



HANHAM PARISH COUNCIL

Minutes of Hanham Parish Full Council Meeting held remotely on 5th May 2021

MEETING COMMENCED AT 7.30pm.

Present: Chair-Councillor Ian Richardson.

Councillors: John Ball, June Bamford, Paul Glanville, Bernard Jackson, Brenda Langley, Jason Pearce, Matt Pitts.

Clerk: Nicola Little.

Members of the public: One

1. Election of the Chairman for the year 2021/22

Resolved: Councillor Ian Richardson is duly elected as Chairman for the year 2021/22. The declaration of office was signed and witnessed by the Clerk.

2. Chairman's Remarks

The Chair welcomed councillors to the online meeting of Hanham Parish Council and explained how the meeting would be managed.

3. Urgent Actions

Scheme of Delegation – the Clerk presented councillors with a record of payments made on their behalf since the last meeting. An end of year internal audit has been booked for 11th May 2021. Duly noted.

4. Apologies for absence

Cllrs J Carley and J Goddard.

5. Declarations of Interest and requests for dispensations

None.

6. Election of Vice Chairman for the year 2021/22

Resolved: Councillor Bernard Jackson is elected to the position of Vice Chair for the year 2021/22.

7. To appoint Members to serve on the under mentioned committees

Planning Committee: Cllrs – Ball, Bamford, Glanville, Jackson, Pearce and Richardson

Finance Committee: Cllrs – Ball, , Jackson, Langley Pearce and Richardson .

8. To appoint representatives to other bodies

Resolved: Members to represent Hanham Parish on the following;

- a) ALCA- *Cllr I Richardson*
- b) Guardian for the Defibrillator – *Cllr B Jackson*
- c) Hanham Business Community Partnership- *Cllr B Jackson*
- d) Hanham Community Centre, Management Committee- *Cllr B Jackson*
- e) Hanham and Longwell Green Community Engagement Forum- *Cllr B Langley*
- f) Hanham Common Fayre Committee- *Cllr I Richardson*
- g) Newsletter – *Cllr Glanville*
- h) Remembrance Service Co-ordinator- *Cllr I Richardson and J Pearce*
- i) Town and Parish Council Forum – *Cllr I Richardson*
- j) Any other groups- *Nothing identified.*

9. Confirmation of Minutes

The Chair asked that the minutes of the Full Council of 7th April 2021 be approved.

Resolved: That the minutes of the Full Council of 7th April 2021 are approved as a correct record and the Clerk is authorised to sign on behalf of the Chairman.

10. Adjourn for Public Participation

No members of the public wished to speak.

District Councillors Report

11. Meeting Reconvened

12. Finance

The Chair of Finance provided a verbal report. Confirmation has been received from HSBC Bank that funds in the High Interest Bond have been reinvested for a further 6 months.

The following payments have been received.

Vat refund for year-end 31st March 2021 for £2,932.99

A CIL payment of £17,535.57

The first half of this year's precept £28,525.50.

Account Balance as at 4/5/2021

HSBC Treasurers Account	1,408.35
Election Account	21,320.17
High Interest Business Bond	11,810.96
High Interest Money Manager Account	96,638.93
Nat West Parish account	50,214.53
Nat West Bus Current account	<u>20,000.00</u>
Total	201,392.94

£

13. Annual Return for year ended 31 March 2021

- a) **Resolved:** the Financial Statement for 2020/21 approved and signed by the Chair
- b) **Resolved:** Section 1 of the Annual Governance Statement for 2020/21 approved and signed by the Chair
- c) **Resolved:** Section 2, Accounting Statements for 2020/21 approved and signed by the Chair

14. Annual Review

- a) Standing Orders - no changes required. Duly noted.
- b) Asset and Inventory register, received and approved.
- c) Council Insurance Policy, Clerk to enquire about a further three-year deal upon renewal.
- d) Risk Assessments
 - Bus shelter, no changes required
 - Home working, review undertaken with the Chair, no changes required
 - Financial risks, no changes required.
 - Risk Assessment register, no changes required.

Resolved: All registers reviewed; no further action required. The parish council is satisfied that robust systems are in place.

- e) The following policies were reviewed however no changes were identified.:
 - Document Retention and Destruction Policy
 - Information and Data Protection Policy
 - Social Media and Electronic Communication Policy
 - Management of Transferable Data

15. General Power of Competence

Eligibility Resolved: The criteria has been met, with at least two thirds elected councillors and a Clerk holding a sector specific recognised qualification.

16. Matters Arising from Previous Meetings

Laburnum car park – electric charging points. Concerns expressed over the charging point bays being remarked creating the loss of a further parking space.

17. Correspondence Received

None.

18. Return to physical meetings

A discussion took place regarding this matter and councillors confirmed that they were in receipt of a risk assessment and a checklist prepared by the Clerk detailing a number of issues that needed to be considered before returning to physical meetings.

Resolved: keep the number of physical meetings to a minimum using a temporary scheme of delegation for non-urgent business during the next three months. First physical meeting will take place on 1 September 2021.

For the short term the Clerk will organise a catch up with members to share business and gather views and that will take place virtually.

Resolved: That the Council delegates authority to the Clerk in consultation with the Chairman and Vice Chairman, as required, to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity, informed by consultation with the members of the council. The scheme of delegation will be reviewed no later than 1st September 2021.

19. Members points of information

Cllr Ball raised concerns about the increased Graffiti on properties in the High Street. Cllr Jackson confirmed that he was trying to work with the Traders in his capacity as Chair of the Hanham Business and Community Partnership to get this painted over.

20. Date of next meeting

Wednesday 1st September 2021 at 7.30pm

Meeting ended at 8.20 pm.

Chairman