

# BRAISHFIELD PARISH COUNCIL

Members of the Council are Summoned to attend the Annual Meeting of Braishfield Parish Council on Tuesday 1 May 2018 at 6:30pm in Braishfield Village Hall  
Members of the public are welcome to attend

## AGENDA

1. Election of the Chairman of the Council
2. Election of the Vice-Chairman of the Council
3. Delivery of the acceptance of office form by the new Chairman of the Council
4. Co-option of a new Councillor to fill a casual vacancy on the Council
5. Delivery of the acceptance of office form by the new Councillor
6. Registration of Members' Pecuniary Interests:
  - a) Councillors' confirmation that current "Registration of Members' Pecuniary Interests" forms are up-to-date
  - b) Councillors' delivery of revised "Registration of Members' Pecuniary Interests" forms where applicable
  - c) Arrangement for delivery of new Councillor's "Registration of Members' Pecuniary Interests" form
7. Apologies
8. Disclosure of personal or financial interests in respect of the business on the agenda
9. Confirmation of the accuracy of the minutes of the last meeting of the Council
10. Review of arrangements for the Planning Committee:
  - a) Confirmation that the terms of reference for the Planning Committee are those dated 5/12/2017
  - b) Appointment of members to Planning Committee
  - c) Appointment of the Chairman of the Planning Committee
  - d) Appointment of the Vice-Chairman of the Planning Committee
11. Confirmation that the terms of reference for the Community Resilience Working Party are those dated 6/3/2018
12. Adoption of Standing Orders dated 1 May 2018
13. Adoption of Financial Regulations dated 1 May 2018
14. Insurance: To accept the quotation for insurance for year commencing 1 June 2018
15. Freedom of information and data protection:
  - a) Confirmation that the "Freedom of Information: information available" schedule is that dated 3/5/2016
  - b) Confirmation that the Freedom of Information: policy for handling requests for information" is dated 3/5/2016
  - c) Appointment of Data Protection Officer
  - d) Revision of data protection policies and procedures:
    - Training and awareness of Councillors / staff: to decide action
    - Personal data questionnaire - latest questionnaire is dated 22/4/2018
    - Privacy notice: general - to be adopted
    - Privacy notice: Councillors/staff/volunteers - to be adopted
    - Data Protection Policy - to note that a revision is in progress for adoption as soon as possible. The current policy is dated 3/5/2016
    - Subject Access Requests checklist - to be adopted
    - Subject Access Requests policy - to be adopted
    - Security incident response policy - to note that a draft is in progress for adoption as soon as possible
16. Employment policies and procedures: confirmation that the following apply:

- a) Equality and diversity policy 3/5/2016
  - b) Health and safety policy 3/5/2016
  - c) Recruitment policy 1/3/2016
  - d) Disciplinary / grievance procedure 1/3/2016
17. “Local Councils, Internal Drainage Boards and other Smaller Authorities in England, Annual Governance and Accountability Return 2017/18 Part 2” (the “Annual Return”):
    - a) Completion of “Certificate of Exemption” for submission to the external auditor, and signing by RFO and Chairman
    - b) Approval of “Section 1 Annual Governance Statement”, and signing by RFO and Chairman
    - c) Approval of “Section 2 Accounting Statements”, and signing by RFO and Chairman
  18. Acceptance of draft Management Accounts for the year ending 31 March 2018
  19. Acceptance by the Council of the Asset Register for year ending 31 March 2018
  20. Review of the Council’s expenditure incurred in year ending 31 March 2018 under the general power of competence
  21. Confirmation of the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council
  22. Acceptance of Hampshire Association of Local Council’s Membership Document for the year 1st April 2018 to 31 March 2019
  23. Payments
  24. To receive the Clerk’s Report to end April 2018
  25. To receive Community Resilience Working Party draft Notes of Meeting of 9 April 2018
  26. To confirm receipt of the Test Valley Borough Council Planning and Building Service “Planning Enforcement Quarterly Report 1 January - 31 March 2018”
  27. To confirm receipt of notification that Test Valley Borough Council is accepting bids for CIL funds up until the closing date of 30th June 2018
  28. Public Participation in respect of the business on the agenda\*
  29. To decide comments on the following planning applications and notifications under the Town and Country Planning Act 1990:
    - a) 1 x Flowering Cherry - Fell, Yew Tree Cottage Church Lane Braishfield Romsey Hampshire SO51 0QH18/01079/TREES
    - b) Proposed front and rear dormers, The Old Village Stores Braishfield Road Braishfield SO51 0PQ, 18/00943/FULLS
    - c) Single storey side extension, The Wheatsheaf Braishfield Road Braishfield SO51 0QE, 18/00916/FULLS
    - d) T1, T2 and T3 - Black Pine - Fell, All Saints Church Church Lane Braishfield SO51 0QH, 18/00906/TREES
  30. To agree the response to the email dated 22 March 2018 from Bev Harding-Rennie, Rural Housing Enabler, Action Hampshire, re: Rural Affordable Housing in Braishfield Parish
  31. Date of Next Meeting

Kate Orange, Clerk/RFO  
25/04/18  
[clerk@braishfield-pc.org](mailto:clerk@braishfield-pc.org) 07968 671604

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\* **Public Participation:** Members of the public may make representations, answer questions and give evidence at a meeting in respect of the business on the agenda. The total time available for public participation is 15 minutes unless otherwise directed by the Chairman, and the time available for each member of the public to speak will not exceed 5 minutes. Matters not on the agenda for the meeting should be put to the council by contacting a councillor or the Clerk outside the meeting.

[www.braishfield-pc.org](http://www.braishfield-pc.org)