

**Draft - MINUTES OF THE ANNUAL CHILBOLTON PARISH COUNCIL MEETING
HELD AT CHILBOLTON VILLAGE HALL ON MONDAY 17 MAY 2021 AT 18:30**

Present – Cllrs Fiona Barrie (FB), Geoff Cockram (GC), Tony Ewer (TE), David Griffiths (DG), David Hall (DH), Sue Larcombe (SL), George Marits (GM), David Neudegg (DN), Mandy Denyer (Clerk/MD).

Members of the public - NONE

MD started of the meeting until a chair was elected.

1. Apologies - NONE
 2. Election of Chairman and to receive the Chairman's declaration of acceptance of office and written undertaking to observe the code of conduct - DN proposed FB, seconded by DG, cllrs voted unanimously in favour and FB accepted this position, with the proviso that this be reviewed in 6 months. FB duly signed the acceptance of office.
FB took over chairing the meeting hereafter.
 3. Election of Vice-Chairman and to receive the Vice-Chairman's declaration of acceptance of office and written undertaking to observe the code of conduct - FB proposed DG, seconded by DH, cllrs voted unanimously in favour and DG accepted this position and duly signed the acceptance of office.
 4. To receive declarations of acceptance of office and written undertakings to observe the code of conduct from remaining councillors - GC, TE, DH, SL and GM duly signed their acceptance of office.
 5. Registration of Pecuniary Interest – To either confirm no changes or complete new RoPI's – DH completed new a RoPI and all remaining cllrs confirmed that there were no changes to their RoPI's. MD to inform TVBC.
Action MD
 6. To declare any Declarations of Interest for this meeting - NONE
 7. To sign as a correct record the minutes of the meeting held on [12 April 2021](#) – These were agreed and signed as an accurate record of the meeting.
 8. Appointment of Committees, Working Parties/Groups, their members and agree their Terms of Reference (ToR): -
 - a) [Planning Committee](#) – Agreed members are FB, GC, TE and SL. The proposed changes to the ToR (attached) were agreed. MD to update, circulate and publish. **Action: MD**
 - b) [Flood Advisory Group](#) – Agreed members are GM, M Grove, T Gilmour, G Kelly and N Watson. There were no amendments to the ToR (attached)
 - c) [Chilbolton Open Spaces Committee](#) – Agreed members are DG, DH, A James, G Evans, M Grove, N Horne, T Gilmour, E Painter and T Heaton. The proposed changes to the ToR (attached) were agreed. MD to update, circulate and publish. **Action: MD**
 - d) [War Memorial Playing Field Development Group](#) – Agreed members are DH, N Horne and T Heaton. There were no amendments to the ToR (attached).
 - e) [Chilbolton Neighbourhood Development Plan Working Party](#) / Strategic Plan Group – Agreed CPC members are TE, FB, GC and SL. The proposed new ToR, including name change to Strategic Plan Group, were agreed. MD to update, circulate and publish. **Action: MD**
 - f) [Fundraising Strategy Group](#) – Agreed CPC members are DH. It was proposed and agreed to remove 'Strategy' from the groups name. No other amendments were made to the ToR (attached). MD to update, circulate and publish. **Action: MD**
- All Committees and Groups are to elect a Chair at their next meeting.

Agreed and Signed (Chair)

Page 1 of 2

Mandy Denyer (Clerk)

**Draft - MINUTES OF THE ANNUAL CHILBOLTON PARISH COUNCIL MEETING
HELD AT CHILBOLTON VILLAGE HALL ON MONDAY 17 MAY 2021 AT 18:30**

9. Appoint Lead Councillors/Representatives: -
a) Highways – TE and GC b) Village Hall – TE (CPC rep) and DG (WMPF rep)
10. To review the following policy documents: -
a) [Standing Orders](#) b) [Code of Conduct](#)
All Cllrs read and agreed there were no amendments required to the above policies.
11. Annual Report Finance (Mandy Denyer, Clerk/RFO) – To include the approval of the Annual Governance Statement and Accounting Statements for 2020/21. Attached [here](#).
The Annual Governance was completed, approved and duly signed by FB (chair) and MD.
The Accounts statement was approved and duly signed by FB (chair).
MD to submit AGAR and all required account information to the external auditors. **Action: MD**
The public right to inspect unaudited accounts will be between Thursday 3 June and 14 July 2021.
12. Monthly Finance [report](#) – to inc. approval of accounts for payment –
GM checked, agreed and signed the bank reconciliation check.
In addition to the listed payments, there were 2 other necessary payments (reimbursement to DG for WMPF Keys) of £14 [This was agreed at the last meeting] and Grass and Grounds £288 for 2x grass cutting at WMPF [Confirmed by NH and approved by DN and DG]. There was one additional payment for approval – a reimbursement to N Horne for WMPF key - £7. All payments were approved.
- MD proposed that DH also carries out the monthly bank reconciliation check, alternating with TE and GM.
DH agreed to this and all cllrs agreed to the proposal.
- SL was concerned that the new signage for the Common would not be ready before the summer. It was discussed and cllrs agreed to give COSC their approval to implement the signage project asap, so long as the budget was adhered to.
13. Urgent Correspondence – NONE
14. Questions from public – (3 mins. per person) - NONE
15. Any other business – For information ONLY
DH asked for cllrs approval to commence organising a social event (provisionally booked for 24/7/21) to be held at Chilbolton Village Hall. The event will be organised in conjunction with St Mary the Less Church and Wherwell Primary School PTA in order to maximise participation across the village – but without commitment to raising funds. Cllrs agreed
- DG wished DN a fond farewell and thank you for his enormous help and involvement with the parish council over the past 7 years. This sentiment was echoed by all cllrs. DN replied that he had enjoyed the overall experience contributing to the parish.
16. Items for the next agenda
- Update on parish communications alignment (DH)
 - To discuss and decide if dragons teeth are required on WD bank opposite recycling centre
17. Date of the next meeting – Monday 7 June 2021; 18:30 at Chilbolton Village Hall. All monthly reports to be sent to clerk by 12:00 Friday 28 May 2021.

There being no further business to discuss the meeting was closed at 19:20.

Agreed and Signed (Chair)
Page 2 of 2

Mandy Denyer (Clerk)