



## PARISH COUNCIL OF DENMEAD

MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON  
**WEDNESDAY 17<sup>th</sup> MAY 2017** AT THE DENMEAD COMMUNITY  
CENTRE, SCHOOL LANE, DENMEAD COMMENCING AT 7.30 pm

<u>Members:</u>	Cllr K Andreoli	(P)	Cllr I Brown	(P)
	Cllr C Hargreaves		Cllr A Huntington	(P)
	Cllr N Lander-Brinkley	(P)	Cllr P Langford-Smith	(P)
	Cllr J Morphett		Cllr N Rusbridger	(P)
	Cllr K Scholey	(P)	Cllr G West	(P)
	Cllr M Willoughby			

Also present: Four members of the public and Mr Brendan Gibbs, Clerk to the Council.

**1/18C** Election of Chairman for 2017-18 As this was the first item of business at the Annual Council Meeting Cllr Langford-Smith invited nominations for the Chairman of the Council. Cllr Langford-Smith was proposed by Cllr Andreoli and seconded by Cllr Huntington. There were no other nominations received.

Councillor Langford-Smith confirmed that she was willing to serve.

**It was unanimously RESOLVED by a show of hands that Cllr Paula Langford-Smith be elected as Chairman of the Parish Council for the municipal year 2017-18.**

Declaration of Acceptance of Office:-

Cllr Langford-Smith read and signed the Declaration of Acceptance of the Office of Chairman which was also signed by the Clerk to the Council (SO.2e).

**2/18C** Apologies to be received Apologies were received from Cllrs Hargreaves, Morphett & Willoughby.

Cllr Langford-Smith told the meeting that she had received the resignation of Cllr Felicity Hull earlier that afternoon.

**3/18C** Declarations of Interest There were no Declarations of Interest were made at this time.

**4/18C** Election of a Vice-Chairman for 2017-18 Cllr Langford-Smith invited nominations for the Vice-Chairman of the Council. Cllr Langford-Smith proposed Cllr Andreoli and this was seconded by Cllr Brown. There were no other nominations received. Cllr Andreoli confirmed he was willing to serve.

**It was unanimously RESOLVED that Cllr Andreoli be elected as Vice-Chairman of the Parish Council for the municipal year 2017-18.**

**5/18C** Public Participation (S.O 1(d)) At 7.40 pm the meeting recessed into open forum to allow questions and comments from members of the public. The meeting re-convened at 7.50pm.

**6/18C** Youth Provision Kat Lemon spoke about the work that had been done by the Steering Group since the Full Council meeting of the 5<sup>th</sup> April. She said that there were a number of policy documents and procedures that the Steering Group had reviewed and that were now ready for approval. She listed these as follows:

- Anti-Bullying Policy
- Staff Training and Development Policy
- Safeguarding Code of Conduct
- Safe Recruitment Policy
- First Aid Policy and Procedure

- Duty of Care Policy
- Confidentiality statement
- Child Protection Policy and Procedure
- Child Protection Incident Report
- Research Plan
- Part-time Youth Worker job description
- Part-time Youth Leader job description
- Data Protection Policy
- Health & Safety Policy
- The structure of Denmead Youth Club Organisation
- E-Safety policy

Kat continued by saying that the youth club must be a sustainable, self-supporting organisation in order to ensure that it is able to provide a service to the young people of Denmead for the foreseeable future.

To achieve this outcome the following should occur:

- The Steering Group will continue to manage the Youth Club during the transition period (up to the end of the Summer Term).
- A part-time NVQ Level 3 qualified Youth Leader should be recruited.
- A Management Team should be appointed to take over the work of the steering group.
- The Management Team should consist of parents & members of the public (preferably with knowledge or experience of working with young people, charities or with skills in fundraising). The youth leader would be part of the Management Team and act as line manager of the other employed youth workers.
- Parish Councillors and the Parish Clerk will form part of the initial Management Team but should not form a majority of the members.
- All members of the Management Team will undergo a Disclosure and Barring Service check and receive safeguarding training.
- Every effort should be made to retain the successful “young leaders” sessions.
- Within twelve months the Youth Club should seek charitable status in order to enable it to receive grant funding from outside organisations.
- Parish Council funding should be seen as a short-term solution.

Kat took the Council through the various management options available to them as follows:

- The Parish Council managing the Youth Club on an on-going basis.
- Work with a partner organisation to outsource the service
- Set up a Management Team in order to achieve a volunteer led solution.
- Operate a club aimed at the age range of 11 to 16 for one evening a week.

She then highlighted attendance levels across the three evenings when the Youth Club met. It was apparent to her and to the Council that the Monday evening session was not sustainable in the medium to long term due to the low levels of attendance.

The Council was then asked to consider how many sessions it would like to see held on a weekly basis.

The options were as follows:

- Retain the existing three evening sessions on a Monday, Tuesday & Wednesday.
- Reduce the number of sessions to two evenings on a Tuesday & Wednesday and retain the Young Leaders Hour.
- Reduce the number of sessions to two evenings on a Tuesday & Wednesday and dispense with the Young Leaders Hour.

Everyone agreed that it would be sensible for the Young Leaders hour to be retained as the young people currently attending these sessions would eventually progress to become the volunteers needed to sustain the Youth Club into the future.

The Following resolutions were all passed unanimously.

**It was RESOLVED that the Youth Club Steering Group would continue to support the work of the Youth Club until it can be replaced by a Management Team made up of a Youth Leader, the Clerk to the Council, Volunteers, Parents and Councillors.**

**The establishment of the Management Team should be completed before the Youth Club returned from the Summer Holidays in September 2017.**

**All members of the Management Team would be required to undertake a Disclosure and Baring Service (DBS) check and attend safeguarding training.**

**It was RESOLVED to reduce the Youth Club sessions to two nights per week from June 2017 whilst retaining the Young Leaders programme.**

**Prior to this happening, a letter would be sent to all parents explaining the changes to them.**

**It was RESOLVED to recruit an NVQ Level 3 qualified Youth Leader. This would be initially for a period of a twelve month contract and at a pay scale of £13 to £15 pounds per hour and would be paid for within the 2017-18 salary budgets.**

**The Youth Leader would be tasked with recruiting and training volunteers, planning and delivering sessions and would lead the Young Leaders programme.**

**It was RESOLVED to work towards achieving registered charity status within twelve months.**

**Having charitable status would enable the Management Team to seek grant funding opportunities in order to reduce the contribution required from the Parish Council.**

Cllr Langford-Smith thanked Kat Lemon for all the work she had done in preparing her report and in presenting her proposals to the Council.

**7/18C** **The Parish Code of Conduct** The Clerk had summarised a couple of corrections to the Parish Code of Conduct in a memo to all councillors. The corrections were required as there were two inaccurate references made within the original document that had been adopted in November 2012.

The Clerk continued by saying that since the code was first adopted there has been a considerable number of new councillors elected or co-opted on to the Council. He said that now presented an opportunity to re-adopt the Code.

**It was NOTED that the draft Code of Conduct contained the required amendments to the original text.**

**It was RESOLVED to re-adopt the Parish Code of Conduct.**

An invitation to attend a Code of Conduct Conference on Wednesday 18<sup>th</sup> June 2017 was received.

The Chairman asked the meeting would any councillor be willing to attend. No one was available and it was agreed that the Chairman should attend. The Clerk was also asked to attend the Conference.

**It was RESOLVED to allow attendance as an approved duty.**

8/18C  
(a)

**Structure and membership of Committees and Sub-Committees for the municipal year (2017-18) (S.O.2 j iii) (list attached of structure and membership at 31.3.2017)** Cllr Langford-Smith had prepared a discussion document between meetings that took the opportunity of evaluating the number of working parties reporting to the Council as well making a proposal of dissolving the Footpaths sub-committee.

**Amenities, Planning and Highways & General Purposes committees.** After a brief discussion by the Council it was agreed that there should be no changes made to the structure of the three main committees. The meeting schedule and frequency of meetings would also remain unchanged.

**Footpaths sub-committee.** The document suggested that the work of the sub-committee could be absorbed into the Highways & General Purposes (H&GP) committee with a standing item would be incorporated into the agenda of the H&GP meetings. It was also proposed that the volunteer walkers would be invited to contribute to the discussions at the time the H&GP committee met.

**It was RESOLVED to dissolve the Footpaths sub-committee with immediate effect and incorporate its work into that of the Highways & General Purposes committee.**

**Landscape Working Party.** Cllr Langford-Smith and the Clerk spoke about the need to consider empowering the Parish Office and the Groundstaff so that the day to day management of the estate can be simplified and modernised. This did not mean assuming the responsibility for landscaping budgets. These would remain under the control of the Amenities committee. Capital spending and buildings maintenance would also remain under the control of the Amenities committee.

**It was RESOLVED to dissolve the Landscape Working Party with immediate effect. Day to day management of the estate would be the responsibility of the Parish Office and the Head Groundsman. Budgetary control would remain under the control of the Amenities committee.**

**Youth Provision Working Party.** Cllr Langford-Smith said that with the decisions taken tonight there are very few reasons for retaining the working party. She continued by saying the play provision element of the working party's remit will be assumed by the Amenities committee. Negotiations with developers regarding the Community Infrastructure Levy will continue to be handled by the Planning committee.

**It was RESOLVED to dissolve the Youth Provision Working Party with immediate effect.**

**Safer Neighbourhoods Panel (SNP).** Cllr Langford-Smith commented that the SNP was the only forum to have a regular engagement with the Police and with residents and other interested parties where Policing Priorities could be agreed. Cllr Lander-Brinkley agreed and asked for the frequency of meetings to be increased if at all possible

**It was RESOLVED to retain the Safer Neighbourhoods Panel.**

**West of Waterlooville Advisory Group (WOWAG).** This is the group that was established to provide for a new Parish at the West of Waterlooville development. There are also some community advisory functions undertaken. The group has the support of the local residents and is required by Winchester City Council in order to complete the proposed governance review.

**It was RESOLVED to retain the West of Waterlooville Advisory Group.**

**Anmore Flood Working Party.** This group was set up at the request of, and is led by, residents of the Anmore Area. The aim is to establish a Flood Action Plan (working with appropriate Agencies and the District and County Councillors) as part of DPC's emergency plan.

It was also hoped to provide a community notice board as part of this project.

**It was RESOLVED to retain Anmore Flood Working Party.**

**Sports User Group.** This group meet twice per year and membership is meant to comprise all local groups interested in using sports facilities. Attendance is traditionally very poor. If a group has an issue there is a process to follow where they may contact the Clerk or Responsible Financial Officer for a resolution.

**It was RESOLVED to dissolve the Sports User Group with immediate effect. To mitigate the dissolution of the working party it was agreed to add an agenda item to an Amenities committee meeting in order to allow sports users to address the committee directly.**

**Multi Use Sports Area (MUSA) Working Party.** This group was set up to progress the installation of a Multi User Sports Area that is still a work in progress

**It was RESOLVED retain the Multi Use Sports Area Working Party.**

**Heath Field Working Party.** This group has only recently been established and has been set up to consider possible uses for Heath Field located by the War Memorial Hall.

**It was RESOLVED to retain the Heath Field Working Party.**

- (b) To consider and confirm the frequency and cycle of meetings for the remainder of the municipal year.

Having noted all the decisions made in item (a) above it was **agreed** to amend the schedule of meetings to take account of the reduction in sub-committees and working parties.

- (c) **It was RESOLVED to appoint the following councillors to the three main committees as follows.**

**Amenities:** Cllrs Andreoli, Brown, Huntington, Lander-Brinkley, Langford-Smith, Scholey, West & Willoughby.

**Planning:** Cllrs Andreoli, Brown, Hargreaves, Langford-Smith, Morphett, Rusbridger & Willoughby.

**Highways:** Cllrs Andreoli, Brown, Hargreaves, Huntington, Lander-Brinkley, Langford-Smith, Morphett, Rusbridger, Scholey & West.

**9/18C Appoint a Chairman for each Committee and Sub-Committee**

- (a) **Amenities Committee:** Cllr Huntington proposed Cllr Andreoli, seconded by Cllr Brown.

**It was RESOLVED that Cllr Andreoli be elected as Chairman of the Amenities Committee for the 2017-18 municipal year.**

- (b) **Highways & General Purposes Committee:** Cllr Scholey proposed Cllr Brown, seconded by Cllr West.

**It was RESOLVED that Cllr Brown be elected as Chairman of the Highways & General Purposes Committee for the 2017-18 municipal year.**

- (c) **Planning Committee:** Cllr Andreoli proposed Cllr Langford-Smith, seconded by Cllr Rusbridger.

**It was RESOLVED that Cllr Langford-Smith be elected as Chairman of the Planning Committee for the 2017-18 municipal year.**

**10/18C Appointment of Parish Councillors – outside organisations 2017-18** A list of proposed appointments had been previously circulated. Mr Richard Hallett indicated that he was prepared to report to the Council on behalf of the Hambledon and Denmead Welfare & Educational Trust. Cllr Langford-Smith agreed to monitor Transport and also Flooding alongside Cllr Hargreaves. Cllr Lander-Brinkley would be the representative to the Winchester District Association of Local Councils with support from other councillors as and when required. Cllrs Lander-Brinkley, Langford-Smith and Andreoli would represent the Council on the West of Waterlooville Advisory Forum. Cllr Morphett would represent the Council in its dealings with the All Saints Church. Cllr Rusbridger agreed to be the Council's lead on Emergency Planning alongside Cllr Hargreaves.

**It was RESOLVED to appoint the members to the outside organisations as detailed above.**

**11/18C** Minutes of the previous Meetings: The Minutes of the Council meeting held on the 5<sup>th</sup> April 2017 were submitted for approval.

**It was RESOLVED that the minutes of the Council Meeting held on the 5<sup>th</sup> April 2017 be accepted as a true record subject to a minor change being made to a statement made by Cllr Rusbridger at the meeting.**

Cllr Langford-Smith duly signed the minutes.

**12/18C** County and District Councillors Reports

- (a) Apologies were received from C/Cllr Stallard. She was thanked for providing a written report that will be appended to these minutes.
- (b) Apologies were received from D/Cllrs Stallard, Brook and Read.

**13/18C** Vacancy for a Councillor The Clerk reported that there had been no applications to fill the current vacancy available for co-option. The Council instructed him to re-advertise the vacancy with a deadline for applications to coincide with the next Full Council meeting on June 28<sup>th</sup> 2017.

**14/18C** Village Matters

- (a) West of Waterlooville: Cllr Lander-Brinkley referred to the draft petition from the residents of the West of Waterlooville developments whose aim is to bring about a governance review by Winchester City Council. WOWAG has received considerable assistance from officers at Winchester City Council in putting together the documents outlining how the review will be undertaken.

**It was RESOLVED to support a petition to Winchester City Council seeking a governance review for the West of Waterlooville developments within the Winchester District.**

Cllr Langford-Smith congratulated Cllr Lander-Brinkley on the achievement of this significant milestone. It was also **agreed** at the same time to make a contribution towards the cost of hiring meeting rooms for WOWAG meetings at Berewood School.

- (b) Town Centre Manager: Heidi Isa had presented a written report that included the organisation of a Village Party on Friday June 23<sup>rd</sup>. All councillors were invited to assist in the preparation of this event.
- (c) The Great War 100th Anniversary Commemorations 2014-2018: An article will appear in the next edition of the Denmead Scene seeking residents' views on the proposed new memorial.

**15/18C** Correspondence

- (a) Goodman-Nash Ltd Business rate recovery. Correspondence has been received regarding the progress of the application to recover excess business rates paid on the Ashling Pavilion. **Noted.**
- (b) Hampshire County Council Annual County Service. An invitation to attend the annual County Civic Services was circulated to Councillors. An invitation to attend the new Mayors Sunday Service At Winchester Cathedral was also received. **Noted.**
- (c) HCC/NALC Gypsy & Traveller Site Planning Workshop. A report on the March 6<sup>th</sup> 2017 workshop has been received. **Noted.**
- (d) Correspondence has been received from the Co-Operative Bank approving a grant request of £500 for the provision of dog bags and dog bag dispensers. Cllr Langford-Smith congratulated the RFO, Jennie Hanman for her efforts in achieving this grant. **Noted.**
- (e) The Denmead Community Centre Management Committee had written to the Council thanking it for a grant to help fund the programme of Refurbishment and Sustainability. **Noted.**
- (f) The Clerk had recently updated the Auto-Enrolment Declaration as required by the Pension Regulator. The changes made are to reflect the change of Clerk. **Noted.**

**16/18C** Southern Parishes Group:

- (a) The Clerk informed the Council that the proposed Southern Parish Group constitution has been called in for some further revisions to some of its clauses. **Noted.**
- (b) To note that no meetings of the Southern Parish Group are currently planned. **Noted.**

**17/18C** The Heath Field

- (a) The Heath Field Working Party has met on the 27<sup>th</sup> April and 11<sup>th</sup> May. Cllr Andreoli reported that at the initial meeting he had been elected its Chair. He also said that a brain-storming exercise had been undertaken to identify all possible uses of the field although nothing had been ruled in or ruled out.

**18/18C Communications**

- (a) Denmead Scene No 131: Councillors have raised issues concerning the delivery of the magazine with some saying they have not received their copies. The Clerk said he would raise the issue with the directory Group before the next issued was delivered. **Noted.**
- (b) Denmead Scene No 132: The Clerk said that this issue would be delivered in the first week of June.

**19/18C Financial**

- (a) Orders for Payment (S.O.19): **Payments of £12,322.19 (including VAT) made since the last orders of payment were APPROVED. It was also unanimously RESOLVED that further payments to be considered and detailed on the Orders for Payment (list 2) should be APPROVED in the sum of £16,147.60 including VAT and that receipts of £5,112.54 are noted.**
- (b) Accounts: The accounts for April 2017 had been published. **To note.**
- (c) Bank Reconciliations for April 2017: The bank statements had been previously circulated. The statements for the two current accounts were reviewed and the balances as at 30<sup>th</sup> April 2017 were reviewed and agreed.  
Lloyds Bank                      £290,695.36  
The Co-operative Bank    £7,150.06

**It was RESOLVED to approve the bank reconciliations for signing.**

The bank statements were signed at the meeting by the Chairman

**20/18C Standing Orders**

All councillors have now had a chance to review the draft new model standing orders. This document will bring the Parish Council into line with recent legislation such as the Localism Act 2011 and will provide the Council with a robust set of modern guidance on the way meetings are managed and business conducted.

**It was RESOLVED to adopt the new Model Standing Orders.**

**21/18C To receive the Minutes, Reports, Recommendations and Resolutions from the meetings listed below: -** *Note: In accordance with S.O.9(c) the only Minutes to be received by Council are those that have been approved by the said committee.*

**It was unanimously RESOLVED to accept the Minutes, Reports, Recommendations and Resolutions of the following committee meetings:-**

- (a) Amenities Committee – Minutes 3<sup>rd</sup> May 2017
- (b) Finance, Administration & Personnel Committee – Minutes 26<sup>th</sup> April 2017
- (c) Highways & General Purposes Committee – Minutes 12<sup>th</sup> April 2017
- (d) Planning Committee – Minutes 19<sup>th</sup> April & 10<sup>th</sup> May 2017

**22/18C Parish Representation on other bodies and organisations**

- (a) Church: Cllr Morphett was absent from the meeting
- (b) Denmead Community Association: Nothing to report.
- (c) Winchester District Association of Local Councils: Nothing to report
- (d) Hambledon and Denmead Welfare & Educational Trust: Nothing to report.

There being no further business, the Chairman declared the meeting closed at 9.56pm

The Annual Council Meeting is on Wednesday 28<sup>h</sup> June 2017

**PUBLIC SESSION**  
**Annual Council Meeting – 17<sup>th</sup> May 2017**

Mr Paul McLeod spoke about youth provision.

He said he had previously been a full-time Senior Youth Worker for Hampshire County Council's youth service. He spoke about the good work that he felt Denmead Swings & Things had done in the past on behalf of the Denmead Youth Partnership.

He continued his speech by saying that he felt the partnership had done a lot of good work. He said that former Cllr Hull had acted with integrity and that she had done an immeasurable amount of work without seeking payment.

He continued by saying he doubted whether the new youth club will attain the heights of the youth provision provided by Felicity Hull.

He concluded by saying that when he was working for the County Youth Service he had no concerns about the youth club provided by Denmead Parish Council.

Cllr Lander-Brinkley responded by thanking Mr McLeod for his comments and said that these accurately reflected his own view of how the youth club functioned when he was Chair of the Parish Council.

He thanked Mr McLeod for his support in the past and also for turning up tonight to say what he did.