

# STEVENTON PARISH COUNCIL ANNUAL MEETING (AGM) - MINUTES

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Monday 30<sup>th</sup> April 2018, at 8pm at Steventon Village Hall

Contact: Rosina Forde, [steventonpc@hotmail.com](mailto:steventonpc@hotmail.com)

**1. Present:**

**Councillors Present:** Peter Lees, Tony Carter, Mike Everton-Browne, Rosina Forde.

**Apologies for Absence:** Harriet Aldridge.

**Public Present:** Karl Baker.

**2. Election of Chairman and Vice Chairman 2018-2019:**

**Chairman** – Peter Lees. Proposed by Mike Everton-Bowne, Seconded by Tony Carter.

**3. Election of Key Appointments in Absence of a Clerk:**

A draft document Steventon Parish Council Roles and Responsibilities 2018-2019 was sent to councillors before the meeting. At the meeting the document was approved. This document is available on the website at <https://www.steventonvillage.co.uk/documents/>

The following assignments were agreed:

Peter Lees:	Proper Officer
Harriet Aldridge:	Responsible Financial Officer
Tony Carter:	Planning Officer
Mike Everton-Browne:	Highways, footpaths and village appearance
Rosina Forde:	Secretary
Data Controller:	Steventon Parish Council
Data Protection Officer:	Harriet Aldridge
Data Processor:	Rosina Forde

**4. Governance documents:**

The required documents, as specified by the Freedom of Information Act 2000, were agreed in principle. In the absence of a Clerk these will be written and added to the website over time.

The Steventon Parish Council website contains current information about meetings, planning, finances and contact details. It can be accessed here:

<http://steventonvillage.co.uk/about-2/>

There is a Steventon Parish Council email account: [steventonpc@hotmail.com](mailto:steventonpc@hotmail.com)

**5. Declarations of Interests:**

Councillors needs to check that their respective form for the Register Of Members Interest is still current.

**All**

**6. Meeting Open To The Public (10 minutes):** None.

**7. Minutes:**

Minutes of the last Ordinary Parish Council Meeting held on the 29<sup>th</sup> January 2018 had already been approved and signed.

Draft minutes of the Annual Parish Meeting held on the 19 April 2018 were approved but still awaiting Cllr Anna McNair Scott's report before they can be signed off.

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### 8. Matters Arising from Minutes:

It was agreed that the open letter from Popham Airfield should be added as a postscript in the minutes of the Annual Parish Meeting, following the report from Cllr Ian Tilbury. This is to avoid any dispute that the Parish Council is publishing information that can be refuted.

### 9. Current Planning Applications:

<https://www.steventonvillage.co.uk/planning/>

*18/00389/HSE Erection of two storey side/rear extension 1 Ashe Park Cottages Ashe Park Lane Steventon RG25 3AY*

Withdrawn by applicant.

*18/00964/HSE Erection of single storey rear extension 5 Wheatleys Close Ashe Park Lane Steventon RG25 3BQ*

No objections from parish council.

### 10. Planning Compliance:

A retrospective planning application for the works carried out at Steventon Manor has not yet been submitted. Tony to progress. **TC**

A retrospective planning application for the garden shed erected at 2 Stonehills has not yet been submitted. Tony to progress. **TC**

### 11. Finance:

**Receipts:** First Precept receipt received for £600.

**Payments:** None

**Current Balance:** £1446.66

### 12. Highways and Village Appearance:

Most potholes along the lane towards the B3400 have been filled making the lane much safer for the time being.

Some of the potholes along Waltham Lane have been filled. It is still in a dangerous state.

The small dead tree hanging over the road and resting on a BT line along the lane towards the Deane Gate has been removed.

The manure and mud has been cleared from Steventon Warren Lane. There is still concern that it should be kept in this clean and safe condition going forward. Peter to progress. **PL**

The bus stop and tree seat are in need of maintenance. Mike to progress. **MEB**

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### 13. Defibrillator

The defibrillator is now installed and operational. The lock code was created by the supplier and cannot be changed. It has been registered with the Ambulance Service.

There is concern about the proposed procedure for accessing the defibrillator in an emergency. Peter to progress. **PL**

When the procedure is clarified an email will be sent out to the village. **RF**

Training in basic life support and use of the defibrillator to be progressed by Peter. **PL**

In the meantime, in the unfortunate event of an emergency occurring, dial 999 and the operator will tell you the lock code for the cabinet and talk you through what you need to do until the ambulance arrives.

### 14. Notices, Correspondence and Circulars:

In order to keep up with the latest news and advice concerning parish council business, we subscribed to Communities Parish and Local Councils (CPALC) for £25 p.a. This organization has now shut down. The parish council is not currently considering subscribing to another, but hope to acquire information from local Basingstoke and Hampshire groups.

### 15. Councillors' Announcements: None

### 16. Questions to the Chairman: None

### 17. Next Meeting Dates 2018:

Parish Council Meeting 2<sup>nd</sup> July 2018 at 8.00pm in the Village Hall.

Signed \_\_\_\_\_

Date: \_\_\_\_\_