



PARISH COUNCIL OF DENMEAD

MINUTES OF THE COUNCIL MEETING HELD ON WEDNESDAY 18th OCTOBER 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 N Lander-Brinkley		Cllr P Langford-Smith	(P)
	Cllr J Morphet	(P)	Cllr N Rusbridger	
	Cllr K Scholey	(P)	Cllr G West	(P)
	Cllr M Willoughby	(P)		

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

54/18C Apologies to be received Apologies were received from Cllrs Lander-Brinkley and Rusbridger.

55/18C Declarations of Interest There were no declarations of interest received.

56/18C Minutes of the previous Meeting: The Minutes of the Council Meeting held on the 6th September 2017 were submitted for approval.

It was RESOLVED that the minutes of the Council Meeting held on the 6th September 2017 be accepted as a true record.

Cllr Langford-Smith duly signed the minutes.

57/18C Public Participation The Public Session commenced at 7.33pm to allow members of the public to address the Parish Council. The Public Session was brought to a close at 7.47pm.

58/18C County and District Councillors Reports

- (a) C/Cllr Stallard sent her apologies and there was no report to receive.
- (b) D/Cllrs Stallard, Brook and Read sent their apologies and there were no reports to receive.

59/18C Vacancies on the Parish Council

- (a) The Clerk reported that there had been no request to hold a poll to fill the two casual vacancies.

It was RESOLVED to advertise these vacancies as available for co-option.

- (b) The Clerk reported that there had been no applications to fill the current vacancies available for co-option. The Council instructed him to re-advertise the vacancies with a deadline for applications to coincide with the next Full Council meeting on 29th November 2017.

It was RESOLVED to re-advertise these vacancies as available for co-option. It was also RESOLVED to instruct the Clerk to continue re-advertising the vacancies until they are filled.

60/18C Youth Provision

- (a) The Clerk told the meeting that he had recovered a sum of money from the Ashling Pavilion that was left over after the Denmead Youth Partnership was dissolved consisting of subscriptions and tuck shop money. In total, £343.85 would now be recorded in the 2017-18 accounts as code 4150 (Youth Provision Subscriptions & Tuck).

The Council also noted a line in the accounts entitled Termination of Partnership Agreement Code 5305. This showed all expenditure incurred during 2017-18 in dissolving the partnership including Consultant fees and Disclosure and Barring Service (DBS) checks.

The RFO had proposed that the £343.85 would be used to offset the expenditure and it will not therefore be re-allocated to the new Youth Provision Budgets in 2018-19. **Noted.**

- (b) The Clerk asked the Council to record a minute to clarify the Denmead Youth Club Management Committee's financial responsibilities with regard to the Youth Club's administration.

The Council has recently adopted new Financial Regulations. These regulations include a section that reaffirms the principle that overall financial responsibility for Full Council matters cannot be delegated to a committee or employee. The Council was asked to note that the Youth Club Management Committee has no delegated spending or decision-making powers and acts simply as an advisory body.

The Clerk continued by saying that the Finance, Administration and Personnel Committee will set the salaries and general expenditure for the Youth Club with day to day expenditure for the Youth Club's session planning being funded by use of its subscriptions and tuck shop float.

It is intended that the float will be reconciled on a monthly basis by the Youth Leader and the RFO and that the purchase of larger items considered necessary for session planning will be managed by the Parish Office working within the budget allocated until the Youth Club is established as a Charity and fundraising body..

It was RESOLVED to note the Clerk's report and to record the minute as requested.

- (c) The Youth Leader has requested that a sum of money not exceeding £50 be spent promoting a Halloween event at the Youth Club on the 31st October.

It was RESOLVED to authorise this request.

61/18C Village Matters

- (a) West of Waterlooville: Cllr Lander-Brinkley had previously sent his apologies to the meeting and there were no reports to receive. Cllr Langford-Smith commented that the West of Waterlooville Advisory Group would appreciate the allocation of a budget to provide some litter bins in the section of the new development within the Denmead parish boundary. She continued her report by saying that work continues on the governance review that seeks to establish a new parish council.

Cllr Andreoli said that the West of Waterlooville Advisory Group had reported that the vacant shop units opposite the Hambledon Parade had been sold. He did not know if this meant that they would soon be brought into use.

- (b) Market Towns Development Officer: The Clerk presented a report to the Council regarding the current situation regarding the vacant post of Market Towns Development Officer. The Chief Executive of Winchester City Council is undertaking a significant review of the organisational structure of the Council's senior management. This has resulted in some redundancies as posts are cut. Following on from this it is reported that the recruitment process has been put on hold for now and is unlikely to begin any time soon. It was also noted that two of the four parish councils in the scheme (New Alresford and Bishop's Waltham) have now withdrawn their support.

As an alternative, WCC have appointed a contractor (Mrs Katie Mattingly) to provide some logistical support for Denmead and Wickham through to Christmas 2017. Cllr Andreoli suggested that the Parish Council should consider appointing someone to support the role in Denmead on a stand-alone basis or in a 50-50 arrangement with Wickham without having to rely of the City Council for support.

Cllr Langford-Smith said that if this were to happen then the Council would need to allocate a budget for this eventuality at the forthcoming informal Budget meeting

- (c) The Great War 100th Anniversary Commemorations 2014-2018: Cllr Langford-Smith spoke about the planned Remembrance Day service scheduled to take place on the 12th November 2017. A major departure from previous years is that there will not be a service in the Church. Instead a short service of commemoration will take place on the Green. This is an all-inclusive event and representatives of all the many Village societies and groups have been invited. Representative of the Village Schools have also been invited.
- (d) Denmead Apple Day: Councillors were reminded once again that the Apple Day will take place on Saturday 21st October and that volunteers would be appreciated. **Noted.**

62/18C Correspondence

- (a) The HALC AGM is due to be held on 4th November 2017 at Thornden School in Chandlers Ford. Members noted that the draft agenda for the meeting has now been published. **Noted.**
- (b) Denmead Community Association: A letter has been received from the DCA informing the Parish Council of a rent revision. Cllr Langford-Smith informed the meeting that this item would be dealt with by the Finance, Administration and Personnel Committee in early November. **Noted.**

63/18C Southern Parishes Group

- (a) The next meeting of the Southern Parishes Group will be held on Monday 6th November 2017: **Noted.**

64/18C The Heath Field

- (a) Cllr Andreoli reported that the last meeting of the Heath Field Working Party met without him. Cllr Brown commented that the meeting did not discuss very much as it was awaiting a valuation report from the Valuation Office Agency.

65/18C Parish Council Meeting Schedule 2018.

- (a) 2018 draft meetings schedule: Members agreed to accept the 2018 meeting schedule without making any amendments. Members agreed to hold the Annual Parish Assembly on the 20th March 2018.

66/18C Communications

- (a) Denmead Scene No 134: The Clerk said that the deadline for articles to be submitted to him was the 28th October 2017. **Noted.**
- (b) Members received quotes to understand the costs involved in producing a one-off twelve or sixteen-page edition of the Denmead Scene. It was agreed that there should be a twelve-page edition for Winter 2017.
- (c) The Parish Council's Facebook pages. A discussion took place regarding greater use of Facebook by the Parish Council if there was sufficient content.

It was RESOLVED to place the current councillor vacancies on the Council's Facebook page.

67/18C Financial

- (a) Orders for Payment: **It was RESOLVED that payments of £19,071.65 (including VAT) made since the last Orders for Payment were APPROVED. It was also RESOLVED that further payments to be considered and detailed on the Orders for Payment (list 9) should be APPROVED in the sum of £18,673.65 including VAT and that receipts of £6,210.03 including VAT are NOTED.**
- (b) Accounts: The accounts for September 2017 had been published. **To note.**
- (c) Bank Reconciliations for September 2017: The bank statements had been previously circulated. The statements for the two current accounts were reviewed and the balances as at 31st August 2017 were reviewed and agreed.

Lloyds Bank	£337,282.08
The Co-operative Bank	£15,182.08

It was RESOLVED to approve the September 2017 bank reconciliations for signing.

Cllr Langford-Smith duly signed the bank reconciliations.

- (d) External Audit 2016-17. The Clerk reported that the recent external audit had been returned with no comments or recommendations coming forward.

It was RESOLVED to record a vote of thanks to the RFO for her work in completing the Audit process.

68/18C To receive the Minutes, Reports, Recommendations and Resolutions from the meetings listed below: - *Note: In accordance with S.O.12(c) the only Minutes to be received by Council are those that have been approved by the said committee.*

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

- (a) Amenities Committee – Minutes 29th July 2015, 6th July 2016, June 14th & 26th July 2017
- (b) Finance, Administration & Personnel Committee – Minutes 18th July & 23rd August 2017.
- (c) Highways & General Purposes Committee – Minutes 5th July 2017.
- (d) Planning Committee – Minutes 23rd August and 13th September 2017.

69/18C Parish Representation on other bodies and organisations

- (a) Church: Cllr Morphett spoke briefly about the forthcoming Remembrance Day service.
- (b) Denmead Community Association: Denmead Community Association: Cllr Andreoli made a brief report regarding the DCA. He reported that the DCA were raising all their charges, not just DPC's.
- (c) Winchester District Association of Local Councils: The Clerk reported that a long-awaited meeting with Ms Laura Taylor (Chief Executive, Winchester City Council) has now been arranged. This has been arranged at 2pm on Monday 27th November at the City offices in Colebrook Street in Winchester.
- (d) Hambledon and Denmead Welfare & Educational Trust: The Clerk reported the resignation of Mr John Spiller as Chairman of the Trust. Mr Derek Gilbert (Nominative Trustee for Denmead Parish Council) has been elected as the new Chairman.

70/18C 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.

There being no further business, the Chairman declared the meeting closed at 9.22 pm
The next Council Meeting is on Wednesday 29th November 2017

PUBLIC SESSION
Full Council Meeting – 18th October 2017

Mrs Sue Thomas of Ashling Gardens spoke about the Heath Field and asked if there had been a valuation of the land done at the time of the Denmead Neighbourhood Plan site allocations assessment. Cllr Andreoli replied that this had not been done as the land was not considered suitable to be put forward for development at that time.

Mrs Thomas then said that as a valuation was being prepared now should she assume that the land would now be put forward for consideration as a development site. Cllr Langford-Smith said that no decision would be made until the Heath Field Working Party reported to the Council with its recommendations. She did not know when the working party's report would be received.

Mr Julian Crewe commented on tonight's agenda. He asked if the minutes of an Amenities Committee meeting held on the 29th July 2015 are to be received without discussion. He reminded councillors that He understood from the agenda of the meeting that Amenities committee had been asked to put forward suggestions for a name for the land behind the War Memorial Hall rather than just to select one option. He said that the Full Council should have been the body making the final decision.

Mr Crewe commented that he was not concerned about the name of the field itself but he was concerned that due process had not been followed when making the decision.

Ms Caine asked if any councillors had spoken with the owners of a similarly named property nearby as a courtesy in order to ascertain their views on the decision to rename the land as the Heath Field. She was informed that no such conversation had taken place.