

MINUTES OF THE MEETING OF BOYATT WOOD PARISH COUNCIL HELD ON TUESDAY 15 OCTOBER 2024 AT 7.00 PM AT ST PETERS CHURCH, BOYATT WOOD. SO50 4FZ.

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

ALSO PRESENT: Parish Clerk/RFO – Marcia Phillibert

073/24 APPROVE APOLOGIES FOR ABSENCE.

Apologies received from Councillors Hunter and Jutsum

RESOLVED: That the apologies received from Councillors Hunter and Jutsum are approved.

074/24 DECLARATIONS OF DISCLOSABLE PECUNIARY AND NON-PECUNIARY INTERESTS

No interests declared.

075/24 DISPENSATIONS FOR DISCLOSABLE PECUNIARY INTERESTS

No dispensations received.

076/24 PUBLIC PARTICIPATION

No comments made

077/24 COUNTY AND BOROUGH COUNCIL REPRESENTATIONS

No report received. The Council is disappointed with the lack of information received from Borough and County Councils and request a letter is written to Chair of Eastleigh Local Area Committee and Councillor Keith House leader of the council to encourage more engagement with the councils.

RESOLVED: That a letter is sent to Chair of Eastleigh Local Area Committee and Councillor Keith House leader of the council requesting regular engagement with Borough and County Councillors

Recommendation: That Borough and County Councillor attendance and reports is included in the Annual Report.

078/24 APPROVE MINUTES AND RECOMMENDATIONS OF THE MEETING OF THE COUNCIL HELD ON 17 SEPTEMBER 2024

RESOLVED: That the minutes of the meeting held on the 17 September 2024 are approved as an accurate record.

079/24 CLERKS REPORT AND UPDATES.

The Clerk Report was noted

080/24 CHAIRS UPDATE

- The Chair and Clerk will be attending the HALC AGM on Saturday 19 October 2024
- Councillors Surgery had to be cancelled last minute. Moving forward three councillors to be nominated for each surgery and this will provide resilience for emergency situations.
- A member of the public attended the Councillors Surgery and has since expressed concerns that no bus service is available on Sundays in Boyatt Wood.
- Budget setting – For councillors to make suggestions for the upcoming year prior to next meeting

Considering that Bus route 61 is to be phased out that a letter is written to Cabinet Member for Transport and Economy regarding the lack of public transport services within the parish.

081/24 APPROVE THE INCOME AND EXPENDITURE, PAYMENTS REPORTS AS OF 30 SEPTEMBER 2024

RESOLVED: That the Income and Expenditure, Payments Reports and Payment Lists as of 30 September 2024 is approved

082/24 RECEIVE AND NOTE INTERNAL CONTROLS REPORT

Councillors Robinson and Crosher carried out Internal Controls inspections on items 1 – Assets, 11 - Financial Reporting, 12 – Insurance, 13 – Internal Audit, 23 – Risk Management, 26 – Website and 27 – Year End Reports.

Clerk to obtain backup reports from website and system provider

NOTED. The Internal Controls report carried out by Councillors Robinson and Crosher. They are thanked for their diligence.

Next quarter Internal Control report to be conducted by Councillors O’Neill and Phillips.

083/24 NOTE THE CONCLUSION OF AUDIT BY EXTERNAL AUDITOR BDO LLP

The Clerk advised the External Audit is concluded and certificate published.

NOTED. The conclusion of External Audit carried out by BDO LLP.

084/24 APPROVE ENGAGEMENT OF INDEPENDENT INTERNAL AUDITOR

The Internal Auditor Lightatouch is contracted for three years concluding in 2026.

RESOLVED: That Lightatouch Internal Auditor is an independent auditor contracted to carry out governance review of the council for a further year.

085/24 REVIEW AND APPROVE COMMUNITY GRANT APPLICATIONS

(i) Eastleigh Neighbourhood Watch Association

Application for meeting materials and leaflet distribution to encourage membership in Boyatt Wood.

RESOLVED: That the grant application for meeting materials and leaflet distribution to the value of £425.00 is approved

(ii) Itchen Navigation Preservation Trust

Application for contribution towards seating bench

RESOLVED: That the grant application for a contribution towards a seating bench to the value of £250.00 is approved

(iii) Stop Domestic Abuse

Application for contribution towards the building of a refuge to the value of £500.00. The application does not comply with Council policy, the grant will not be spent in the current financial year and there is no timeline for the project to be completed.

RESOLVED: That the grant application for a contribution of £500.00 towards a refuge is declined.

086/24 REVIEW AND APPROVE EMPLOYER DISCRETIONS POLICY

RESOLVED: That the Employer Discretions Policy is approved

087/24 REVIEW AND APPROVE BUSINESS CONTINUITY PLAN

RESOLVED: That the Business Continuity Plan is approved.

Recommendation: That the Clerk adds a guide for the administration process of the Council to the Security Information held by the Chair in accordance with Financial Regulation 2.7

088/24 ADD E-FORMS MODULE TO WEBSITE AT A COST OF £50.00

RESOLVED: That the E-Forms module is added to the website at an additional cost of £50.00 per annum

089/24 CONSIDER AND APPROVE QUOTES FOR HEDGE CUT AT ST CATHERINES ALLOTMENT

Unable to obtain three quotes at this time, decision to be deferred.

090/24 PLANNING APPLICATION RECEIVED FOLLOWING ISSUANCE OF AGENDA

No applications received

The Meeting closed at 2106 hours

Date of next meeting will be 19 November 2024, commencing at 19:00 hours.

Chair:

Date: