

PARISH COUNCIL OF NEWLANDS

MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON THURSDAY 16th MAY 2019 AT THE WELLINGTON VALE CARE HOME, DARNEL ROAD, WATERLOOVILLE COMMENCING AT 7.30 pm

<u>Members:</u>	Cllr O Barneveld	(P)	Cllr A Berry	(P)
	Cllr A Carden	(P)	Cllr D Crichton	(P)
	Cllr J Parry	(P)	Cllr L Price	(P)
	Cllr F Tingle	(P)		

Also present C/Cllr P Stallard, D/Cllrs C Brook, N Cutler and M Read, WCC Community Planning Manager S Lincoln, HBC Community Officer K Bone, Tony Daniells, Clerk to the Council and 1 member of the public.

The meeting started with D/Cllr Brook in the chair

001/20C Election of Chairman

D/Cllr Brook invited nominations for the Chairman of the Council.

Cllrs Carden and Crichton were proposed and seconded.

A vote was taken by a show of hands.

It was RESOLVED by a majority that Cllr Crichton be elected as Chairman of the Parish Council, for the municipal year 2019/2020.

Declaration of Acceptance of Office:-

Cllr Crichton read and signed the Declaration of Acceptance of the Office of Chairman which was also signed by the Clerk to the Council

Cllr Crichton took the Chair and thanked those who had been involved in the formation of a new Parish Council over the years.

002/20C Council Policy

Drafts of Standing Orders, Financial Regulations and the Code of Conduct were previously circulated. No amendments to the drafts were requested.

It was RESOLVED by a majority to adopt

- i. Standing Orders
- ii. Financial Regulations
- iii. The Code of Conduct

003/20C Election of Vice-Chairman

The Chairman invited nominations for the Vice-Chairman of the Council.

Cllr Carden was proposed and seconded.

It was unanimously RESOLVED that Cllr Carden be elected as Vice-Chairman of the Parish Council for the municipal year 2019/2020.

004/20C Structure and membership of Committees

a) A draft paper had been previously circulated with a proposal to set up a Planning Committee and a Finance Committee. An amendment to also include an Amenities Committee to consider resident's issues was not accepted.

It was unanimously RESOLVED that the Parish Council would setup committees for Planning and Finance.

b) **It was unanimously RESOLVED that all Councillors would be members of both the Planning and Finance Committees**

c) **It was unanimously RESOLVED that**

- i. Cllr Barneveld would be Chairman of the Planning Committee and
- ii. Cllr Tingle would be Chairman of the Finance Committee

005/20C Appointment of Parish Councillors

- i. The Terms of Reference for the West of Waterlooville Forum had been amended to give Newlands Parish Council two seats on the Forum.
It was unanimously RESOLVED that Cllrs Crichton and Berry would take these positions.
- ii. Membership to the Hampshire Association of Local Councils and the Winchester District Association of Local Councils was held over to the next meeting to allow for a better understanding of the commitment to these bodies.
- iii. **It was unanimously RESOLVED that Cllr Crichton would represent Newlands Parish Council at the Southern Parishes meetings.**

006/20C General Power of Competence

The Clerk summarised the requirements and benefits to a council of having this Power. The prescribed statutory criteria required to qualify as an eligible parish council had been previously circulated and met. Councillors asked about the use this Council would make of the Power.

It was unanimously RESOLVED that Newlands Parish Council grant itself the General Power of Competence and consider its use at the next meeting.

007/20C Vacancies on the Parish Council

The Council had drafted a Policy to be used when co-opting Councillors and this would be considered for adoption at the June 2019 meeting.

Following an uncontested election in May 2019, there remained two vacancies on the Parish Council. **It was unanimously RESOLVED to advertise the vacancies and post onto the Council's website and on the noticeboard at the entrance to Newlands.**

008/20C Schedule of Council Meetings

A schedule of meeting dates for the Full Council had been previously circulated. This proposed monthly meetings.

In the discussion, the following points were covered

- Whether the Planning Committee would first consider any planning application that went before the Joint Planning Committee and it was AGREED that the Parish Council would discuss these and comment as required.
- If meetings for the Planning and Finance Committees were called as needed or scheduled and cancelled if not required. It was AGREED that meetings should be scheduled
- The frequency of Finance Committee meetings and it was AGREED that these should be quarterly
- If Finance Committee meetings could be held prior to Full Council meetings

It was unanimously AGREED that the Clerk would update the schedule of meetings to include the Planning and Finance Committees and bring the updated schedule to the June 2019 meeting for consideration.

009/20C Apologies

Apologies were received from D/Cllrs Clear, Evans and Clementson for absence.

010/20C Public Session

The meeting was adjourned at 8.04 pm to allow comments from the public. The meeting reconvened at 8.07 pm.

011/20C County and District Councillor Reports

- a) C/Cllr Stallard advised that her Ward covered a large area and she tried to attend as many Parish meetings as she could. Due to the local elections and the EU Election, Councillors were in a purdah period and she was unable to give a full report. She referred to the decision by Cllr Roy Perry to step down after 6 years as Leader of Hampshire County Council. A new leader would be announced soon.

- b) She finished by congratulating the Council on its formation and wished it every success D/Cllr M Read referred to the recent elections and the change in the political balance at Winchester City Council. Denmead Ward Councillors would continue with membership of Committees. He would remind Portfolio Holders of previously agreed commitments. He advised that a copy of the Local Plan would be valuable when considering planning applications.
- D/Cllr C Brook referred to an appointment by Taylor Wimpey of an individual to follow through on highway adoptions. The elbow in Darnel Road was to be permanent. Some coned off areas were in dispute as to what was needed to complete.
- The Western Open Space had been adopted by WCC by open space at Phase 5 was never offered to WCC
- She congratulated members of the Shadow Council on getting to this point
- D/Cllr N Cutler also congratulated the Council on its progress. His Ward covered four Parishes and he would attend Newlands Parish Council meetings when he could.
- Errors in the Electoral Register were almost resolved.
- He was now Deputy Leader of WCC and Portfolio Holder for Finance.

012/20C **Communications**

- a) i. Invitations had been received for the Chairman to attend the Mayor's Sunday Service and the dinner for the outgoing Mayor. Both had been declined for this year. **NOTED**
- ii. An invitation had been received to attend the Local Councils Conference on 18 June 2019 in Winchester. **It was unanimously RESOLVED that Cllr Crichton and Price, and The Clerk would attend as an approved duty.**
- b) Website: A website had now been setup and all Councillors have had the opportunity to view it. It was hosted on a free site. Response times were reported as being slow and this was likely to deter visits to the site. A sum of money had been included in the budget for web hosting. Councillors referred to websites from other local parish councils and the companies that hosted these. **It was AGREED that the Clerk would contact these and obtain estimates for use of their service and details of the service.**
- c) Social Media: Cllr Price had reserved some Facebook names for use by this Council. The Chairman suggested us of Newlandspc as a FB page name. It was agreed that this should not be progressed until guidelines and a policy on use of social media was adopted. It was also suggested that use should be made of Twitter. It was agreed that the Policy and use of social media would be considered at the June 2019 meeting.
- d) A logo for the Council had been arranged by D/C Brook. It was agreed that this was an excellent logo for use by this Council and D/C Brook was thanked for this. **It was unanimously RESOLVED to adopt use of the logo.**
- Further discussions took place on which typeface to use in headings. Samples had been supplied. A typeface of Handel Gothic was suggested but held in abeyance until a social media policy was adopted.
- The use of a shared Whatsapp group or similar for use by councillors was also suggested to make it easier to follow conversations between councillors.

013/20C **Community Facility**

In discussing the Community Facility, Council considered

- The current position with the lease and any financial commitment that would be placed on Newlands Parish Council
- The cost to the Council of business rates and if rate relief was available. It was understood the Grainger may be applying for business rate relief.
- The need for storage, if a Health & Safety assessment had been completed, the cleaning of the building and the use of shared areas.
- A draft lease was available and D/C Brook had drafts of risk assessments.
- Who was now going to progress these outstanding matters

It was AGREED that Cllr Berry was given the authority to work with Grainger and others to get to a stage where a recommendation could be put to Council. It was subsequently AGREED that Cllr Price would support Cllr Berry.

014/20C Planning Matters

There were no planning matters to be considered.

Finance

015/20C Bank Account

A current account was being setup with Lloyds bank. **NOTED**

The Chairman asked about income streams to the Council. He was advised that the Precept was paid in two halves in April and October. The first half was being held by WCC. The Clerk was asked to progress the transfer of funds held by WCC into the account when operational.

016/20C Parish Council's Insurance

Two quotes for insurance had been received and previously circulated. Concerns were raised on both quotes and on insurance for the Clerk working from home.

Other points discussed was the need to notify an individuals insurers that they were parish councillors and could use their own car on parish business. Attendance at a meeting in Winchester had previously been agreed as an approved duty, but without insurance, attendees would have to be reliant on their own insurance.

It was proposed to accept the quote from Zurich but it was AGREED to hold this in abeyance until the next meeting when the issues raised could be answered.

017/20C Orders for payment: It was unanimously RESOLVED that the payments detailed on the Orders for Payment (list 01) should be APPROVED in the sum of £434.00 including VAT and nil receipts are NOTED.

018/20C Internal Audit: Council considered the appointment of an Internal Auditor and two companies were suggested. It was questioned if there was a need to appoint an internal auditor as the Council's precept may be below the level needed to make such an appointment. The Clerk would clarify the position. It was noted that the adopted Financial Regulations required such an appointment.

It was AGREED that the appointment of an Internal Auditor would be considered by the Finance Committee.

019/20C Other Reports

Cllr Price suggested that financial reporting should be more frequent than quarterly.

020/20C Exempt Business

It was RESOLVED that in accordance with the Public Bodies (admission to meetings) Act 1960 to exclude the public and press for discussions regarding personnel matters where publicity might be prejudicial to the special nature of the business

The meeting closed at 9.21 pm
The next meeting will be held on 20 June 2019

Parish Council of Newlands
Annual Council Meeting held on 16 May 2019

Former Councillor, Mr Lander-Brinkley was pleased to see the fulfillment of an initiative started by him and Cllr Jim Watson of Southwick and Widley Parish Council. He also acknowledged and thanked Stephen Whetnall for the advice given in the early stages of this project. He gave his best wishes to the future of the Council

Mr Lander-Brinkley, as a representative of George Holingbury, MP for the Meon Valley, also conveyed the best wishes of the MP to the Council. Newlands is part of the Meon Valley constituency.