complaint Handling – Proposed Neal Day, Seconded James Blackmore, UNANIMOUSLY RESOLVED.**
- g) **Fixed Asset Register – Proposed Kathryn Courtier, Seconded Danny Green, UNANIMOUSLY RESOLVED.**

Copies to be added to the Parish Council website detailing the review/adoption date and minute reference.

The following have been postponed to the June meeting.

- a) **Social Media Policy**
- b) **Risk Assessment**

22.060 Terms of Reference

- a) **Planning Committee** – Postponed to the June meeting.
- b) **Staffing Committee – Proposed James Blackmore, Seconded Kathryn Courtier, UNANIMOUSLY RESOLVED.**

22.061 Internal Auditor

Proposed Kathryn Courtier, Seconded Neal Day, UNANIMOUSLY RESOLVED to instruct Farsight Consulting to carry out the audit for the year ended 31st March 2022 for £250 plus VAT and mileage.

22.062 Insurance

Proposed Danny Green, Seconded Kathryn Courtier, UNANIMOUSLY RESOLVED to renew with Zurich Municipal, renewal fee not exceeding £400. Clerk to circulate renewal documentation to Councillors to confirm the Council has met any conditions regarding the Public Liability.

Proposed Kathryn Courtier, Seconded Tim Lipscombe, UNANIMOUSLY RESOLVED to suspend Standing Orders so member of the public can speak on the next item.

22.063 Bentworth Platinum Jubilee Event

A member of the Jubilee committee updated Council:

- The posters had been printed and put up.
- Volunteers needed: first aiders, they have two at the moment but want to set up a rota; and for the vehicle drop of area outside school to keep the traffic flowing.
- Can District Councillor Tony Costigan ask EHDC if they could collect rubbish from the green following the event.

Proposed Kathryn Courtier, Seconded Tim Lipscombe, UNANIMOUSLY RESOLVED to reinstate Standing Orders.

22.064 Grant Application

Proposed Kathryn Courtier, Seconded James Blackmore, UNANIMOUSLY RESOLVED not to award the grant to Home-Start Hampshire.

22.065 Speed Indicator Sign (SID) Update

- a) Kathryn Courtier reported, report provided by David Maltby.

For week 24th April to 1st May 2022 at Wellers

Going towards Medstead from A339 there were 5558 vehicles of which 3137 (56.44%) were exceeding 30mph, with 1004 (18.06%) exceeding 35mph and hence ticketable, with 1 at twice the speed limit 63mph.

Arriving from Medstead towards A339 there were 5095 vehicles of which 2178 (42.75%) were exceeding 30mph, with 587 (11.52%) exceeding 35mph and hence ticketable, with 1 at twice the speed limit 62mph.

So, 1591 ticketable for the week, with 2 at twice the speed limit.

- b) **Proposed Kathryn Courtier, Seconded James Blackmore, UNANIMOUSLY RESOLVED** not to approve the quotation from Hampshire County Council for new locations.

BENTWORTH PARISH COUNCIL

Chair: Mrs Jane Costigan

Clerk: Louisa Thomson

Email: clerk@bentworthparishcouncil.org

22.066 Community Updates

Community Care – Undertook 9 trips in April.

Neighbourhood Watch – Co-ordinator has contacted NW Co-ordinator in Alton about a replacement but hasn't received a response yet.

22.067 Accounts 2022/2023

Proposed Tim Lipscombe, Seconded Kathryn Courtier, UNANIMOUSLY RESOLVED to approve the following payment:

- | | |
|---|----------|
| a) Louisa Thomson – Clerk's Salary April 2022 | £ 439.54 |
| b) Louisa Thomson – Clerk's Expenses April 2022 | £ 33.55 |

22.68 Next Meeting

- Proposed Neal Day, Seconded Kathryn Courtier, UNANIMOUSLY RESOLVED** that all future meeting will start at 7.30pm with a session for Public Question Time (non-agenda items) at 7.15.
- Council confirmed meetings will be held on the first Tuesday of every month, no meetings are scheduled to be held in August, January or March.
- Confirm the date of the next scheduled meeting is Tuesday 7th June 2022.

22.069 Confidential Business

Proposed Neal Day, Seconded Kathryn Courtier, UNANIMOUSLY RESOLVED: that members of the public and press are excluded from Part II so matters of a confidential nature can be discussed, "pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960".

Part II

22.070 Clerk's Contract

Proposed James Blackmore, Seconded Kathryn Courtier, UNANIMOUSLY RESOLVED in line with the National Joint Council for Local Government Service Pay Scales the Clerk's hourly rate will increase to £13.75 per hour. The Clerk will also be paid 45p per mile for any journeys undertaken on Council business.

22.071 Close of Meeting – The Chair thanked all present for their attendance and closed the meeting at 8.45pm.

Signed.....
Chair Bentworth Parish Council

7th June 2022