



BLACKWATER AND HAWLEY TOWN COUNCIL

Minutes of the Annual Meeting of the Town Council Monday 20th May 2024 at 7.15pm Council Chamber, Memorial Hall, Hawley Green GU17 9BW

Present – Councillors:

Terry Hunt
Daisy Khepar
Trish Monks
Sara Usher
Alex Worrall

In attendance:

Jo Shaw, Town Clerk and Cllr Adrian Collett (Hampshire CC), Cllr Andy Brown (Hart DC) and one member of the public.

C5423 ELECTION OF CHAIR OF THE COUNCIL AND TO RECEIVE THE CHAIR'S SIGNED DECLARATION OF ACCEPTANCE OF OFFICE FOR 2023/24

- 1. To receive nominations and to elect a Chair for the 2024/25 municipal year.**

RESOLVED that Cllr Trish Monks proposed by Cllr Sara Usher and seconded by Cllr Daisy Khepar was duly elected Chair for the 2024/25 municipal year.

- 2. To receive the Chairs signed Declaration of Acceptance for 2024/25.**

The signed Declaration of Acceptance for 2024/25 was received.

C5424 ELECTION OF VICE CHAIR OF THE COUNCIL

- 1. To receive nominations and to elect a Vice Chair for the 2024/25 municipal year.**

RESOLVED that Cllr Sara Usher proposed by Cllr Trish Monks and seconded by Cllr Terry Hunt was duly elected Vice Chair for the 2024/25 municipal year.

C5425 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Dave Lister.

C5426 DECLARATIONS OF INTEREST

- 1. There were no declarations of interest for items on the agenda.**
- 2. The Town Clerk received Member's completed Disclosable Pecuniary Interests Forms for 2024/35.**

C5427 COUNCILLORS QUESTIONS

There were no questions from Councillors.

C5428 DEMOCRATIC FIFTEEN MINUTES

Planning Application 24/00075/106DIS – Fernhurst/Hawley Park Farm

Cllr Adrian Collett highlighted the application from Crest Nicholson to discharge Clause 17.2 of the Section 106 Agreement for the Formal Open Space at Hawley Park Farm and the dangerous drop used by pedestrians into Fernhill Lane behind Hawley Farm Country Park. The current 3' wooden fence is used as a ladder giving dangerous steep access directly onto traffic in Fernhill Lane. Councillors expressed concern that

original plans detailed a 1.8m weldmesh fence but this had been replaced with a 3' wooden fence.

C5429 MINUTES OF THE LAST MEETING

a) To Approve the Minutes of the Last Meeting

The minutes of the meeting held on 8th April 2024, were confirmed as a true record and duly signed.

b) Matters Arising

C5413 1. Finance, Hampshire Trust Bank (HTB) – The Town Clerk Reported that this was in progress.

C54145 2. Policies, Co-option Policy – The Town Clerk reported that the closing date for the Councillor vacancy was 22nd May 2024.

C5416 2. Information Items, Broken Bench – south side of A30 adjacent the bus stop – The Town Clerk confirmed that this would take place when time allowed.

C5430 REPORT OF THE CHAIR OF THE COUNCIL

There were no matters to report from the Chair.

C5431 STANDING COMMITTEES

1. To agree the following committees shall continue for 2024/25, the number of seats and to appoint Members (in accordance with Scheme of Delegation)

RESOLVED that the following committees would continue for 2024/25 in accordance with the Scheme of Delegation:

- Planning and Payments Committee (all Councillors to be members)
- Finance Committee (all Councillors to be members)
- Staffing Committee (four Councillors to be members - Cllrs Sara Usher, Trish Monks, Terry Hunt and Alex Worrall)

9.2 Chairs of Standing Committees

To agree the appointment of the Chairs and Vice Chairs of the Standing Committees for 2024/25:

RESOLVED Chairs and Vice Chairs as follows:

- Planning and Payments Committee (no changes)
Chair – Cllr Terry Hunt
Vice Chair – Cllr Bob Harward
- Finance Committee
Chair – Cllr Alex Worrall
Vice Chair – Cllr Dave Lister
- Staffing Committee
Chair – Cllr Sara Usher

C5432 COUNCIL REPRESENTATIVES ON OUTSIDE AND OTHER BODIES

RESOLVED the appointment of Council Members to serve on outside and other bodies as follows:

a) Hampshire Association of Local Councils (HALC)

Cllr Trish Monks

Signed Chair

Cllr Sara Usher

- b) **Hart District Association of Parish/Town Councils (HDAPTC)**
Cllr Trish Monks
Cllr Daisy Khepar
- c) **Blackbushe Airport Consultative Committee**
Cllr Terry Hunt
Cllr Alex Worrall (reserve)
- d) **Transport Local Representation**
Cllr Alex Worrall
Cllr Trish Monks (reserve)
- e) **Blackwater Valley Countryside Partnership (BVCP)**
Cllr Dave Lister
Cllr Alex Worrall
Cllr Daisy Khepar (reserve)
- f) **Yateley & Hawley Welfare Trust**
Following correspondence received from Yateley Town Council's Clerk, further information to be obtained by Town Clerk prior to decision
- g) **Hawley Fayre Steering Committee – discontinued**
- h) **Neighbourhood Plan Committee – decision deferred**

C5433 COUNCILLOR VACANCY

Councillors noted the Councillor vacancy advert had been displayed on the Council website, noticeboards and via social media with a closing date of 22nd May 2024.

RESOLVED to hold an additional Council meeting on Monday 3rd June to deal with co-option of new Councillors prior to the Planning & Payments Committee meeting.

C5434 REPORTS FROM REPRESENTATIVES ON OUTSIDE AND OTHER BODIES

There were no reports from representatives on outside and other bodies.

C5435 DISTRICT & COUNTY REPORTS

Cllr Adrian Collett, Hampshire County Council

Vicarage Road Resurfacing – Hampshire Highways have agreed to the resurfacing of Vicarage Road in the autumn.

Hawley Road Closure to deal with overgrown vegetation – Hampshire Highways will clear overgrown vegetation between Green Lane and the traffic lights during the school summer holiday period. Hawley Road will need to be closed for approximately three days for this to take place.

Parkhill Road Water Drain – following a visit by South East Water, this may be caused by a high water table combined with a local spring. Further investigation will take place.

Age Concern Hampshire – a new footcare clinic will operate every 6 weeks at Frogmore Daycare Centre catering for over 50's.

Hampshire CC Foster Care Fortnight – sessions are available to sign up to, further information on Hampshire CC website.

HCC Future Services Consultation Responses – available on the Hampshire CC website with decisions made at the end of June 2024.

Monkey Woods – a group of residents in Frogmore Park Drive are interested in working alongside Blackwater Valley Countryside Partnership to undertake voluntary land maintenance.

Signed Chair

Flooding on Hawley Road - the large puddle is caused by a drainage issue and Hampshire CC contractors will undertake the work.

Cllr Andy Brown, Hart District Council

As a newly elected Hart DC Councillor, Cllr Andy Brown reported that he is a member of the Development Management Committee (formerly Planning) and also the Audit Committee.

Cllr Adrian Collett and a member of the public left the meeting

C5436 TO RECEIVE AND CONSIDER REPORTS, COMMITTEE MINUTES AND RECOMMENDATIONS FROM OTHER COMMITTEES AND WORKING GROUPS

Councillors received the following minutes:

- The Minutes of the Planning & Payments Committee Meeting held on 18th March 2024 were received.
- The Minutes of the Planning & Payments Committee Meeting held on 8th April 2024 were received.
- The Minutes of the Planning & Payments Committee Meeting held on 29th April 2024 were received.

C5437 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) 2023/24

1. **RESOLVED** that there were no conflicts of interest with BDO LLT (External Auditors)
2. **Internal Auditor's Report for Year Ending 31/03/24**
 - i) Councillors noted the AGAR (Annual Governance and Accountability Return) Annual Internal Audit Report 2023/24
 - ii) Councillors noted the contents of the Internal Auditors Year End 2023/24 Audit Report
3. **End of Year Financial Report 2023/24**

Councillors noted the contents of the I&E report for period ended 31st March 2024.
4. **To Approve the Annual Governance Statement 2023/24**

Members reviewed 'Section 1 – Annual Governance Statement 2023/24'

RESOLVED to approve and sign 'Section 1 – Annual Governance Statement 2023/24'
5. **To Approve the Accounting Statements 2023/24**

Members reviewed 'Section 2 – Accounting Statements 2023/24'

RESOLVED to approve and sign Section 2 – Accounting Statements 2023/24'
6. **Exercise of Public Rights**

Councillors noted the dates for the Exercise of Public Rights would be Monday 3rd June 2024 to Friday 12th July 2024, and that the date of the announcement would be Friday 31st May.

C5438 FINANCE

1. **Detailed Income and Expenditure Reports 30/04/2024**

Councillors noted the contents of I&E report for period ended 30th April 2024.

Signed Chair

2. Bank Reconciliation 30/04/2024

Councillors noted the contents of Rialtas bank reconciliation report and the Chair signed Bank statements for period ended 30th April 2024

3. Outstanding Balances

Councillors noted the contents of the outstanding balance reports and agreed to write-off the unrecoverable debt in the amount of £421.23.

4. Reserves Policy

i) Councillors reviewed the Reserves Policy and **RESOLVED** to amend the levels of reserves and adopt the policy for 2024/25 with immediate effect.

ii) **RESOLVED** the following Council Reserves for 2024/25:

Hawley Meadows SANG	£0
Memorial Hall Toilet Refurbishment	£15,000
Election Costs	£1,000
Kingsway Flooding	£5,000
General Reserves	£167,250
TOTAL	£167,250

5. UK Shared Prosperity Fund

Councillors noted that the Funding Agreement between Hart DC and the Council had been signed and returned and that authority to proceed with the Leisure Centre Hall Upgrades had been received.

C5439 POLICY REVIEWS AND COMMITTEE TERMS OF REFERENCE

1. Councillor Code of Conduct 2024

RESOLVED that Councillors approve and adopt the Councillor Code of Conduct for the 2024/25 municipal year.

2. Financial Regulations, Standing Orders and Scheme of Delegation

Councillors noted the new NALC (National Association of Local Councils) had Model Financial Regulations which had been extensively altered.

RESOLVED that the Town Clerk provide draft updated Financial Regulations, Standing Orders and Scheme of Delegation to the next meeting of the Council.

C5440 LENGTHSMAN SCHEME

RESOLVED that Council join the Lengthsman Scheme jointly with Church Crookham Parish, Winchfield Parish, Eversley Parish with Yateley Town Council as the lead parish.

C5441 BLACKWATER & HAWLEY NEIGHBOURHOOD WATCH

Councillors noted that the chair of Blackwater & Hawley Neighbourhood Watch was stepping down and that Yateley Neighbourhood Watch would like to revitalise and run the group.

RESOLVED to invite Yateley Neighbourhood Watch to the next meeting of the Council.

C5442 INFORMATION ITEMS

1. Estates Report May 2024

Councillors noted the contents of the Town Clerk's Estates Report.

Signed Chair

2. Buzz Article June 2024

Councillors noted the contents of the Buzz Article submitted for June 2024.

C5443 OTHER BUSINESS – NOT FOR DECISION

Hampshire Forest Partnership Funding Scheme – the Town Clerk drew attention to correspondence received indicating funding schemes for tree and hedgerow planting. Councillors requested further information on disease resistant elm and hedgerow planting for the Council area.

Cllr Andy Brown, Hart DC left the meeting

C5444 EXCLUSION OF THE PUBLIC & PRESS

RESOLVED that, in view of the confidential nature of the business to be transacted, it was advised that the public and press were temporarily excluded and asked to withdraw for remaining items on the Agenda.

C5445 CONFIDENTIAL MINUTES

C5446 MATTERS ARISING

C5447 BLACKWATER CENTRE

C5448 OTHER CONFIDENTIAL BUSINESS - NOT FOR DECISION

The meeting ended at 9.30pm

Signed Chair