

All minutes are draft until approved by the Council at the next meeting

Marchwood Parish Council

Minutes of the meeting of the Parish Council held at Marchwood Village Hall on Monday 21st January 2019 at 7.30pm.

Councillors: Mr R Young (Chairman) – in the Chair

Mrs R Andrews (P)	Ms B Golden (P)
Mr D Hindle (P) from 7.40pm	Mrs A Hoare (P)
Mr D Makinson (P)	Mr K Petty (P)
Mr M Proctor (P)	Mr J Piernicki (P)
Mrs J Saxby (A)	Mr M Saxby (P)

(P) Present (A) Absent

In attendance: Mr B Gibbs (Clerk to the Council)

Also present: Sue Bennison – District Councillor, David Harrison – County Councillor.

Apologies for absence:

132. Cllr J Saxby sent her apologies. Cllr Hindle apologised for his late arrival.

Declarations of Interest

133. There were no declarations of interest received.

Public Participation

134. There were no members of the public present.

Chairman's report

135. Cllr Young spoke about the following items.

136. There had recently been a spate of anti-social behaviour and vandalism affecting the Council's property including the destruction of the "Silent Suffragette". It is hoped that someone will eventually be identified as having committed this offence.

137. There have also been a number of vehicle break-ins and a number of burglaries took place between Christmas and New Year.

138. There has been some correspondence from residents of Drake Close asking for an update regarding the Scout & Guide Build. I

In the first instance, the Chairman was referring all enquiries that had been received to the published minutes of the Full Council meeting of the 10th

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December 2018 and the Lloyd Trustee meeting of the 12th November 2018 as the primary source of the information requested.

Cllr Hindle arrived at this point in the meeting.

Minutes

139. **RESOLVED:** To accept the minutes of the meeting held on the 10th December 2018 as a true record.

Report from District Councillors

140. Cllrs Bennison & Hoare spoke about the following items.
141. The NFDC Housing Policy Consultation has had a number of key changes made to its allocation policy in relation to prioritising housing need and social housing supply.
142. Bus Shelters in the village have suffered from some vandalism due to spray painting.
143. Speeding vehicles remains a problem within Marchwood especially along Main Road and Twiggs Lane (Forest side). There is an initiative to mount some speed monitoring devices to establish just exactly how big a problem this is.
144. There is also an opportunity to re-launch a community speedwatch initiative. This will be community led by willing volunteers.
145. Cllr Bennison concluded her report by outlining the timetable for the forthcoming District and Parish Council elections.
146. NFDC has completed its Air Quality plan. This conforms to the latest government guidance and will comply with the latest EU directive. Air Quality will continue to be monitored at Rushington roundabout.
147. ABP Ltd is developing ship to shore charging points in conjunction with Southampton City Council. This will reduce the emissions from docked ships generating their own power whilst in port.

Report from County Councillor

148. Cllr Harrison spoke about the following items.
149. The personal grant fund allocated to each County Councillor has now been reduced from £8,000 to £5,000 from 2021.
150. A new grant fund named the Recreation and Heritage Community Fund has now been launched with a budget of £500,000.

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This is being made available to all Parish Councils in Hampshire.

151. The Red Cross has opened two mobile pop-up services in Romsey and Totton to enable elderly and disabled people to borrow vital mobility equipment.
152. Local highways improvement projects are continuing to be delayed due to a reduction in budget and manpower.
153. The A326 has recorded a number of serious accidents over the last year.

Reports from Council representatives on outside bodies.

154. Cllr Proctor reported that he had recently attended a meeting of the Waterside Heritage Group. The organisation is 100% voluntary in nature. Cllr Proctor commented that the Group was heavily reliant on the efforts of just one or two people. He concluded by saying that they were short of funds and that no work was currently being undertaken to provide a book on the history of Marchwood Village.
155. Cllr Petty spoke about the Marchwood Fete said that the issue of permission to use the Lloyd Recreation Ground remains outstanding.
156. Cllr Hindle said that the Marchwood Community Association is looking to upgrade it kitchen facilities over the next 12 to 18 months and was exploring local funding opportunities.
157. Cllr Young commented that he would be attending a meeting of the Scout and Guide Committee in the near future.

Internal Audit 2018-19

- 158 The Clerk reported that an Internal Auditor (Ms Eleanor Greene) visited the Parish Office on the 13th December and has produced an interim report for your attention.

The Clerk referred members to Appendix A in their briefing pack for the Internal Auditor's report and his commentary on it.

159. Some of the recommendations require some discussion as they are proposing some significant changes to the way the Council functions.
160. This is particularly so in relation to the Parish Council's relationship with the Lloyd Recreation Ground Trustee.

The main items for consideration are as follows.

161. Issue: The Council does not appear to have reviewed and updated the standing orders or financial regulations in recent years to reflect legislative changes.

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Recommendation: The Council should adopt the NALC model documents before the end of the financial year, and then review to them for fine tuning during the summer of 2019.

162. Issue: The risk assessment in use by the Council runs to 48 pages and has no clear actions to ensure compliance and has not been reviewed for some years.

Recommendation: The council should adopt a pro-forma based on the criteria in Governance and Accountability and review it before for the year end and then annually.

- 163 Issue: The Council as a body corporate is the trustee of charity number 284618 — Lloyd Recreation Ground. The council is currently running separate accounts on a spreadsheet for this piece of land that is not self-funding.

Recommendation: The Council should look into entering into a Memorandum of Understanding to transfer all management and maintenance of the land to the Council and thus simplify record keeping for officers.

- 164 Issue: On some occasions, members of the public have been named within the minutes. This is not compliant with the GDPR as minutes cannot be altered at a later date

Recommendation: Please ensure that comments from public are recorded as “an elector” or “a resident” in order to comply with the new regulations.

The Clerk commented that he had already begun following the GDPR recommendation by ensuring that members of the public attending meetings were not normally identified in the minutes.

165. Issue: When sets of minutes run to several approval pages, the chair is not always initialling each sheet of the minutes.

Recommendation: This is a requirement of LGA 1972 and protects officers and members from the risk of minute alteration.

166. Issue: The budget, once approved, becomes approval a public document. It should be included in the signed minutes.

Recommendation: The Council's budget should also be uploaded to the website each year as instructed by the transparency code.

It was the clerk's intention to have all budget approvals, payment listings and payment approvals as standing items of business at Full Council meetings in future.

167. Issue: The Council has provided grant support over the last year to the Scouts / Guides towards cost of construction of a building that has amounted to about

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Recommendation: All grants made to external bodies should be based on proper application forms and recorded against a clearly identified power to spend money.

Please ensure that all grants for capital projects have sustainable revenue business plans underlying them.

168. Issue: The Council has several earmarked reserves that do not appear to comply with current best practice and guidance.

Recommendation Over the coming months the officers should review all reserves to ensure that all money precepted from the Council Taxpayers of Marchwood is spent for their benefit.

169. The Clerk will be working with the RFO to review these earmarked funds and to report back to the P&R meeting on the 11th February with some further recommendations.

170. The Clerk said he was confident that the other recommendations contained in the report can be achieved before the end of the financial year (also corresponding with the Council's term of office) with the RFO working with him to respond to each item in turn.

171. An action plan would then be put together to implement those recommendations that the Parish Council is happy to accept.

172. **RESOLVED:** The Parish Council received the Internal Auditor's report and accepted her recommendations.

- 173 **RESOLVED:** The Clerk was instructed to produce an action plan to respond to the recommendation made in the Internal Audit report.

Orders for Payment January 2019

174. **RESOLVED:** The Parish Council approved the Orders for Payment that were outstanding up to the date of the meeting

The Clerk referred members to Appendix B in their briefing pack.

Income & Expenditure as at 30th November 2018

175. **RESOLVED:** The Parish Council noted the Income & Expenditure Report as at 30th November 2018.

The Clerk referred members to Appendix C in their briefing pack that showed the summary of the Income and Expenditure (by Cost Centre) up to the 30th November 2018.

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Income & Expenditure against budget as at 30th November 2018

176. **RESOLVED:** The Parish Council noted the Income & Expenditure Report against Budget as at 30th November 2018.

The Clerk referred members to Appendix D in their briefing pack that showed the Income and Expenditure up to the 30th November 2018. The Clerk said that each Cost Centre's actual expenditure was shown in relation to their budget forecast.

Balance Sheet as at 30th November 2018

177. **RESOLVED:** The Parish Council noted the Balance Sheet report as at 30th November 2018.

Members were told that the Balance Sheet up to the 30th November 2018 was Appendix E in their briefing pack.

Bank Reconciliations as at 30th November 2018

178. **RESOLVED:** The Parish Council noted the Parish Council's Bank Reconciliations as at 30th November 2018.

The Clerk gave a brief explanation of the purpose of the monthly reconciliations as well as an explanation of what each account held and each individual account's purpose.

Committee Minutes

179. **RESOLVED:** To receive as follows:

Planning: 3rd December 2018
Policy & Resources: None to receive.
Amenities: None to receive.

Exempt Business

180. **RESOLVED:** in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion of the following personnel or confidential matters where publicity might be prejudicial to the special nature of the business.

There being no further business the meeting closed at 9.39pm