

**Ellingham, Harbridge & Ibsley Parish Council**  
**Annual Meeting held on Tuesday 4<sup>th</sup> May 2021**

*Held remotely via Zoom in line with SLCC guidelines due to Covid-19 restrictions*

Present:

Cllr Burtenshaw (Chairman)  
Cllr Errington (Vice Chairman)  
Cllr Loader  
Cllr Taylor  
Cllr Wilson

In attendance:

Parish Clerk, Joanna Ramsay

1. **21/05/134 To accept and receive apologies for absence**  
None recorded.
2. **21/05/135 Declarations of pecuniary and other Interests in relation to the agenda**  
None declared.
3. **21/05/136 To agree the minutes of the Council meeting of the 20<sup>th</sup> April and 27<sup>th</sup> April 2021 are a true and accurate record**

It was **proposed** by Cllr Taylor and **seconded** by Cllr Wilson that the minutes of the Council meeting held on 20<sup>th</sup> April 2021 be signed as a true and accurate record. **ALL IN FAVOUR.**

It was **proposed** by Cllr Taylor and **seconded** by Cllr Wilson that the minutes of the Council meeting held on 27<sup>th</sup> April 2021 be signed as a true and accurate record. **ALL IN FAVOUR**

4. **21/05/137 To elect a Chairman**  
Cllr Burtenshaw stepped down as Chairman. The Clerk called for any nominations. Cllr Burtenshaw nominated Cllr Wilson as Chair. Seconded by Cllr Errington. 4 in favour (Cllr Wilson did not vote).

Cllr Wilson took the Chair

5. **21/05/138 To elect a Vice Chairman**  
Cllr Errington stepped down as Vice Chairman. The Chair called for any nominations. Cllr Burtenshaw nominated Cllr Errington as Vice Chairman. Seconded by Cllr Loader. 4 in favour (Cllr Errington did not vote).
6. **21/05/139 To appoint a Responsible Finance Officer**  
Mrs Joanna Ramsay was appointed as Responsible Finance Officer.
7. **21/05/140 To appoint an Internal Auditor**

Chairman

Date

Clerk proposed that the Parish Council switch their Internal Auditor to one more local to her. Clerk proposed Jane Stacey be appointed as Internal Auditor and gave Councillors a resume of her background and suitability for the role.

It was **proposed** by Cllr Errington and **seconded** by Cllr Loader that this was agreed. **ALL IN FAVOUR**

**8. 21/05/141 To confirm Bank Signatories (two required)**

Clerk requested another Councillor come forward to be a second bank signatory in case Cllr Errington was unable to authorise payments for any reason. Cllr Wilson was put forward.

**9. 21/05/142 To approve the Annual Governance and Accountability Return (AGAR)**

Clerk requested that this item be deferred until a later date. One of the documents has been returned by the Internal Auditor today, however there was a query on the AGAR and more time is needed to resolve that issue. Clerk suggested an extraordinary meeting be held before the next Planning Committee, with this as the sole agenda item. **ALL IN FAVOUR.**

**10. 21/05/143 To agree Standing Orders, Financial Regulations and Risk Assessment**

Clerk requested the Standing Orders and Financial Regulations be deferred to the next Parish Council meeting. The Risk Assessment was agreed.

**11. 21/05/144 To agree dates/times of Planning Committee and Parish Council meetings for 2021/22**

The proposed schedule was agreed as in the table below. Question was raised as to whether the Parish Council should alternate meeting venues this year, using both Ibsley Village Hall and Ellingham Church Hall. It has been discussed previously and it was felt it could be confusing to parishioners to alternate venues. Ibsley Village Hall is also more than likely booked now for the foreseeable future. It was agreed that the Clerk should contact Ibsley Village Hall with a view to perhaps changing the schedule from April 2022.

Action: Clerk to take forward

<b>April 2021</b> 13 <sup>th</sup> 20 <sup>th</sup> 27 <sup>th</sup>	7.30pm 7.00pm 7.30pm	Planning Committee *Annual Parish Meeting Parish Council	
<b>May 2021</b> 4 <sup>th</sup>	7.30pm	Planning Committee & Parish Council - Annual Meeting	
<b>June 2021</b> 8 <sup>th</sup> 22 <sup>nd</sup>	7.30pm 7.30pm	Planning Committee Parish Council	Meetings to return to face to face at Ellingham Church Hall
<b>July 2021</b> 13 <sup>th</sup> 27 <sup>th</sup>	7.30pm 7.30pm	Planning Committee Parish Council	
<b>August 2021</b> 10 <sup>th</sup>	7.30pm	Planning Committee <i>(no Council Meeting)</i>	
<b>September 2021</b> 14 <sup>th</sup> 28 <sup>th</sup>	7.30pm 7.30pm	Planning Committee Parish Council	
<b>October 2021</b> 12 <sup>th</sup> 26 <sup>th</sup>	7.30pm 7.30pm	Planning Committee Parish Council	
<b>November 2021</b> 9 <sup>th</sup> 23 <sup>rd</sup>	7.30pm 7.30pm	Planning Committee Parish Council	
<b>December 2021</b> 14 <sup>th</sup>	7.30pm	Planning Committee <i>(no Council Meeting)</i>	
<b>January 2022</b> 11 <sup>th</sup> 25 <sup>th</sup>	7.30pm 7.30pm	Planning Committee Parish Council	
<b>February 2022</b> 8 <sup>th</sup> 22 <sup>nd</sup>	7.30pm 7.30pm	Planning Committee Parish Council	
<b>March 2022</b> 8 <sup>th</sup> 22 <sup>nd</sup>	7.30pm 7.30pm	Planning Committee Parish Council	

**12. 21/05/145 To agree Councillor representatives with local groups/committees**

New Forest Association of Local Councils (NFALC)	Cllr Burtenshaw
CEMEX Liaison Panel	Cllr Errington & Cllr Burtenshaw
Ibsley Village Hall Committee	Cllr Burtenshaw & Cllr Wilson
National Trust Advisory Board	Cllr Errington & Cllr Burtenshaw
New Forest Consultative Panel	Cllr Errington

NFDC Liaison meeting x2	Chairman & Vice Chairman
NPA New Forest Access Liaison Forum (observers only)	
NPA North West Quadrant Parishes Liaison	Cllr Errington & Cllr Taylor
NPA Western Escarpment Conservation Management x2	(Cllr Errington Chair of this outside body) & Cllr Taylor
Tarmac Plumley Wood Liaison Panel	Cllr Errington & Cllr Burtenshaw
Rights of Way & Footpaths Officer and Cycle Liaison Group	

Councillors discussed the above table and Cllrs Errington and Burtenshaw were happy to remain as the liaisons to most groups. As Cllr Wilson is a Trustee of Ibsley Village Hall it was felt this could be a conflict and was removed as PC representative. It is not known whether the NFDC Liaison meetings still exist, but they will be left on for now. Cllr Burtenshaw proposed that Patrick Webster be asked to take on the role of the Rights & Footpaths Officer and Cycle Liaison Group in an ex-officio role.

It was **proposed** by Cllr Errington and **seconded** by Cllr Loader that this was agreed. **ALL IN FAVOUR**

**Action: Clerk to update table and to contact Patrick Webster**

**13. 21/05/146 To agree Code of Conduct for Councillors**

It was **proposed** by Cllr Errington and **seconded** by Cllr Loader that the Code of Conduct for Councillors be agreed. **ALL IN FAVOUR**

**14. 21/05/147 Date of next meeting: 22<sup>nd</sup> June 2021**

Councillors thanked Cllr Burtenshaw for all her attendance, time and effort in the chairing of meetings over the past years.

*The meeting closed at 8.40pm*

**Dates of 2021/22 EH&I PC meetings starting at 7.30 pm:**

**Planning Committee**

8<sup>th</sup> June  
13<sup>th</sup> July  
10<sup>th</sup> August  
14<sup>th</sup> September  
12<sup>th</sup> October  
9<sup>th</sup> November  
14<sup>th</sup> December  
11<sup>th</sup> January  
8<sup>th</sup> February  
8<sup>th</sup> March

**Council**

22<sup>nd</sup> June  
27<sup>th</sup> July  
  
28<sup>th</sup> September  
26<sup>th</sup> October  
23<sup>rd</sup> November  
  
25<sup>th</sup> January  
22<sup>nd</sup> February  
22<sup>nd</sup> March