

STEVENTON PARISH COUNCIL ANNUAL MEETING - MINUTES

Monday 13th May 2019, at 8pm at Steventon Village Hall

Contact: Cara Booth, steventonpc@hotmail.com

1. Present:

Councillors Present: Mike Everton Browne (MEB), Tony Carter (TC), Harriet Aldridge (HA), Peter Lees (PL) and Cara Booth (CB)
Apologies for Absence: N/A
Public Present: None

2. Election of Chairman 2019-2020:

Peter Lees. Proposed by Mike Everton-Bowne, Seconded by Tony Carter.

3. Election of Key Appointments in Absence of a Clerk:

A draft document Steventon Parish Council Roles and Responsibilities 2019-2020 was sent to councillors before the meeting. At the meeting the document was approved. This document is available on the website at <https://www.steventonvillage.co.uk/documents/>

The following assignments were agreed:

Peter Lees:	Proper Officer
Harriet Aldridge:	Responsible Financial Officer
Tony Carter:	Planning Officer
Mike Everton-Browne:	Highways, footpaths and village appearance
Cara Booth:	Secretary
Data Controller:	Steventon Parish Council
Data Protection Officer:	Harriet Aldridge
Data Processor:	Cara Booth

4. Governance documents: GDPR and Roles & Responsibilities

The required documents, as specified by the Freedom of Information Act 2000, were agreed in principle. In the absence of a Clerk these will be written and added to the website over time.

The Steventon Parish Council website contains current information about meetings, planning, finances and contact details. It can be accessed here:

<http://steventonvillage.co.uk/about-2/>

There is a Steventon Parish Council email account: steventonpc@hotmail.com

5. Election Administration: Register of Interests, Acceptance of Office, Expenses

Councillors need to check that their respective form for the Register of Members Interest is still current. Everyone has completed their expenses forms and sent them back. The AOO forms have been signed and handed to clerk. Completed by all except – **PL to complete online**

6. Meeting Open to The Public (10 minutes): N/A

7. Minutes:

The minutes for the last Parish Council Meeting 17th January 2019 have already been signed off, the minutes for the Annual Parish Meeting have been signed off at this meeting.

8. Matters Arising from Minutes:

- It was noted that the village hall is not wheelchair friendly. There is no ramp for wheelchairs, no grab handles in the toilets and the door to the toilets is too small for a wheelchair. However, it is understood that work might be in hand to rectify

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these problems. Rosina to query with Village Hall Committee.

Agenda Item moved to 13.

9. Current Planning Applications:

<https://www.steventonvillage.co.uk/planning/>

19/01037/AGPD Erection of grain storage building. No decision yet.

10. Planning Compliance Issues:

Nothing

11. Finance:

Receipts: £600 received from Basingstoke & Deane Council on the 1st April, being the first half of the 2018/19 precept.

Payments: No payments

Current Balance: £2,435 (not including the cricket fund)

12. Highways and Village Appearance:

The manure and mud on Steventon Warren Lane.

Peter has had telephone discussions about this problem and is planning a face-to-face meeting. – **PL to see them.**

Nothing new raised.

13. Village Hall Facilities:

It was noted that Rachel Palmer and Lisa Atkinson had recommended an EpiPen and reading glasses being available in the cabinet. – **CB spoke to Rachel regarding the EpiPen and glasses - CB to follow up.**

A group discussion took place regarding disabled access to the hall; the council think it is important that there is a ramp for entrance and that modifications are made to ensure adequate disabled access to the toilets. We understand that this is being considered by the village hall committee and will await an update from the village committee in due course.

14. Notices, Correspondence and Circulars:

Nothing Raised

15. Councillors' Announcements:

Nothing Raised

16. Questions to the Chairman:

Nothing Raised

17. Next Meeting Dates 2019:

Confirmed dates -

2nd September 2019

2nd December 2019

2nd March 2019 (Annual Parish Meeting and an Annual General Meeting two separate meetings one after the other)

11th May 2020 Annual General Meeting

Meeting End – 20:40

Signed _____ **Date:** _____