

Bramdean and Hinton Ampner Parish Council

The Annual Council Meeting of Bramdean & Hinton Ampner Parish Council is at 7.30pm on Wednesday 1st May 2024 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 2024-25.
 - 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 2024-25.
- 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 10th January 2024 (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 and policies
 - a) To receive and approve any outstanding Orders for Payment.
 - b) To approve the 2024-25 Insurance schedule. To receive a report from the Clerk
 - c) Financial Risk Assessment 2024-25. To receive a report from the Clerk
 - d) To note the 2023-24 bank reconciliation and current account figures.
 - e) To approve the counter-signing of any outstanding bank account statements.
 - f) Community Infrastructure Levy (CIL) receipts. To receive a report from the Clerk.
 - g) To approve the Parish Council's Standing Orders for 2024-25.
 - h) To approve the Parish Council's Financial Regulations for 2024-25.
 - i) To Consider reviewing the Parish Council's Standing Orders and Financial Regulations in 2024-25.
- 9) Annual Governance and Accountability Return 2023-24.
 - a) To note that the Internal Auditor has carried out a review of the Parish Council's accounts for the year ended 31st March 2023 and has completed an audit report.
 - b) To approve an action plan to respond to the Internal Auditor's report.
 - c) To approve the annual governance statement for 2023-24 - Section 1 on page 4 of the Annual Governance & Accountability Return (copy to be tabled at meeting).
 - d) To approve the accounting statements for 2023-24 - Section 2 on page 5 of the Annual Governance & Accountability Return (copy to be tabled at meeting).
 - e) Authorise the Chairman and Clerk to sign Section 1 and Chairman and RFO to sign Section 2 of the Annual Governance & Accountability Return.
 - f) To approve publication of the Public Rights of Inspection form 2023-24 (Copy to be tabled at meeting).

Bramdean and Hinton Ampner Parish Council
15 The Heath, Denmead, Waterlooville PO7 6JT
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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/24/01241/LIS & SDNP/24/01240/HOUS The Old Rectory, Petersfield Road, Bramdean, Hampshire, SO24 0LW: Erection of oak framed outbuilding to be used as a Pool Room and Home Office & Storage space.

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.

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.

Items to be received in exempt business include personnel matters.

Brendan V. Gibbs

Clerk to Bramdean & Hinton Ampner Parish Council 23rd April 2024

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.

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