

**MINUTES OF THE ANNUAL MEETING OF BOYATT WOOD PARISH COUNCIL HELD ON  
TUESDAY 16 MAY 2023 AT 7.00 PM AT ST PETERS CHURCH, BOYATT WOOD. SO50 4FZ.**

Councillor	Present	Apologies	Absent
Cllr Ellys (Chair)	✓		
Cllr Crosher (Vice Chair)	✓		
Cllr Payne	✓		
Cllr Robinson		✓	
Cllr Lee	✓		
Cllr Slawson		✓	
Cllr Hunter	✓		
Cllr O'Neill	✓		
Cllr Phillips	✓		
Cllr Jutsum	✓		

**ALSO PRESENT:** Parish Clerk/RFO – Marcia Phillibert

One member of the public present.

**The meeting commenced at 1906 hours**

**001/23 ELECT CHAIR OF BOYATT WOOD PARISH COUNCIL FOR THE MUNICIPAL YEAR  
2023/24**

**RESOLVED:** That the Chair of Boyatt Wood Parish Council for the municipal year 2023/24 is Councillor Lisa Crosher

- (i) **RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIR**  
The Chair signed the Declaration of Acceptance of office as Chair in the presence of Council members and Clerk/RFO

The Chair thanked Councillor Ellys for his leadership in the last municipal year and the Parish Clerk for her hard work. Welcomed all to the meeting.

**002/23 ELECT VICE CHAIR OF BOYATT WOOD PARISH COUNCIL FOR THE MUNICIPAL YEAR  
2023/24**

**RESOLVED:** That the Vice Chair of Boyatt Wood Parish Council for the municipal year 2023/24 is Councillor Simon Payne

**003/23 APPROVAL FOR ABSENCE**

Apologies received from Councillors Robinson and Slawson

**RESOLVED:** That apologies from Councillors Robinson and Slawson are accepted.

**004/23 APPROVE DISPENSATIONS FOR DISCLOSABLE PECUNIARY INTERESTS**

The Clerk advised no Dispensation request received.

**005/23 DECLARATIONS OF DISCLOSABLE PECUNIARY AND NON-PECUNIARY INTERESTS**

No interests declared.

**006/23 PUBLIC PARTICIPATION**

No comments from members of the public

**007/23 COUNTY AND BOROUGH COUNCIL REPRESENTATIONS**

No comments received from County and Borough Councillors. As commented on in the last meeting an open letter is to be sent in an effort to improve engagement.

**008/23 APPROVE MINUTES AND RECOMMENDATIONS OF THE PARISH COUNCIL MEETING HELD ON 18 APRIL 2023**

**RESOLVED:** That the Minutes of the meeting held on the 18 April 2023 are approved as an accurate record.

**009/23 CLERKS REPORT AND UPDATES.**

The Clerks report is noted and training updates received

**010/23 APPROVE THE BALANCE SHEET, BANK STATEMENTS, INCOME AND EXPENDITURE, PAYMENTS REPORTS, PURCHASE LEDGER AS OF 31 MARCH 2023**

**RESOLVED:** That the Balance Sheet, Bank Statements, Income and Expenditure, Payments Reports, Purchase Ledger as of 31 March 2023 is approved including End of Year reports.

**011/23 APPROVE PAYMENT LIST AS OF 30 APRIL 2023**

**RESOLVED:** That the payment list as of 30 April 2023 is approved

**012/23 CONFIRM IF THERE IS ANY CONFLICT OF INTEREST WITH BDO LLP (CIRCULATED 14/04/23)**

Confirmed by members that there is no conflict of interest between Boyatt Wood Parish Council and BDO LLP – External auditors.

**013/23 APPROVE THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 22/23 SECTION 1**

The Clerk read aloud Section 1 of the Annual Governance Statement 2022/23,  
Sections 1-9

**RESOLVED: That Section 1 of the Annual Governance Statement 2022/23 is approved.**

**014/23 APPROVE THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 22/23 SECTION 2**

The Clerk explained the figures as laid out on the AGAR return.

**RESOLVED: That Section 2 of the Annual Governance Statement 2022/23 is approved.**

**015/23 APPROVE THE NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN INSPECTION PERIOD. APPROVED**

The Clerk prepared the notice for the date Monday 5 June to Friday 14 July 2023

**RESOLVED: That the period of Public Inspection of unaudited Annual Governance and Accountability return will be from Monday 5 June to Friday 14 July 2023.**

**016/23 RECEIVE NOTE AND ACTION INTERNAL AUDITORS REPORT.**

The Internal Auditors report was reviewed.

**RESOLVED: That the Internal Auditors Report is noted**  
**Recommendation: That VAT is claimed on a quarterly basis commencing July 2023**

**017/23 REVIEW, APPROVE AND ADOPT CORE DOCUMENTS.**

- (i) Scheme of delegation- approved
- (ii) Standing Orders approved
- (iii) Financial Regulations - approved
- (iv) Asset Register - approved
- (v) Insurance Cover -
- (vi) BWPC Subscriptions
- (vii) Contracts and Arrangements
- (viii) General Data Protection Regulation policies and procedures
- (ix) LGA 1972 Section 137 expenditure

**RESOLVED: That items (i) through (vii) and (ix) that is the Scheme of Delegation, Standing Orders, Financial Regulations, Asset Register, Insurance Cover, BWPC Subscriptions, Contracts and Arrangements and Section 137 Expenditure have been reviewed, approved and adopted.**

**Item (viii) General Data Protection Regulation policies and procedures will be deferred.**

**018/23 APPROVE DATES OF COUNCIL MEETINGS FOR THE MUNICIPAL YEAR 2023/24**

Excluding June 2023 Council meetings will be held on the Third Tuesday of the month.

**RESOLVED: That the meeting dates for the municipal year 2023/24 be approved**

**019/23 Application No: [F/23/95052](#) (Circulated 02/05/23)**

**Address: UNIT 3, PEACOCK TRADING ESTATE, GOODWOOD ROAD, EASTLEIGH, SO50 4NT**

**Description:** Change of Use from B2 to Sui Generis Funeral Directors Facility to include 24 hour access

**COMMENT: No objection**

**020/23 Application No: [F/23/95057](#) (Circulated 02/05/23)**

**Address: UNIT 7, STANSTEAD ROAD, EASTLEIGH, SO50 4RZ**

**Description:** Change of use from Warehousing (Use Class B8) and Light Industrial (Use Class B1) to Warehousing (Use Class B8), Light Industrial (Use Class B2) and MOT Test Centre

**COMMENT: No objection**

**021/23 Application No: [T/23/95124](#) (Circulated 03/05/23)**

**Address: 31 BIRCH GROVE, EASTLEIGH, SO50 4PY**

**Description:** 1 no. Birch (T1) - Fell to ground level, minimal bud formation present.

**COMMENT: This application is to be referred to the tree officer for an expert decision.**

**022/23 Application No: [H/23/95009](#) (Circulated 09/05/23)**

**Address: 28 KENILWORTH DRIVE, EASTLEIGH, SO50 4PT**

**Description:** Single storey rear extension and first floor side extension above existing garage

**COMMENT: No objection**

**023/23 Application No: [H/23/94810](#)**

**Address: 44 BROADLANDS AVENUE, EASTLEIGH, SO50 4PA**

**Description:** Retention of fence erection following removal of hedging

**COMMENT: No objection**

Email: [clerk@boyattwood-pc.gov.uk](mailto:clerk@boyattwood-pc.gov.uk)

Website: [www.boyattwood-pc.gov.uk](http://www.boyattwood-pc.gov.uk)

**024/23 REVIEW PLANNING APPLICATIONS RECEIVED FOLLOWING THE ISSUANCE OF THIS AGENDA THAT REQUIRE A RESPONSE PRIOR TO THE NEXT COUNCIL MEETING.**

No further planning applications received

**025/23 EXCLUDE THE PUBLIC AND PRESS**

**RESOLVED:** That the Public and press are excluded from the meeting due to the confidential nature of the following business.

**026/23 REVIEW PROBATIONARY PERIOD OF PARISH CLERK**

The Clerk has completed six month probationary period

**RESOLVED:** That the Clerk has successfully completed her probationary period and she is employed under the terms and conditions of the offer letter.

The meeting concluded at 20.30 hours.

**Date of next meeting will be June 13 2023, commencing at 19:00 hours.**

Chair:

Date: