

ROTHERWICK PARISH COUNCIL

You are summoned to attend the ANNUAL MEETING of ROTHERWICK PARISH COUNCIL as detailed below:

Susan Richardson

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Dated this 11th day of MAY 2018

Clerk, Rotherwick Parish Council

TIME, DATE AND LOCATION	7.30 p.m. WEDNESDAY 16th May 2018 Rotherwick Village Hall, The Street, Rotherwick.
MEMBERS:	Cllrs H Radesk (Chairman), L. Bardwell, S. Burrige, D. Dibbin and D. Margetson

AGENDA

- 1/18 Election of Rotherwick Parish Council's Chairman & Vice Chairman for 2018/19**
(a) To consider nominations and elect Chairman.
(b) To consider nominations and elect Vice Chairman.
(c) To receive Declarations of Acceptance of Office.
- 2/18 Apologies** - To receive any apologies for absence.
- 3/18 Declarations of Interest** arising from this Agenda, Members and Officers are invited to declare any relevant interests. Notwithstanding this item, Members may subsequently declare an interest at any point during the meeting.
- 4/18 Public Participation** -The meeting will recess for not more than 15 minutes so as to allow any members of public to address the meeting. To Receive District and County Councillors' Reports.
- 5/18 Election of Councillors to Rotherwick Parish Council**
(a) To consider Parish Councillor Co-Option Applications.
(b) To elect co-opted Councillors.
(c) To receive Declarations of Acceptance of Office.
- 5/18 Receive and Approve** the accuracy of the Minutes of the Parish Council Meeting held on the 18th April 2018 (previously circulated).

ROUTINE BUSINESS & ADMINISTRATION

- 6/18 Action List Progress Reports**
(a) To Receive the Clerk's verbal update on her Action List (for information only).
(b) To Receive each Councillors' verbal updated on their Action Lists (for information only).

FINANCE

- 7/18 To Receive and Approve:**
- (i) Payments on account (Appendix One) as listed including:-
- (a) JRB Enterprises in the sum of £32.75 + VAT (retrospective payment) purchase of 800 standard dog gloves (dispenser refill waste bags). Authorised by the Clerk & Chairman, as per RPC Standing Orders, Section 4.1
- (b) Premier Grounds & Garden Maintenance in the sum of £90.00 + VAT for initial cut of playing fields grass. Authorised by the Clerk & Chairman, as per RPC Standing Orders, Section 4.1.

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- (c) Clerk's Expenses in the sum of £93.03 for travel, printer cartridges, parking, stamps.
- (d) Rotherwick Village Hall in the sum of £33.00 for the hire of the larger meeting room for HDAPTC's AGM in July 2018.
- (e) Miss K Bardwell in the sum of £200.00 for external treatment of village bush shelter. Authorised by the Clerk & Chairman, as per RPC Standing Orders, Section 4.1.
- (ii) Receipts on Account (Appendix One).
- (iii) The Parish Council's Accounts for the Year Ended 31st March 2018. *(Attached)*
- (iv) The Parish Council's Bank Reconciliation to the Year End 31st March 2018. *(Attached)*
- (v) The Annual Governance Statement on The Annual Return for the Year End 31st March 2018 and to authorise the Chairman to sign the Return on behalf of the Parish Council.
- (vi) The Accounting Statement on The Annual Return for the Year End 31st March 2018 and to authorise the Chairman to sign the Return on behalf of the Parish Council.
- (vii) The Internal Auditor's Report for the year ended 31st March 2018. *(Attached)*
- (viii) To Approve the appointment of the Internal Auditor for the next Financial Year 2018/19.

PLANNING

8/18 Applications - To Consider and make Comments on the following planning matters received from Hart District Council.

- (i) **18/00795/FUL** Wogsbarn Cottage, The Street, Rotherwick, Hook, Hampshire RG27 9BL for construction of a single detached dwelling associated vehicular access and car parking.
- (ii) **18/00805/PRIOR** West of Ravens, Frog Lane, Rotherwick for proposed grain store on land to the West of Ravens.
- (iii) **18/00958/HOU** 1 Lyde Green, Rotherwick, Hook, Hampshire RG27 9BH for erection of a first-floor rear infill extension between existing roof profile, erection of a porch, insertion of a new dormer to side, conversion of garage to habitable accommodation and alterations to fenestration.

PROPOSALS & RESOLUTIONS

9/18 To Receive & Resolve

- (i) The request from Rotherwick Village Hall to assist with the maintenance of their Noticeboard.

ADMINISTRATION

10/18 General Council Administrative Matters

- (i) **To Receive, Approve & Adopt**
 - (a) The Standing Orders and Financial Regulations *(Attached)*.
 - (b) The Risk Management Review *(Attached)*.
 - (c) The Asset Register to YE 2018 *(Attached)*.
 - (d) Nominate a First Quarter 2018/19 Councillor to sign off bank reconciliations & bank statements
- (ii) **To Discuss & Approve** the immediate requirements under GDPR Regulations, see email from Cllr Bardwell to all on the 24.04.18 @ 8.52.
 - (a) Appoint RPC's Data Protection Officer.
 - (b) Confirm all Councillors are utilising the org.uk email address only.
 - (c) Agree format of Incidental Expenses Form.
- (iii) **To Discuss & Approve** hours allocated utilising the Lengthsman Scheme 2018/19.

PAVILION, PLAYING FIELDS & PLAYGROUND

11/18

- (i) **To Receive & Record** the date of the latest RPC inspection and discuss any action(s).
- (ii) **To Review & Agree** the Terms of the Hire Contract for Rotherwick Tennis Club to 30th April 2019.

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- (iii) **To Receive & Approve** the preferred Contractor for the grass maintenance for 2018/19.
- (iv) **To Receive, Discuss & Approve** quotations received for identified areas within the Pavilion:
 - (a) Veranda, External Paint, Kitchen, Toilets, Window Locks.

HUDSON COPSE

12/18

- (i) **To Receive & Record** the date of the latest RPC Inspection, discuss any action(s) identified.
- (ii) **To Discuss & Agree** maintenance of the existing 'wood chipping' pathways within Hudson Copse.
- (iii) **To Receive & Approve** the revised quotation for the footpath near the main entrance.

VILLAGE AMENITIES

13/18 To Receive & Record -

- (i) The date of the latest RPC inspection of the defibrillator located at the village hall and discuss any action(s) identified.
- (ii) **To Receive, Discuss & Approve** quotations received for identified repair/renovations areas within the Village (a) internal structure of the bus stop, wooden benches, noticeboards & finger posts.

FOOTPATHS & VERGES

14/18 To Review, Discuss & Approve quotations received for previously identified verge repairs along Wedmans Lane.

DATE OF THE NEXT MEETING

15/18 Wednesday 20th June 2018 at Rotherwick Village Hall, The Street, Rotherwick, RG27 9GB commencing at 7.30 p.m.

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APPENDIX ONE - Accounts for Payment Approval - Agenda Item 7/18 (i)

Payee	Nett £	VAT £	Total £	Details	Cheque No.
CLlr Lucy Bardwell	88.88	9.71	98.59	Annual Parish Meeting Food & Refreshments. Agenda Item 156/17 (i)	000031
JRB Enterprise Limited	32.75	6.55	39.30	800 Dog Gloves for Dispensers. Agenda Item 7/18 (a)	000024
SLCC	130.00	0.00	130.00	SLCC Membership 2018/19 Clerk. Agenda Item 14/17(i)	000025
Premier Grounds & Garden Maintenance	90.00	18.00	108.00	Grass Cut at Playing Fields. Agenda item 7/18 (b)	000026
Mrs Susan Richardson(Clerk)	93.03	0.00	93.03	Incidental Expenses. Agenda Item 7/18 (c)	000032
Rotherwick Village Hall	33.00	0.00	33.00	Hire for the AGM of the HDAPTC. Agenda Item 7/18 (d)	000028
Miss K Bardwell	200.00	0.00	200.00	External Treatment of the village Bus Shelter (Agenda Item 7/18(a))	000030

APPENDIX ONE - Accounts for Receipts Approval - Agenda Item 7/18 (ii)

Payer	Nett £	VAT £	Total £	Details	Statement No.
Hampshire District Council	24,997.50	0.00	24,997.50	2018/19 Precept	5