

Shedfield Parish Council

(Incorporating the villages of Shedfield, Shirrell Heath and Waltham Chase)

MINUTES ANNUAL GENERAL MEETING HELD 9 MAY 2011 7.15 PM AT THE PAVILION SHEDFIELD

Present:

Parish Councillors: - Alan Cox, Jess Bond, Matt Humphrey, Malcolm Hogg, David Ogden, Kevin Dye, Stuart Jones, Roy Skelding, Graham Smith and Gary Potheary

District Councillors: - Roger Huxstep and Linda Gemmell

Clerk: - Yvonne Wheadon

Members of public: - 4

25/11 - **Election of Chair** - Proposed: Councillor Jess Bond with unanimous agreement.

26/11 - **Acceptance** - Councillor Bond duly accepted and signed the declaration of acceptance of office.

27/11 - **Apologies** - County Councillor Felicity Hindson, Councillors Ruth Wiffen, Val Green and Lesley White.

28/11 - **Declarations of Interest** - None

29/11 - **Election of vice Chair** - Proposed: Councillors Malcolm Hogg and Kevin Dye. Councillor Malcolm Hogg took the majority vote and accepted.

30/11 - **Councillor Vacancies** - Rob Helsen applied for the current vacancy for Shedfield Ward - This was confirmed by nomination and agreement of members present who then welcomed Rob to join Council at the table.

31/11 - **Minutes** of Full Council meeting held 21 March 2011 were agreed and signed by the Chair as a true record.

32/11 - **Appointment of Committees** - The following committees and members confirmed with Chair and Vice Chair being members to all. It was agreed that all committees will have Terms of Reference to review on a regular basis.

Cemetery - Ruth Wiffen, Stuart Jones, Kevin Dye

Common - Alan Cox, Val Green, Matt Humphrey, Lesley White, Kevin Dye

Finance & Administration - Stuart Jones, Alan Cox, David Ogden

Open Spaces - David Ogden, Matt Humphrey, Ruth Wiffen, Graham Smith, Kevin Dye, Gary Potheary, Rob Helsen.

Planning - Kevin Dye, Graham Smith, Stuart Jones, Alan Cox, Roy Skelding, Val Green, Matt Humphrey, Gary Potheary and Rob Helsen

Personnel & Procedures (4) - Roy Skelding, Alan Cox.

It was agreed that a planning subcommittee be formed for consideration of applications received. The main planning committee will cover applications plus other issues including highways, lighting, enforcements and environmental. The purpose is to alternate main planning and subcommittee planning to provide adequate cover for this committee.

33/11 **Memorial, Botley Road** - It was agreed that in future this memorial would be referred to as '**Wayside Cross**' in accordance with original documentation when gifted to the Parish.

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34/11 - Council representatives

Rights of Way - Graham Smith
Safer Neighbourhood Partnership with Swanmore Parish Council - Malcolm Hogg and Roy Skelding
St John the Baptist School Governor Liaison – Kevin Dye
Swanmore College - Roy Skelding
Transport - Ruth Wiffen
Trust 2000 – Jess Bond
Waltham Chase Village Hall - Alan Cox

35/11 - Standing Orders and Financial Regulations - Confirmed

36/11 - Financial Report

- (i) Summary of accounts and balance sheet for the financial year ended 31 March 2011 - approved.
- (ii) The annual governance statement approved.
- (iii) Internal Auditor's Report - Noted
- (iv) Expenditure list to the end of March and April - approved
- (v) It was agreed that the annual insurance would continue to be reviewed and arranged via Brokers.
- (vi) Annual Subscriptions together with membership to HALC and SLCC approved.
- (vii) It was agreed that cheque signatories remain as Councillors Bond, Cox, Hogg and Wiffen.

37/11 - Provene Gardens Amenity Space - The proposal received from Winchester City Council to adopt this play area was discussed. It was agreed that a site meeting with Councillors and Head of Landscape and Open Spaces should be arranged. Clerk to circulate date.

38/11 - Parish Plan – Thursday 26 May 2011

- 39/11 - Meetings:**
- (i) The Chair attended a course on Allotment Gardens
 - (ii) Alan Cox, Jess Bond and Clerk attended a follow up on Blueprint where the main discussion was the requirement for Housing. Suggestions were made to identify sites for a modest amount of homes

With no further business to be transacted the Chair declared the meeting closed at 8.50 pm