

ANNUAL MEETING OF SHALDEN PARISH COUNCIL
HELD WEDNESDAY 14TH MAY 2025 AT 7:30PM in Shalden Village Hall

Minutes

Present: Cllr Whitcher, Cllr Taylor, Cllr Jones and Cllr Orme (Chair)

Also in attendance: K Horton (Clerk) and 4 residents

- 1) **Welcome.** Meeting opened
- 2) **Apologies for Absence.** None received
- 3) **Appointment to Committee roles**
 - a) **Appointment of Chair and signature of Acceptance of Office.** Cllr Jones proposed Cllr Orme, Seconded by Cllr Whitcher and all in agreement. Acceptance of Office signed.
 - b) **Appointment of Footpaths Representative and Village Hall Representative with verbal declarations of Acceptance of Office.** Cllr Taylor was proposed by Cllr Orme as Footpaths Warden, seconded by Cllr Jones and all in agreement. Cllr Jones volunteered as Village Hall Representative, seconded by Cllr Orme and all in agreement. Both roles were verbally accepted
- 4) **Declarations of Interest.** None made
- 5) **Approval of Minutes.** To approve the minutes of the Parish Council Meeting held on 26th March 2025. No comments raised and duly signed as a record of the meeting.
- 6) **Public forum.**
 - Resident raised concerns that the abandoned vehicle is still in place and tyres have been added to the pile. Clerk has update later in the agenda.
- 7) **Parish Council Finances/Administration**
 - a) **Clerk's report inc**
 - i) **Updates post March meeting and APM**
 - Golden Pot and Highways. No update received from Cllr Kemp-Gee. Clerk remaining in contact on the matter
 - SSEN. Cutting has started with 25% of the spans of cable than can be cut with the power live completed. 9 shutdown bubbles have been updated where power needs to be isolated to allow for teams of arborists to safely cut the trees aware from the power lines. Regarding consents from landowners they are 80% consented on the spans that require cutting with the remaining sites under negotiation with the relevant landowners. There is a team working on this full time so would expect to see good progress over the coming months. Believe that resident who raised concern at APM has been in conversation with SSEN.

- Abandoned car. No progress being made with Hampshire CC. PC wish to consider other options – Clerk will meet with representative from British Horse Loggers. Cllr Orme will contact RAF Odiham. Both to report back.
- Replacement stile. Clerk working to get response from Landowner. Will update Footpath Warden.
- .gov.uk domain is now in use for website and email accounts have been ordered.
- Cutting of Rec has started on same terms as last year. £50 per cut

ii) Correspondence

- Thanks have been given to all the APM speakers and Beehive Montessori.
- AFC have confirmed that they wish to hire the Rec for 2025/26.
- HCC Legal re car park access contract. Legal team are waiting for CIO details to be finalised and will be in touch after this. Relevant resident has also been updated.

b) Financial summary for March 2025. No questions raised and duly signed

c) Financial summary from April 2025 and in addition:

- Notification of Payments made under Item 6.8 of the Financial Regulations since the last meeting
- Notification/authorisation of other payments. Per Financial Regulations to confirm that DD arrangements are in place for Octopus Energy and Castle Water to meet terms of contracts with these companies. The annual salary and allowance of the Clerk (£4,531.20) have also been approved at the meeting of January 2025 and will be paid quarterly by Standing Order. All Cllrs in agreement and statement duly signed.

d) Update to bank account information. To complete the mandate to remove a Cllr following resignation. Duly signed.

e) Internal Audit report

- To receive and accept the completed report having reviewed any recommendations and agreed any actions to address them. All Cllrs confirmed the Audit was accepted: happy with recommendations to address and confirmed any required actions
- *This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.* Policy updates - Some of the policies still in use by the council predate the current clerk and do not accord with the underlying legislation.
Recommendation. Best practice templates for policies, should be adopted by the council. All Cllrs in agreement and this will be actioned as a priority
 - *The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate.* Earmarked reserves - The council is planning works on the recreation ground so has built up reserves. A close eye should be kept on the level of general reserve. Councillors are comfortable reserves are appropriate for planned projects.
 - *Asset and investment registers were complete and accurate and properly maintained and investment registers were complete and accurate and properly maintained.*
 - Contract Approval - The lengthsman contract was approved between meetings, but was then not properly minuted to show value and supplier name. Please ensure that the outcome of all contracts is properly minuted in future. Councillors note this is an oversight in the minutes as tender documents (including contract rate of £20ph) were circulated.

- Asset register - The asset register of the council has been brought into line with the Guidance having included non council items for some year. Please ensure that all changes in the asset register can be traced back to the cash book. Councillors are aware that the Village Hall has been removed from the PC's asset register and there will be no change in the cash book as no sale/purchase has taken place.
- *Public Records.* Councillor vacancies - The council has a vacancy and is looking to co opt. Please ensure that the minuting of the new appointee is clear and the process carried out with CALC advice. Councillors have reviewed HALC guidance on the process.

f) Having accepted the Internal Audit report and supporting papers, to approve the External Audit requirements for 2024/25:


- i) Section One. The Annual Governance Statement. Each statement read and recorded "yes". Signed by Chair and Clerk
- ii) Section Two. The Accounting Statements. Reviewed by all Councillors ahead of the meeting. No questions raised and Section Two duly signed
- iii) The AGAR Certificate of Exemption. Having considered the Internal Audit report and all supporting documents, Councillors were in agreement that the documents be signed. Actioned by Chair and Clerk. Signed and Date of Announcement will be 2nd June 2025, Inspection period starts 3rd June and ends 14th July 2025.

g) To review and then accept the following policies/documents for 2025/26:

- i) Standing Orders for 2025/26
- ii) Financial Regulations for 2025/26
- iii) Asset Register for 2025/26
- iv) Statement of Internal Control 2025/26
- v) SPC Risk Analysis 2025/26
- vi) EHDC Councillor Code of Conduct
- vii) Grievance Policy

Cllr Orme proposed that all policies be accepted, seconded by Cllr Jones and all in agreement.

- 8) Appointment of Internal Auditor for 2025.26.** To confirm the appointment for 2025.26. All Cllrs were in agreement with Clerk's proposal that Eleanor Greene of Do the Numbers Ltd complete the audit again.
- 9) Website.** *To review the parish council website format and agree any changes.* There was consensus amongst the Cllrs that providing a hub or first point of call for local organisations was a suitable use for the PC website. The Clerk will follow up with local groups to confirm whether they would like a page on the website.
- 10) Use of Village Hall.** *To agree that a hire agreement be entered into with Shalden Village Hall CIO to secure "Hirer's Insurance" cover for Parish Council meetings.* The Clerk confirmed that the Trustees of the village hall would be happy to provide a hirer's contract of £12pa with adhoc use of the hall for PC meetings. It was proposed that the PC enter into this agreement by Cllr Orme, seconded by Cllr Taylor and all in agreement.
- 11) Defibrillator.** *To agree whether the Parish Council will pay the maintenance costs for the defibrillator machine at Shalden Village Hall (Public Health 1936, s234).* Cllr Orme proposed that the PC take on the maintenance



costs but the physical oversight and checks stay with the Trustees of the Village Hall and that the same arrangement be offered to Alton Golf Club, Seconded by Cllr Jones and all in agreement.

12) Noticeboard on Old Odiham Road. *To confirm whether the Parish Council will progress with making a licence requirement to install paving at the noticeboard.* Having considered the response from Hampshire Highways, Cllrs were in agreement that further options needed to be explored before a licence was applied for. It was noted that the associated costs had not been budgeted for in 2025.26.

13) Rights of Way. Footpath. *To receive a verbal update from the Clerk on the replacement of a stile with a kissing gate and to agree any next steps.* Three other stiles identified as needed replacement and Clerk should write to Landowner to ask for replacement – kissing gates. Proposed by Cllr Taylor and all in agreement.

14) Next Meeting - Wednesday 9th July at 7:30pm

Meeting Closed 8:15 pm

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Signed: D Orme, Chair of SPC

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Dated

