

Damerham Parish Council
Minutes of the Parish Council Annual Meeting
held on the Monday 9th May 2022 in Damerham Village Hall.

Councillors present:

David Crane	Cathy Godber	Glyn Ruth	Pete Doherty
Phil Stephens	Richard Major	Kirsty Anderson	Ann Bellows
Phil Tandy			

Members of the Public present: One

Others present:

Mandy Wilkinson (clerk), Cllr Edward Heron

22/23.1 To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office and address to the Council: It was proposed and seconded for Cllr David Crane to be elected Chairman for the forthcoming year. There were no further nominations and, following a unanimous vote, Cllr Crane was elected unopposed. The Chairman's Declaration of Acceptance of Office was signed accordingly and Cllr Crane addressed the Parish Council.

22/23.2 To elect the Vice Chairman of the Council and to receive the Vice Chairman's Declaration of Acceptance of Office: Councillor Cathy Godber stepped down as Vice Chairman, following this change it was proposed and seconded for Cllr Phil Tandy to be elected Vice Chairman for the forthcoming year. There were no further nominations and following a unanimous vote, Cllr Tandy was elected unopposed. The Vice Chairman's Declaration of Acceptance of Office was signed accordingly.

22/23.3 Apologies and Declaration of Quorum: No apologies received. The meeting was declared quorate.

22/23.4 To review and approve Councillors Declaration of Interests: The Councillors were asked to confirm if there have been any changes in their completed Declaration of interest forms from the previous year, all councillors confirmed there were no changes to their declarations of interest.

22/23.5 To receive any declarations of interest by any councillor on any agenda item: No declarations of interest to be declared.

22/23.6 To confirm the dates and times of ordinary meetings of the Council for the forthcoming year: Approved dates: These dates are subject to change depending on hall availability, any changes to dates will be displayed on the notice board and will be published on the Damerham Parish Council Website. Approved dates:

18th July, 19th September, 21st November, 16th January 2023, 20th March, 15th May (Annual Parish and Annual Parish Council meeting)

If an extra ordinary meeting is required, for planning matters, these will be displayed on the noticeboard and website, however they will normally be the third Monday of the month.

22/23.7 To elect official signatories to execute official documents on behalf of Damerham Parish Council: It was proposed, seconded and Resolved (9) that Cllr Bellows should be added to the official signatories and the existing signatories Cllr's Crane, Godber and Ruth should carry on as official signatories of the Parish Council. This was unanimously Resolved.
Clerk to arrange signatory forms to be completed.

22/23.8 To approve and sign the minutes of the meeting held on 21st March 2022:

It was proposed, seconded and resolved that the minutes of the Parish Council Meeting of the 21st March 2022 to be signed and dated by the Chairman as a true and accurate record.

Approved unanimously.

22/23.9 To receive Officers reports:

i. Parish Footpaths Officer: Following her final report, our footpaths officer Roz Jones has unfortunately stepped down as footpaths officer, she will be very much missed by Damerham Parish Council for her outstanding reports and the Parish Council thanked her for all her hard work over the years. In the May 2022 she reports that the paths have dried up nicely in the recent warm weather and the vegetation is not yet too invasive. She has reminded those responsible for footpath 24 of the laws for cross field footpaths. There is a fingerpost missing at the end of the path nearest bridleway 23 and there are two electric fences across the way, these should be removed or an application to Hampshire County Council for a diversion to the footpath: **Cllr Crane to investigate and report to clerk to follow up**

ii. Parish Watercourses Officer: Following discussion at the Parish Council Meeting it was proposed, seconded and Resolved (9) that the post of Parish Watercourses Officer to be removed

22/23.10 Matters arising from previous meetings not appearing as agenda items:

i. Affordable Housing Working Group: Cllr Tandy confirmed that there has been no progress since the last meeting, waiting to hear from NFDC. Cllr Tandy will chase NFDC and report back at the July Parish Council Meeting.

ii. BT Telephone Box: Cllr Tandy advised that he is chasing for the electricity supply to the telephone box, after a discussion by the Councillors it was proposed, seconded and resolved that a date should be set for the beginning of the refurbishment, this was agreed unanimously as June 2022, Cllr Tandy to liaise with refurbishment contractors to strip and undercoat the telephone box. Cllr Tandy will report back the July meeting.

Cllr Doherty to investigate and apply for grants towards the refurbishments and the installation of the lights and arts. Cllr Doherty will report back at the July meeting.

iii Councillors email addresses: The majority of the Councillors now have the official Parish Council emails in place, the remaining Councillors will have this in place by the July meeting.

iv. Defibrillator: Cllr Crane displayed the new signage and cabinet for the defibrillator and confirmed that this will be installed Friday 13th May.

22/23.11 Planning Applications:

i. To receive & comment on new applications received: None received prior to the meeting.

ii. To review decisions received from the NFDC Planning Authority:

NFDC: 22/10121 – Willow Cottage, High Street, Damerham

Description: Replacement of existing garage with 2 bay garage with office behind.

Decision: Granted with conditions.

iii. Other planning matters:

NFDC: 22/10266 – Court Vale House, Court Hill, Damerham, SP6 3HL

Description: Alterations to existing annexe building including increased ridge height.

(Part retrospective)

Decision: Pending

NFDC 21/11722 - Land at Courtwood Farm, Court Hill, Sandleheath, Damerham,

Description: Erection of 5 new build houses with associated landscaping

Decision: Pending

NFDC: 21/11036 – Courtvale Farm, Court Hill, Damerham, SP6 3HL

Description: Proposed erection of a 2m high close boarded fence; part change of use of land to civil engineering depot; landscaping

Decision: Pending

Cllr Tandy confirmed that he will be attending NFDC planning meeting to discuss NFDC 21/11036.

22/23.12 Finance

- i. To review current balances and financial position for year end 2022
Current account £7583.55 Deposit account £8949.70
- ii. Annual Accounts 2020/21 – To be presented to the Council at the July DPC meeting,
- iii. Internal Audit – 8th June, the audit will be approved following the auditors visit.
- iv. CIL monies – 2021 /2022 CIL money received £826.86
- v. Expenditure: The following cheques were approved and signed:

Bank Transfer / Cheque	Payee	Details	TOTAL COST
BT	Mandy Wilkinson	May Salary & expenses	£295.59
BT	Time to Display	Parish Pump Printing – May	£36.00
BT	Zurich Insurance	Parish Council Renewal	£543.13

- vi. To consider grants to local individuals and organisations:

Organisation	Amount requested	Need	Awarded 2022
Damerham Sports Field	£500	The grant would help towards costs of ongoing repairs to the pavilion	£500
Tea and Chat	£300	The grant would be used to cover administration costs and excursions	£300
St Georges Church	£500	To help maintain the churchyard	£500

22/23.13 Community Matters:

- i. West Park Meadow Working Group - Receipt of regular inspections of the Playtrail equipment - Cllr Godber will liaise with clerk for collection of inspection sheets.
- ii. West Park Meadow safety inspection report for May 2022 - Clerk confirmed that the Playtrail will be inspected by ROSPA in May 2022 and will report back with the inspections report as the July Parish Council meeting.
- iii. Queens Platinum Jubilee - After discussion by the members of the Parish Council it proposed, seconded and resolved that the tree and plaque will be sited in the sports field, the Jubilee Beacon will be lit on Thursday 2nd June and the Jubilee picnic street party will be held on Saturday 5th June at Damerham Sports Field.
- iv. War Memorial cleaning – Cllr Crane advised that he has received one quote for the war memorial cleaning and is awaiting another. He will report back to the council in the July meeting.

22/23.14 Environmental matters:

- i. Cllr Crane and the clerk gave an update following the Lengthsman visit to village on 9th May. Residents are reminded that they can forward ideas for the Lengthsman to the clerk at clerk@damerham.net

22/23.15 Parish Council Matters:

- i. **To review the Council Asset Register:** Following discussion by the members of the Parish Council it was proposed, seconded and resolved that the following amendments are to be made to the register:
Projector and screen to be deleted, CCTV camera to be deleted, Telephone Box to be added. – Clerk will make the amendments and report back in July Meeting.
- ii. **To consider and approve renewal of the Council Insurance & discuss/ decide on alterations:** Cllr Crane and Clerk have reviewed the policy and reported there are no changes to this year's policy, the premium has increased by £8.15 to £543.13 this forthcoming year. It was proposed, seconded and resolved that the policy should be renewed.

22/23.16 To receive items of correspondence: All correspondence has been forwarded to Councillors prior to the meeting.

22/23.17 Matters to be raised on the next agenda:

- i. Approval of Annual Governance Statement
- ii. Approval of Annual Accounting Statements
- iii. Approval of Internal Audit Statement following the Audit on the 8th June 2022.

22/23.18 To receive reports from members who have attended meetings: None

22/23.19 Date and Time of next Parish Council meeting: Monday 18th July at 7.30pm at Damerham Village Hall

The Chairman closed the meeting

These are draft minutes until reviewed and approved at the next Parish Council meeting

Mandy Wilkinson – clerk@damerham.net - 07704059891