

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

**Marchwood Parish Council**

Minutes of the Annual Meeting of the Parish Council held via the Zoom application on Monday  
4<sup>th</sup> May 2020 at 7.30pm.

Councillors: Cllr R Young (Chairman) – in the Chair (P)

Cllr J Case (A)	Cllr G Gant (P)
Cllr M Havercroft (P)	Cllr D Hindle (P)
Cllr A Hoare (P)	Cllr P Mballa (A)
Cllr M Proctor (P)	Cllr M Saxby (P)
Cllr G Wright (P)	

(P) Present

(A) Absent

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

Also present: one member of the public

**To elect a Chairman of the Council for the municipal year 2020-21**

21/01 The retiring Chairman sought nominations for the post of Chairman of the Parish Council. Cllr Proctor proposed Cllr Young with Cllr Hoare seconding this nomination. There were no other nominations received.

By a show of hands Cllr Young was elected Chairman of the Parish Council for the municipal year 2020-21.

Having been duly elected Chairman of the Parish Council, Cllr Young signed the acceptance of office declaration in the presence of the Clerk.

**Apologies for absence**

21/02 Apologies were received from Cllrs Case and Mballa as well as County Cllr Harrison and District Cllr Bennison.

**Declarations of Interest**

21/03 There was no declarations of interest recorded at this time.

**Chairman's report**

21/04 Cllr Young welcomed everyone to the Annual Council Meeting. He then read a written report that is also provided as an appendix to these minutes.

**Public Participation**

21/05 The member of the public present said she did not wish to speak on any matter.

**Minutes**

21/06 **RESOLVED:** To accept the minutes of the meeting held on the 9<sup>th</sup> March 2020 as a true record.

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**To elect a Vice-Chairman of the Council for the municipal year 2020-21**

21/07 Cllr Hoare proposed Cllr Wright with Cllr Case seconding this nomination. There were no other nominations. By a show of hands Cllr Wright was elected Vice-Chairman of the Parish Council for the municipal year 2020-21

**To consider the structure and membership of Committees for the municipal year 2020-21**

21/08 **RESOLVED:** the following councillors were appointed to the Amenities Committee for the municipal year 2020-21

Cllr Gant, Cllr Havercroft, Cllr Hoare, Cllr Proctor, Cllr Wright, Cllr Young (ex-officio).

21/09 **RESOLVED:** the following councillors were appointed to the Policy & Resources Committee for the municipal year 2020-21

Cllr Case, Cllr Hindle, Cllr Hoare, Cllr Mballa, Cllr Saxby, Cllr Young (ex-officio).

21/10 **RESOLVED:** the following councillors were appointed to the Planning Committee for the municipal year 2020-21

Cllr Case, Cllr Havercroft, Cllr Hindle, Cllr Hoare, Cllr Mballa, Cllr Saxby, Cllr Young (ex-officio).

**To appoint a Chairman for each Committee for the municipal year 2020-21**

21/11 **RESOLVED:** Cllr Proctor was elected as Chairman of the Amenities Committee for the municipal year 2020-21.

21/12 **RESOLVED:** Cllr Saxby was elected as Chairman of the Planning Committee for the municipal year 2020-21.

21/13 **RESOLVED:** Cllr Hindle was elected as Chairman of the Policy and Resources Committee for the municipal year 2020-21.

**To consider the appointment of representatives to outside bodies 2020-21**

21/14 **RESOLVED:** the following councillors were appointed as representative of the Parish Council to the following outside bodies.

Scout & Guide Build Committee	Cllr Young
Marchwood Community Association	Cllr Hindle
New Forest Association of Local Councils	Cllr Hoare
Public Transport Liaison Committee	Vacancy
Waterside Citizens Advice	Vacancy
Age UK	Vacancy
New Forest Environmental Protection Liaison	Cllr Hoare & Cllr Young
New Forest Consultative Panel	Cllr Proctor
Waterside Youth Steering Group	Cllr Case & Cllr Young
The Handy Trust	Cllr Case, Cllr Hoare & Cllr Young (ex-officio)
Marchwood Twinning Association	Cllr Proctor
Waterside Heritage	Cllr Proctor
Marchwood Fete	Cllr Mballa
Marchwood Youth Group	Cllr Case, Cllr Hindle

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NFDC Quadrant meetings

Cllr Proctor (but all councillors may attend)

### **District Councillor reports**

21/15 Cllr Hoare provided a brief report. Waste recycling and roadside collections have returned to normal and the street scene department is working normally. This department is responsible for dealing with fly-tipping incidents.

### **Parish Council and Lloyd Trustee Insurance Schedules**

The Clerk spoke about the Parish Council's insurance policies that are due for renewal at the end of May 2020. At the same time the Lloyd Recreation Ground Trust's insurance policy is due at the same time. There were four policies to consider.

- Core Policy Summary for the Parish Council including Employer liability and public liability.
- Core Policy Summary for the Lloyd Recreation Ground Trust including Employer liability and public liability.
- The Engineering and Construction policy for the Parish Council.
- The Parish Council's Motor Vehicle Policy.

The Clerk told the meeting that the total cost of the core policies would be £5,883.42 with the motor vehicle and engineering insurance policy costing £2,187.46. He continued saying these figures were within budget.

21/16 **RESOLVED:** to approve the renewal of the Parish Council's insurance policies from 1<sup>st</sup> June 2019 at a cost of £3,811.28

21/17 **RESOLVED:** to approve the renewal of the Parish Council's motor vehicle and engineering insurance policy from 1<sup>st</sup> June 2019 at a cost of £2,187.46

21/18 **RESOLVED:** to approve the renewal of the Lloyd Recreation Ground Trust's insurance policies from 1<sup>st</sup> June 2019 at a cost of £2,178.58

### **Orders for Payment April & May 2020**

21/19 **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 A in their briefing pack.

### **Income & Expenditure as at 31st March 2020**

21/20 **RESOLVED:** The Parish Council noted the Income & Expenditure Report as at 31st March 2020.

The Clerk referred members to Appendix B in their briefing pack that showed the summary of the Income and Expenditure up to the 31st March 2020.

### **Income & Expenditure against budget as at 31st March 2020**

21/21 **RESOLVED:** The Parish Council noted the Income & Expenditure Report against Budget as at 31st March 2020.

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The Clerk referred members to Appendix C in their briefing pack that showed the Income and Expenditure against budget (listed by Cost Code) up to the 31st March 2020.

**Balance Sheet as at 31st March 2020**

21/22 **RESOLVED:** The Parish Council noted the Balance Sheet report as at 31st March 2020.

Members were told that the Balance Sheet up to the 31st March 2020 was Appendix D in their briefing pack.

**Bank Reconciliations as at 31st March 2020**

21/23 **RESOLVED:** The Parish Council noted the Parish Council's Bank Reconciliations as at 31st March 2020.

Lloyds Bank Instant Access Account £73,984.86

Lloyds Bank 30 Day Notice (Treasurers) Account £57,772.93

Members were told that the Bank Reconciliations up to the 31st March 2020 was Appendix E in their briefing pack.

**Exempt Business**

21/24 **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 were no exempt matters to discuss.

There being no further business the meeting closed at 8.14pm.