

# Bramdean and Hinton Ampner Parish Council

The Annual Council Meeting of Bramdean & Hinton Ampner Parish Council is at 7.30pm on Thursday 18<sup>th</sup> May 2023 at the Village Hall, Wood Lane, Bramdean SO24 0JN

All councillors are summoned to attend.

## AGENDA

- 1) Election of Chairman.
  - a) To elect a Chairman for the municipal year 2023-24
  - b) To receive the declaration of acceptance of office by the Chairman.
- 2) Election of Vice-Chairman
  - a) To elect a Vice-Chairman for the municipal year 2023-24.
- 3) Apologies. To receive any apologies for absence.
- 4) To receive any Declarations of Interest arising from this agenda.
- 5) To approve the minutes of the last ordinary meeting of the Parish Council of Bramdean & Hinton Ampner held on 11<sup>th</sup> January 2023 (Previously circulated).
- 6) Public Session. The meeting will recess for a period not exceeding 10 minutes so as to allow members of the public to address the meeting.
- 7) Reports by the County and District Councillors.
- 8) Finance.
  - a) To receive and approve any outstanding Orders for Payment.
  - b) To approve the 2023-24 Insurance schedule. To receive a report from the Clerk
  - c) Financial Risk Assessment 2023-24. To receive a report from the Clerk
  - d) To note the bank reconciliation and current account figures.
  - e) To approve the counter-signing of bank account statements.
  - f) Community Infrastructure Levy (CIL) receipts. To receive a report from the Clerk.
- 9) Annual Governance and Accountability Return 2022-23.
  - a) To note that the Internal Auditor has carried out a review of the Parish Council's accounts for the year ended 31<sup>st</sup> March 2023 and has completed an audit report.
  - b) To approve the annual governance statement for 2022-23 - Section 1 on page 5 of the Annual Governance & Accountability Return (copy to be tabled at meeting).
  - c) To approve the accounting statements for 2022-23 - Section 2 on page 6 of the Annual Governance & Accountability Return (copy to be tabled at meeting).
  - d) Authorise the Chairman and Clerk to sign Section 1 and Chairman and RFO to sign Section 2 of the Annual Governance & Accountability Return.
  - e) Authorise the Chairman and RFO to sign the Smaller Authorities Certificate of Exemption on page 3 of the Annual Governance & Accountability Return (copy to be tabled at meeting).
  - f) To approve publication of the Public Rights of Inspection form 2022-23 (Copy to be tabled at meeting).

# Bramdean and Hinton Ampner Parish Council

10) Recreation Committee. To allocate members to sit on the Recreation Committee and co-opt non-councillor members.

11) Councillor Responsibilities and Councillor approved duties

- a) To allocate individual councillor's responsibilities including Planning, Licensing, Environment, Highways & Transport and then to consider any approved duties for Parish Councillors for the forthcoming municipal year in order for them to be covered by the Parish Council's insurance schedule.

12) Employee Responsibilities.

- a) To consider delegating limited powers to the Clerk to the Council when co-ordinating and responding to planning or licensing applications between meetings.

13) Planning applications and decisions received from The South Downs NPA.

SDNP/23/01898/HOUS | Construction of an Outbuilding with associated landscaping | Tytheland Farm

SDNP/23/01674/PA3R | Change of use of farm building to B8 Storage and Distribution Use | Bramdean Farm

SDNP/23/01595/FUL & SDNP/23/01596/LIS Alterations to existing residential building | Coach House at Woodcote Manor

SDNP/23/01541/FUL | Construction of new external steps to the east elevation of the existing barn-stables. | Hinton Ampner House

SDNP/23/01430/LIS | Replacement of six single glazed window units with six double glazed window units. | Post Cottage

SDNP/23/01115/FUL | Proposed Change of Use from agricultural to equestrian use | Wood Farm Woodlands

14) Environment, Highways & Transport.

- a) Parish Lengthsman Scheme. To receive a report from the Clerk.
- b) Flooding issues and concerns. To receive any reports.
- c) Recreation Committee. To receive a report from the Chair of the Recreation Committee.
- d) Brockwood Bus Shelter. To receive a report from the Clerk.

15) Correspondence

- a) To receive any correspondence not already dealt with at this meeting.

16) Any other report which the Chairman deems urgent – NO DECISIONS to be made.

17) Exempt Business: To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press from the discussion of the following matters where publicity might be prejudicial to the special nature of the business.

At this meeting the item to be discussed will be a planning matter.

*Brendan V. Gibbs*

**Clerk to Bramdean & Hinton Ampner Parish Council 12<sup>th</sup> May 2023**

Members of the Press and Public are welcome to attend any meeting of the Parish Council. These rights are enshrined in the Public Bodies (Admission to Meetings) Act 1960 and the Openness of Local Government Bodies Regulations 2014.

All in attendance should be aware that filming, photographing, recording, broadcasting or transmitting the proceedings of the Council may occur during the meeting.

Bramdean and Hinton Ampner Parish Council  
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