

**ANNUAL MEETING OF HAWKLEY PARISH COUNCIL**  
**HELD WEDNESDAY 21<sup>st</sup> MAY 2025 AT 7:45PM in Hawkley Village Hall**

**Minutes**

Present: Cllr Caukill (Chair), Cllr Wallace, Cllr Humphrey, Cllr Buckle, Cllr Large, Cllr Sinclair

Also attending: K Horton (Clerk).

**1) Welcome**

**2) Apologies for Absence.** Received and accepted from Cllr Large

**3) Appointment to Committee roles**

- a) Appointment of Chair and signature of Acceptance of Office. Cllr Wallace proposed Cllr Caukill, seconded by Cllr Humphrey and all in agreement.
- b) Appointment of Vice Chair and verbal declaration of Acceptance of Office. Cllr Buckle proposed by Cllr Caukill, seconded by Cllr Sinclair and all in agreement.

For the following appointments, all Councillors confirmed they were happy to continue in their current roles with verbal declarations of Acceptance of Office.

- c) Appointment of Planning Advisory Committee and Chair with verbal declarations of Acceptance of Office. Cllr Humphrey, Cllr Sinclair, Cllr Buckle and Cllr Wallace all confirmed in role
- d) Appointment of Staff Panel: Cllr Butcher, Cllr Buckle and Cllr Caukill all confirmed in role, Audit Review Working Group: Cllr Butcher, Cllr Stewart and Cllr Sinclair all confirmed in role , Footpaths Officer: Cllr Large confirmed in role (verbal acceptance at next meeting) and Hall Representative: Cllr Humphrey confirmed in role.

**4) Declarations of Interest. None**

**5) Approval of Minutes** - Parish Council Meeting held on 19<sup>th</sup> March 2025. No questions raised and duly signed as a record

**6) Public Participation.** No residents in attendance

**7) Parish Council Finances/Administration**

**a) Clerk's Report inc**

**i) Updates post March meeting**

- .Gov.uk Website domain has been secured. Of the 6 community groups, 4 have responded to confirm they have no issue with the change to the domain name. Village Hall and Cricket Club representatives at meeting confirmed they have no issue with change and so Clerk will action.
- .Gov.uk email accounts have been issued this week. Clerk will set up and then advise Cllrs on access and transition
- Stairs Hill. Highways Officer has advised that speed surveys have been completed and stats are being analysed. Clerk will stay in contact to progress.
- Damage to Upper Green. Clerk has written to 3 walking websites who provide details of walks around Hawkley. Two have responded to confirm they will provide information on parking. Clerk and Chair to draft.

**ii) Correspondence.** No items to share

- b) Financial summary for March 2025.** Addition figure of Current and Savings account to be corrected but otherwise all details correct and approved
- c) Financial summary for April 2025** and in addition:
  - i) Notification of Payments made under Item 14 of the Financial Regulations since the last meeting
  - ii) To accept the recommendation for the annual insurance policy. In a LTA with Zurich and renewal is £300.18. Last year was £321.70. No questions raised
  - iii) Notification/authorisation of other payments  
No questions raised and duly signed
- d) Internal Audit report:** to note the completed report and consider the associated recommendation(s) from the Audit Working Group and agree what action will be taken in relation to these. No recommendations made as all requirements met.
- e) Having considered the Internal Audit report, supporting papers and recommendation(s) from the Audit Working Group, to complete and 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, all supporting documents and the recommendation from the Audit working group, Councillors were in agreement that the documents be signed. Actioned by Chair and Clerk. Signed and Date of Announcement will be 2<sup>nd</sup> June 2025, Inspection period starts 3<sup>rd</sup> June and ends 14<sup>th</sup> July 2025.
- f) To review and then accept the following policies/documents for 2025/26:**
  - i) Standing Orders. The rules under which the PC operates. Updated to clarify how long the Public Session will take, whether members of the public vs electors are able to speak during Public Session, the running time of Parish Council meetings and whether Parish Council meetings can be recorded. Current SO 34 advises “resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded stand adjourned without discussion to the next ordinary meeting of the Council. Proposed Cllr Caukill, seconded Cllr Sinclair and carried unanimously
  - ii) Committee and Working Group terms of reference
  - iii) Financial Regulations for 2025/26
  - iv) Asset Register for 2025/26
  - v) Statement of Internal Control 2025/26
  - vi) HPC Risk Analysis 2025/26
  - vii) Cllrs Code of Conduct

**All proposed by Cllr Caukill, Seconded by Cllr Wallace and all Cllrs in agreement**

## **8) Ponds.**

- a) To receive a verbal update from Cllr Buckle on the status of the ponds project.** Ranger has been approached to help with sediment trap installation. Longer term – Lower Green and Uplands ponds have interested residents “managing” but Jolly Robins does not. HEN and Gardening group would do ad-hoc work but not a regular management. PC would ideally like to find a resident or interested group to take on the management if not then ad hoc work will need to be arranged by PC. It was agreed that a schedule of works would be helpful to clarify what is required.
- b) To finalise and adopt the Pond policy and risk assessment.** It was proposed that the details need to be considered further and matter will return to another meeting. Cllrs in agreement

**9) Kerb on Upper Green.**

**a) To receive a verbal update on the work carried out to date**

Work to repair green has been undertaken with plans to reseed when weather allows. Feedback that work needs to be more substantial but current structure will be left in place in interim.

**b) To discuss possible next steps and if thought fit to authorise expenditure up to £3,000**

Clerk has contacted Medstead Parish Council (rustic wooden bollards) and Lurgashall PC (ditch and bank surround) but received no responses yet. Cllrs were in agreement that there is a bigger problem re visitor parking but the Green does need to be made good. Clerk and Chair will source quotes for installation of railway sleepers and granite coin.

**10) Date of next meeting – Wednesday 16<sup>th</sup> July 2024 at 7:30pm**

**Meeting closed 8:53pm**

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Signed, Councillor Caukill, Chair HPC

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Date