



Thursday 29th June 2023

*Members of Hamfallow Parish Council
are hereby summoned to attend for the purpose of transacting the business as set out below.
On Thursday 6th July 2023 at 6 pm
Guide Hut, Sanigar Lane*

Clerk to Hamfallow Parish Council

AGENDA

All residents of the Hamfallow Parish are welcome to attend and a period of 20 minutes is set aside for members of the public to raise questions.

Sharon Kirwan from SWAST will speak with councillors regarding the Defibrillator at Wanswell

1. Opening of Meeting
2. Apologies
3. Declarations of Interest - Councillors will have the opportunity to declare any interest relating to items on the agenda.
4. Approval of Minutes of previous meeting – sent via email.
5. Planning:
 - a. Planning Decisions – sent via email.
 - b. Any declarations of Interest
 - c. New Applications
6. District and County Councillors share information.
7. Correspondence
8. Expenditure/Budget Review/Bank Reconciliation – sent via email.
9. To receive the first quarterly Budget vs, spend report for the 2023-2024 accounts.
10. To note that a check of the first quarterly accounts and internal controls has been undertaken.
11. To note Highways/Public Rights of Way/Bridleways Reports
12. To adopt new Debit Card Policy – sent via email.
13. To review Insurance - The cost for another three-year premium is £302.56 a year until 2026 (an increase of £39.54 from last year)
14. To review all policies - sent via email.

Code of Conduct
GDPR General Privacy notice
GDPR Privacy notice for staff, Councillors and Role Holders
Grants Policy and Application Form
Standing Orders
Financial Regulations

15. To review Grants Applications and Donation Requests deferred from the May meeting.
16. Defib Renewal
17. External Auditor - PKF Littlejohn LLP - To approve payment to PKF Littlejohn LLP in the vicinity of £210.00 for the External Audit Service
18. To agree the dates of Hamfallow Parish Council Meetings up to 31st March 2024
10th May 2023
6th July 2023
7th September 2023
2nd November 2023
18th January 2024
6th March 2024
19. Clerk Report – sent via email.
20. Sharing Information – Councillors will take this opportunity to share information.
21. Items for next meeting/Any other Business
22. Next meeting of Hamfallow Parish Council is Thursday 7th September 2023 at 7.00pm Guide Hut, Sanigar Lane.

Hamfallow Parish Council
Mrs C Child
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Minutes of
Hamfallow Parish Council Meeting
Thursday 6th July 2023 at
Guide Hut, Sanigar Lane
At 7.00 pm

Present: Cllrs: Heather Priestley
Steve Chandler
Phil King
Bill Payne
Jim Wright
Ben Keene
County Cllr Tipper
District Cllr Green

Caroline Child (Clerk)

All residents of the Hamfallow Parish are welcome to attend and a period of 20 minutes is set aside for members of the public to raise questions.

Sharon Kirwan from SWAST attended and gave councillors talk on Defibrillators, this was followed by a Q&A session.

1. Opening of Meeting:

Cllr Priestley (Chair) welcomed everyone to the meeting.

2. Apologies: Cllr McStea, Lane and District Cllrs Craig and Jones gave their apologies

3. Declarations of Interest:

There were no declarations of interest.

4. Minutes of previous meeting:

Minutes of the previous meeting held on the 10th May 2023 were read and verified by Cllr Priestley (Chair).

5. Planning:

- a) Planning Decisions - noted.
- b) Any declarations of Interest - none
- c) New Applications – none.

6. Committee Reports/Clerks Report: – noted.

BBC – Cllrs Keene attended.
BPT – Cllr Priestley attended.
SSG – Cllr Chandler attended.

7. Correspondence: - noted

8. Finance/Budget Review: - noted.

9. Councillors reviewed the budget vs spend report for 2022-2023 and agreed it is running in line with the budget. agreed.

10. To note that a check of the quarterly accounts and internal controls has been undertaken- noted.

11. To note Highways/Public Rights of Way/Bridleways Reports - noted

12. To adopt new credit card policy: - Councillors agreed to adopt the new Credit Card Policy as of 6th July 2023 to be review July 2024

13. To review Insurance: - Councillors agreed to a three-year set premium of £302.56 per year until 2026.

14. To review all Policies:

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Councillors reviewed all policies and agreed they were fit for purpose and would be reviewed again in July 2024

15. To review Grant Applications and Donation Requests:

Councillors discussed at great length regarding the planting of Daffodils at Breadstone Corner, a vote took place, and it was in favour not to fund the daffodils on Breadstone Corner.
Councillors asked if Berkeley Books donation request can be deferred to the September Meeting.

16. Defib Renewal:

Councillors agreed to replace the defibrillator and the Wanswell phone box as the council had been successful in Grant Funding to help with the cost. Councillors thanked County Cllr Tipper in helping get the grant funding for the Defibrillator at Wanswell phone box.
It was agreed the four councillors living in Wanswell would do a weekly rota system to check the Defibrillator and report back to the clerk.

17. External Auditor:

Councillors agreed to approve payment to PKF Littlejohn LLP for £210.00 + VAT for their External Audit Service.

18. To agree dates of Hamfallow Parish Council Meetings up 31st March 2024: - Noted

19. Clerks Report: – noted.

20. Sharing Information:

SSG – Cllr Chandler attended.

21. Items for next meeting/Any other Business

Next meeting of Hamfallow Parish Council is Thursday 7th September 2023 at 7.00pm at Guide Hut, Sanigar Lane
The chair Cllr Heather Priestley formally closed the meeting at 20.51 pm.

Signed:..... **Dated:**.....