



Compton and Shawford Parish Council

Parish Hall, Pearson Lane
Shawford, Winchester SO21 2AA

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[Draft] Minutes of the Annual Meeting of Compton and Shawford Parish Council held 7.00 pm on Tuesday 18th May 2021 at Shawford Parish Hall

Present: Councillors Richard Webster, Frances Strange, Martin Bell, Bob Jordan and Timothy Hunt

In attendance: Alexandra Bond (Clerk to the Council); remote attendance by two members of the public

2021-22.1 Election of the Chairman & Vice-Chairman

On the proposal of Cllr Webster, seconded by Cllr Hunt, it was:

RESOLVED to elect Cllr Strange as Chairman
[vote: all in favour]

On the proposal of Cllr Strange, seconded by Cllr Webster, it was:

RESOLVED to elect Cllr Bell as Vice-Chairman
[vote: 4 in favour, 1 against]

2021-22.2 Declaration of acceptance of office by the Chairman

Cllr Strange accepted the office of Chairman and signed a declaration of acceptance before the clerk.

2021-22.3 Councillors' acceptance of office and registration of interests

The clerk confirmed having received all Councillors' declarations of acceptance of office as well as notifications of disclosable pecuniary interests.

2021-22.4 Apologies for absences

Apologies were received on behalf of Cllr Leanne Wheeler, Mike Goulding (former Chairman), Cllr Jan Warwick, District Cllr Hannah Williams and District Cllr Brian Laming.

2021-22.5 Minutes of meeting held on 2nd March 2021

The minutes of the meeting held on 2nd March 2021 were approved and signed by the Chairman.

2021-22.6 Matters arising and outstanding actions from last meeting

Cllr Strange reported that a planning application had been submitted for the replacement of cricket nets. The clerk confirmed that signage was now in situ on Shepherds Lane and that a quote had been received for dragon teeth to stop cars from driving onto the grass.

2021-22.7 Appointment of portfolio holders, liaisons and representatives

Portfolio holders, liaisons and representatives were appointed as follows:

members' portfolios:

Finance and administration: Cllr Richard Webster
Playing Fields, play areas and environment: Cllr Leanne Cooper
Trees, hedges and footpaths: Cllr Timothy Hunt
Planning: Cllr Frances Strange - Deputy: Cllr Timothy Hunt
Highways: Cllr Martin Bell - M3 sub portfolio: Cllr Timothy Hunt
Public transport: Cllr Timothy Hunt
Web management: Cllr Frances Strange

liaisons and representatives:

School Liaison: Cllr Bob Jordan
Village Agent: Cllr Frances Strange
Police Liaison: Cllr Bob Jordan
Tree Warden: Cllr Timothy Hunt

All Saints School Governor: Charlotte Bailey
CASCA Liaison: Myra Wilkinson
Winchester Villages Trust: Sue Down
Webmaster: Adrian Walmsley
Winchester District Association of Parish Councils: TBA

2021-22.8 Declaration of vacancies

Of the nine seats three are yet to be filled. As the vacancies are consecutive to public elections there is no requirement to advertise the vacancies any further at this moment in time. Parishioners interested in filling up the seats can contact the clerk and new members can be co-opted at the next council meeting.

2021-22.9 Approval of the Annual Governance & Accountability Return (AGAR) 2020-21

On the proposal of Cllr Webster, seconded by Cllr Bell, it was:

RESOLVED to approve the Annual Governance & Accountability Return submitted by the clerk
[vote: all in favour]

2021-22.10 Reports and other matters relating to finance and administration

Cllr Webster presented his report on finance and administration. The asset register and year end figures were noted and approved as part of the Annual Governance & Accountability Return for 2020-21.

Cllr Webster commented on the purchase of a laptop for the clerk and on the use of cost saving new technologies of which Google mail, cloud storage and mobile phone. Bank signatories' permissions were also discussed and it was noted that Cllr Webster and the clerk would liaise to cancel the mandates of former members of the Council. Cllr Jordan requested to be added as signatory.

To keep the meeting short as recommended in the meeting Covid risk assessment it was agreed that other reports would be presented at the parish meeting and further discussed at the next council meeting.

2021-22.11 Annual Parish Meeting

To comply with the requirements for parish meetings to be held by the 1st June and to allow for seven clear days' notice the clerk suggested that a remote parish meeting be scheduled on Monday 31st May 2021. The chairman pointed out that this was a bank holiday and suggested Thursday 27th May instead. The clerk commented that to meet with the seven clear days requirement (*) the notice would then need to be published on the website on the day of the annual meeting. The chairman said she would produce an agenda and liaise with the webmaster to ensure that the notice is published in good time.

(*) Clear days shall be understood as excluding days of issue and meeting, Sundays and national or bank holidays.

It was agreed that the Annual Parish Meeting be held remotely on Thursday 27th May at 7.30pm.

2021-22.12 Date and venue of next meeting

The next Council meeting is scheduled on Tuesday 6th July 2021, 7.30pm at the Parish Hall.

The Chairman thanked everyone present and closed the meeting at 7.48pm.

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