

# STEVENTON PARISH COUNCIL MEETING - MINUTES

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Monday 2<sup>nd</sup> July 2018, at 8pm at Steventon Village Hall

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

1. **Present:**

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

**Apologies for Absence:** Tony Carter, Harriet Aldridge

**Public Present:** None

2. **Declarations of Interests:**

None

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

4. **Minutes:**

Minutes of the Annual Parish Meeting held on 18<sup>th</sup> April 2018 were approved.

Minutes of Parish Council Annual Meeting (AGM) held on 30<sup>th</sup> April 2018 were approved.

5. **Matters Arising from Minutes:**

A couple of typos were corrected in the APM minutes.

6. **Current Planning Applications:**

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

*18/01771/AGPD. Erection of 1 no. hay store and 1 no. machinery store. Land At Cheesedown Farm Steventon Hampshire*

Parish Council inspected site and wrote to BDBC noting that the west and north boundaries to the new proposed building encroach onto adjacent farmland / paddock.

*18/01680/HSE. Erection of timber store building ancillary to dwelling. Steventon Manor Church Road Steventon RG25 3BE*

*18/01667/HSE. Erection of a single storey side and rear extension. 1 Ashe Park Cottages Ashe Park Lane*

No objections from Parish Council.

*18/01306/HSE. Erection of a storage building. Steventon Manor Church Road Steventon RG25 3BE*

*18/00873/FUL. Construction of 2 no. gypsy and traveller pitches of 250 sq metres each, both to be independently serviced with an amenity building, large trailer and touring caravan with parking for two vehicles and garden area (Pursuant to outline application 15/04503/OUT) | Land At Hounsome Fields Junction Of Winchester Road And Trenchard Lane Dummer Hampshire*

Parish Council wrote to BDBC objecting to this application.

7. **Planning Compliance Issues:**

8. **Finance:**

**Receipts:** £1296

**Payments:** None

**Current Balance:** £1,482.66

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### **2018/19 Transactions year to date**

We have renewed the insurance policy for the coming year at a cost of £330. In doing so we have entered into a 3 year fixed price agreement. This was agreed by Parish Council members by email.

We have received our first instalment of funding for the year from BDBC of £966. This includes both our precept and the final Parish Council grant which has been phased out over the last two years. The second and final instalment is due in September.

The balance on the cricket club account is: £1,056.63

**We have agreed** to fund the work to the bench and bus shelter that Mike is organising with John Smith. We expect this to cost in the region of £300. This is not currently reflected in the accounts. If we take this off the current cash balance we have c.£1,100 remaining to spend on other projects this year (although would want to hold some back for unforeseen items that may arise).

### **2017/18 Annual Return and Audit**

There has been a change to the audit threshold this year: Parish Councils with income and expenditure under £25,000 no longer require an external audit or review. If we would like one we can have one but we have to pay for it.

Steventon Parish Council has submitted a return to the auditors certifying that its income and expenditure in 2017/18 were under £25,000 and that we do not require an external audit or review. This return was signed by Peter at the beginning of June.

Julian Pilcher kindly undertook an internal audit of the Parish Council's financial records also at the beginning of June.

The 2017/18 Annual Return, including the certificates signed by Peter and Julian, has been published on the Steventon Village website along with the required supporting information, and posted on the Parish Notice Board. An email was also sent out to parishioners.

Members of the public are entitled to review the Parish financial records for a period of 30 working days from 25 June 2018. Notice of this has also been published on the Steventon Village website.

This concludes the formal reporting of the 2017/18 financial year.

### **9. Highways and Village Appearance:**

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The Parish Council has received several complaints about the state of Steventon Warren Lane regarding manure on the road. Being progressed. **PL**

Maintenance of bus stop and tree seat - Being progressed. **MEB**

### **10. Defibrillator:**

An email was sent to parishioners outlining the process for using the defibrillator, as follows:

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- a. Dial 999 for the Ambulance Service. They will ask you questions about the person that is unwell. From your replies they will advise whether you need a defibrillator.
- b. Whilst they are talking to you an ambulance will have been dispatched.
- c. The operator on the phone will talk you through how to use the defibrillator or any other treatment needed, and will keep talking to you until the ambulance has arrived.

Training has been organised for the evening of Thursday 6th September and the morning of Tuesday 11th September in the village hall. This will cover defibrillator training, adult basic life support, paediatric life support and choking, anaphylaxis and the Epipen.

The training sessions will cost £150 each. Steventon Players will pay for this out of the Village Project fund raised by Ashe Park during the Jane Austen event.

Twenty attendees can be comfortably accommodated in each training session, with up to 25-30 if necessary. Invitation to attend training to be sent to villagers. **RF**

### **11. New European General Data Protection Regulations (GDPR):**

Steventon Parish Council is now GDPR compliant. It is using the system implemented by Tim Sennitt and shares the same Parish contact list as Cassandra.

There are 14 individuals from the original Cassandra email list that have not explicitly subscribed so no longer receive emails from the Parish Council or Cassandra.

A meeting needs to be arranged between Tim, Harriet and Rosina to approve the Parish Council's GDPR Policy Statement and to confirm that we are providing everything that is needed. **RF**

### **12. Notices, Correspondence and Circulars: None**

### **13. Councillors' Announcements: None**

### **14. Questions to the Chairman: None**

### **15. Next Meeting Dates 2018:**

1 October 2018

Signed \_\_\_\_\_

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