

BENTWORTH PARISH COUNCIL

Chair: Jane Costigan

Locum Clerk: Mrs Louisa Thomson
Email: clerk@bentworthparishcouncil.org

30th May 2022

You are summoned to attend the **Parish Council Meeting** of Bentworth Parish Council on **Tuesday 7th June 2022 at 7.30pm, St Marys Church, Bentworth.**

Jane Costigan (Chair), Veronica Parker, Danny Green, Kathryn Courtier, Simon Houston, Neal Day, Tim Lipscombe and James Blackmore

AGENDA

1. **Apologies for Absence.**
2. **Minutes** – To sign as a correct record the minutes of the meeting held on 3rd May 2022.
3. **Declaration of Interest** – Councillors are reminded of their responsibility to declare any disclosable Pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.
4. **Public Participation** – Opportunity for the public to speak on agenda items in accordance with Standing Orders.
5. **Report from County Councillor**
6. **Report from District Councillor**
7. **Council Regulations and Procedures**
Council to review and confirm its Regulations and Procedures are current and fit for purpose.
 - a) **Social Media Policy**
 - b) **Risk Assessment**
8. **Terms of Reference**
Council to review and confirm its Planning Committee Terms of Reference are current and fit for purpose.
9. **Planning**
Council to consider one planning item, their comments to be forwarded to East Hampshire District Council.
24528/015 Crossways, Trinity Road, Bentworth
 Detached outbuilding comprising a double garage with home office/gym and games room and store contained in the roof space.
10. **Defibrillator Pads**
Council to approve purchase of defibrillator pads for use on children, dual adult/child pads £45 + VAT (St. John Ambulance website).
11. **Police & Crime Commissioner**
Stop household paying for DIY waste to reduce fly-tipping consultation Council to complete survey or can be done as individuals. <https://www.gov.uk/government/consultations/household-waste-recycling-centres-diy-waste-disposal-charges-and-booking-systems>
12. **Speed Indicator Device (SID)** – Update
13. **Community Updates** – Community Care, Neighbourhood Watch.
14. **Annual Governance and Accountability Return 2021/2022**
 - a) Council to decide whether to have a Limited Assurance Review carried out by PKF Littlejohn costing £200 or whether to complete the Exemption Certificate.
 - b) Council to confirm receipt of report from Internal Auditor and decide whether to approve his recommendations.
 - i. To outsource the payroll, this would cost circa £35 per month, 13 payments a year including year-end processing.
 - ii. Bank payments are set up by the Clerk and authorised by a Councillor who is set up as an authorised signatory at the bank.
 - iii. The Auditor also recommended that he carry out an audit twice a year.

- c) Council to review Annual Accounts including Annual Governance and Accountability Return, significant variances report and bank reconciliation and complete:
 - i) The Annual Governance Statement 2021/22
 - ii) The Accounting Statements 2021/22.

15. Accounts 2022/2023

Council to approve the following payment:

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| a) Louisa Thomson – Clerk Salary May 2022 | TBC |
| b) Louisa Thomson – Clerk’s expenses May 2022 | TBC |
| c) HMRC | Not due |
| d) Jane Costigan – AMP expenses | £110.76 |
| e) Farsight Consulting Limited – Internal Audit | £317.28 |
| f) Simon Houston – Jubilee expenses | TBC |
| g) St Mary’s Church – Parish Council meetings | TBC |
| h) Website upgrade – (Dan Luton circa £30) | TBC |

16. Next Meeting

To confirm the date of the next scheduled Council meeting, Tuesday 5th July 2022.

17. Close of meeting.

