

PARISH COUNCIL OF DENMEAD



MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 27th June 2018
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 Jones	(P)	Cllr N Lander-Brinkley	(P)
	Cllr P Langford-Smith	(P)	Cllr E Marks	
	Cllr J Morphett	(P)	Cllr Pearson	(P)
	Cllr N Rusbridger		Cllr K Scholey	
	Cllr M Willoughby	(P)	Cllr G West	(P)

Also present: Ten members of the public, Mr Gareth Davies Clerk to the Council and Mr Tony Daniells, Clerk to the Committee.

024/19C Apologies: Apologies were received from Cllrs Marks, Rusbridger and Scholey. Apologies were also received from C/Cllr Stallard and D/Cllrs Brook, Stallard and Read.

025/19C Declarations of Interest: There were no declarations of interest made at this time.

026/19C Minutes of the previous Meeting: **The Minutes of the Annual Council Meeting held on the 16th May 2018.**

- (1) 007/19C section C: Cllr Willoughby's name to be removed from Highways Committee.
- (2) 007/19C section C: Cllr Morphett's name repeated in Highways Committee.

With these minor amendments, it was unanimously RESOLVED that the minutes of the council meeting be accepted as an accurate record and were duly signed by the Chairman.

027/19C Public Participation: The meeting was adjourned at 7.40pm to allow comments from the public. The meeting reconvened at 7.43pm.

028/19C County and District Councillors Report:

- (a) County Councillor report: No report was received from C/C Stallard.
- (b) District Councillor reports: No reports were received from D/C Brooke, D/C Reid or D/C Stallard.

029/19C Councillor Vacancies:

- (a) Councillor vacancies: The chairman stated that there was still a vacancy on the Parish Council.

Cllr Brown suggested that an attempt is made to recruit at the Summer Horticulture Show. **It was unanimously RESOLVED to continue to advertise the vacancy and attempt to recruit a Councillor through advertisement at the Horticultural Society Summer show.**

030/19C Youth Provision:

Youth Provision: Cllr Willoughby reported that on the 15th June 2018 an online application had been accepted registering Denmead Youth Club as a charity. He continued that the Youth Provision had run a bullying workshop, Dangers of energy drinks workshop and are planning a walk in Creech Woods. He reported that further members had joined the club on both Tuesday and Thursday nights. He concluded that the Youth Club are looking to recruit Management Committee Trustees and also volunteer Youth Workers to help run the Youth Club.

The Chairman stated that she had received a correspondence from the Senior Youth Team worker who informed her that she wishes to apply for outside funding.

The Senior Youth Worker had informed the Chairman that with other Youth Clubs that she runs she uses a third party to write the applications for grant funding and these applications had been successful. This service costs £150 and is only payable on a successful application. Outside funding would assist in relieving the financial burden on the DPC. **It was unanimously RESOLVED that the Senior Youth Worker uses a third party to apply for outside funding.**

031/19C Village Matters:

(a) West of Waterlooville:

(i) To receive any report from residents of the developments (or members of the West of Waterlooville Advisory Group) on matters affecting them: The Chairman stated that she had received a report that the Community Building would not be complete until October 2018. **NOTED.**

(ii) Community Governance Review: The Chairman explained that Winchester City Council will meet on 26th September 2018 to consider a recommendation that a legal order to establish a new parish called Newlands at the Waterlooville MDA. If approved, the new Parish would come into being on 1 April 2019. Until then, decisions on matters affecting the area will remain the responsibility of Denmead and Southwick and Widley Parish Councils. WCC will propose the budget for Newlands Parish Council in October 2018. Newlands Parish is to become a legal entity on 1 April 2019 with Councillors elected on 2 May 2019. Following the election, the Council for Newlands will assume decision making responsibilities. Cllr Lander Brinkley stated that the process has gone through and been approved by WCC Licensing and Regulatory Committee and now is to go before WCC Full Council when they next meet later in the year. He continued that the consultant who had started the process has been replaced by a Community Officer from WCC. **NOTED.**

(iii) To receive a proposal to be put to the West of Waterlooville Forum that a Shadow Council is set up in preparation for 1 April 2019 when the new Parish Council of Newlands comes into being. The chairman stated that the proposal for the Shadow Council will be made up of six residents and one Parish Councillor from each Parish and a serving District Councillor. It is proposed that this Shadow Council meets on regular basis until the elections in May 2019 Cllr Lander-Brinkley stated that a discussion had taken place at WOWAG and the shadow council should be close to the Newlands Parish Council. The Chairman expressed her concerns that only one member of Denmead Parish Council would be on Newlands Shadow Council.

The Chairman asked if the Shadow Council could be formed from WOWAG. Cllr Lander-Brinkley stated that it could but the constitution would have to be changed by the West of Waterlooville Forum. The Chairman stated that if only one member of the Denmead Parish Council is on the Shadow Council and if that one Councillor could not attend for any reason then Denmead would not be represented. She expressed her concerns that if Denmead would be handing over a large sum of money it may have no representation on how it would be spent. Three members of the advisory group should represent DPC financial interests in the shadow Newlands Parish Council. Cllr Willoughby asked whether the Shadow Parish Council would have authority to spend money. The Committee Clerk reported that the Shadow Council would have no authority to spend money.

The original proposal that the Shadow Council comprised six residents from the developments, a serving Ward Councillor and a Parish Councillor from each of the two Parish Councils was defeated. A further proposal was put to Council and it was RESOLVED that the shadow council of Newlands Parish is made up of at least two Councillors from Denmead Parish and an unlimited number of residents and that the Shadow Council reports back to Parish Councils for decision making.

(iv) To consider and nominate a Councillor to be the member of the Shadow Parish Council of Newlands: The Chairman stated that that Council had previously agreed that herself, Cllr Lander Brinkley and Cllr Andreoli were currently the representatives on the West of Waterlooville Advisory Group. She proposed that these three Councillors were members of the Shadow Council with two to attend each meeting. A further proposal was that two Councillors were nominated to serve on the Shadow Council with a third as a deputy but this proposal did not receive support. **it was RESOLVED that the three Councillors that**

are currently this Councils representative on West of Waterlooville Advisory Group are proposed to the shadow Parish Council of Newlands with at least one attending every meeting.

- (b) Town Manager Update: The Chairman reported that in company with the Vice Chairman they had attended a meeting with Kate Cloud and Sue Robbins of Winchester City Council to discuss the future funding of the Town Centre Manager role. Of the original five Parish Councils only two were left, Wickham and Denmead.

She continued that Wickham's requirements are more business based, whereas Denmead require assistance in management of events such as the Chicken Run, Summer Party, Apple Day and Winter Festival. Without assistance from WCC these events could not take place as the Denmead business community do not have the volunteers or people to spare the time to run these events successfully.

She concluded that WCC had not committed to any decision but would consider the resources it has at its disposal. **NOTED**

- (c) Great War Centenary Commemorations 1914-1918: The Chairman reported that she had sourced 100 poppies for the War Memorial and the 100th anniversary to the end of the Great War. She continued that she had been advised of the availability of the Ypres poppies and after further investigation she had contacted the organiser of the Ypres ceremony who offered her 105 poppies for the cost of delivery at 45p a mile for 150 miles plus a donation to Combat Stress. **It was unanimously RESOLVED to cover the cost of the transportation of the poppies and to donate £500 to Combat Stress.**

- (d) Denmead Horticultural Show: The Chairman requested that the Denmead Parish Council has a stand at the Denmead Horticultural Show on the 18th July 2018, **it was unanimously RESOLVED that the DPC has a stand at DHS Show.**

The Chairman continued by requesting volunteers to put up and take down the stand, and be available at the stand throughout the day. Cllrs Morphett, Willoughby, Andreoli, Pearson, Brown and Langford-Smith duly volunteered. **NOTED.**

- (e) Denmead Village Party: The Chairman reported on the success of the Denmead Party. She continued that local businesses had been pleased with the event and that there was positive feedback from Denmead residents on Facebook.

She stated that for next year's event a smoking area is arranged, a glass free environment is enforced, sponsorship has been offered by Pearson's Estate Agents and called for volunteers from the Denmead community. **NOTED.**

032/19C Correspondence

- (a) South Downs elections: The Chairman stated that the South Down elections are to take place in July 2018 and invited members of the Council to stand for election. Cllr Lander-Brinkley duly volunteered and requested that the ballot papers are forwarded to him. **It was unanimously RESOLVED that Cllr Lander-Brinkley votes in the forthcoming South Down elections on behalf of the DPC.**

- (b) HALC e-update: To consider matters arising from HALC update. No matters were raised and the update was **NOTED.**

- (c) DCA with regards to a survey on the Old School building: The Chairman reported the details of a letter which she had received a letter from the DCA with regards to a survey of the Old School Building.

Cllr Andreoli recalled that he was at the meeting in which the lease was discussed with the DCA and he disagreed with the contents of the correspondence stating that it was agreed that the DPC, as

landlord of the building, receive a written request to assist with the cost of a structural survey and not pay the full amount.

Cllr Brown stated that a full structural survey would benefit the DPC as the building is a financial asset. **It was unanimously RESOLVED that a surveyor's report is obtained with the cost being no more than £2000.**

033/19C Southern Parishes Group

Southern Parish Council: The Chairman reported that the next Southern Parishes meeting is on the 9th July 2018 and requested that the Chairman and the Clerk attend as an official duty. **It was unanimously RESOLVED that the Chairman and Clerk attend the Southern Parishes meeting as an official duty.**

034/19C The Heath Field

Heath Field: Cllr Andreoli reported on the findings of the Heath Field Working Parties final report, he stated that the report had reduced the options for use of the field to three.

- (i) Sale of the Heath Field.
- (ii) Leave as it is.
- (iii) Lease to War Memorial hall.

He stated that the preferred option of the working party was option 2, To remain in the current situation in that the asset is kept for its original proposed purpose of new Parish Council Offices with a review in five years or following the development of the Kidmere site, whichever comes first. He continued that DPC and the War Memorial Hall Committee should establish a dialogue to improve relations and support the WMH in going forward. He concluded that in the past a representative from the DPC was invited to WMH committee and was unsure why this had lapsed and if it could be reinstated.

Cllr Andreoli requested that the report is placed on DPC website for the public.

It was RESOLVED that option (ii) is the preferred option of the DPC and that the future of the Heath Field is to be decided in five years' time or on completion of the Kidmere development, dependent on what is first.

035/19C Petitions Policy

Petitions policy: The Chairman explained to the Council that a petitions policy was one of the recommendations of an investigation by Cllr Willoughby. The policy was now complete and for consideration of the Council. **It was unanimously RESOLVED that the petitions policy is adopted for use at DPC.**

036/19C Communications:

- (a) Denmead Scene issue 136: The Chairman reported that Denmead Scene 136 had now been distributed. **NOTED.**
- (b) Denmead Scene issue 137: The Chairman requested that articles for the next edition of Denmead Scene are submitted to the Deputy Clerk by the 23rd July 2018, she requested for volunteers from the Council to submit articles for publication. **NOTED**
- (c) Matters relating to DPC Facebook pages: The Clerk reported that training had been cancelled and that a new date is to be arranged. The Chairman asked Council if any Councillors wished to undertake the training and if so contact the Clerk for details. **NOTED**

037/19C Financial:

- (a) Orders for Payment: **It was unanimously RESOLVED that the payments detailed on the Orders for Payment (list 04) should be APPROVED in the sum of £2509.33 including VAT and that receipts of £848.00 are noted. Further payments of £4,064.98 (including VAT) made since the last orders of payment were RATIFIED.**

(b) Denmead Parish Council Annual Return – 2017-18:

i) To note that the Internal Auditor has carried out a review of the Accounts for the year ended 31st March 2018 and signed the Annual Internal Audit Report 2017-18 on page 5 (previously circulated) and to note there were no risk areas identified.

The Council NOTED that the Internal Auditor had completed his review of the accounts and completed his audit report.

ii) To approve the Annual Governance Statement 2017/18 - Section 1 of the Annual Return on page 2 (previously circulated) and to authorise the Chairman and Clerk to sign off.

It was RESOLVED that the Annual Governance Statement be APPROVED by the Council.

It was also RESOLVED to authorise the Chairman and the Clerk to sign the Annual Governance Statement (Section 1) of the Annual Return.

iii) To authorise the Chairman to sign the Accounting Statements 2017-18 - Section 2 of the Annual Return on page 3 (previously circulated).

It was RESOLVED to authorise the Chairman and Responsible Financial Officer to sign the Accounting Statements 2017-18 (Section 2) of the Annual Return.

iv) To receive and note the Annual Internal Audit Report Section 4 on page 5 (previously circulated) and note that the Risk Assessment on the Financial Systems Internal Controls prepared by the RFO has been signed off by the Internal Auditor and the RFO.

The Council NOTED the Annual Internal Audit (report Section 4) of the Annual Return.

v) To note that the Period for the Exercise of Public Rights - Accounts for the Year ended 31st March 2018 commences on 3rd July 2018 and ends on 11th August 2018.

The Council NOTED this information.

The Parish Council recorded a vote of thanks to Mrs Jennie Hanman, RFO for all of her work in ensuring that the annual Internal Audit was completed without any issues arising.

038/19C It was RESOLVED to receive the Minutes, Reports, Recommendations and Resolutions of the following committee meetings: -

- (a)** Amenities Committee – Minutes 11th April 2018.
- (b)** Finance, Administration & Personnel Committee – Minutes 25th April 2018.
- (c)** Highways & General Purposes Committee – Minutes 2nd May 2018.
- (d)** Planning Committee – Minutes 9th and 30th May 2018. 010/19P Cllr Lander-Brinkley stated that Community Governance Review should be discussed on Full Council and not at the Planning Meeting.

039/19C Parish Representation on other bodies and organisations

- (a)** Church: Cllr Morphett stated that had been a request from the Church as to whether the road would be closed for Remembrance Day ceremonies. The Chairman stated that this had already been confirmed by WCC.
- (b)** DCA: Cllr Andreolli stated that there had been no meetings of the DCA due to insufficient numbers.
- (c)** HALC: Cllr Lander-Brinkley reported that there had been no reports from HALC as the Chief executive was currently unwell.
- (d)** Hambledon and District Welfare and Educational Trust: No report was received.

- (e) Denmead Twinning Association: The Committee Clerk reported that Saint-Georges Les-Baillargeaux had given Denmead a gift of a weather vane, it is intended that it is installed on the Old School Building.

There being no further business, the Chairman declared the meeting closed at 9.20pm
The next Council Meeting is on Wednesday 5th September 2018.

Signed: _____ **Date:** _____

PUBLIC SESSION
Full Council Meeting – 27th June 2018 2018

Public Participation. The Public Session commenced at 7.33pm to allow members of the public to address the Parish Council,

A resident of Chestnut Close expressed her concerns at the removal of the fence from the Heath Field explaining that she had felt that she had lost the facility which she had previously frequently used with her children. She continued that it had been explained to her that she had to wait six months before she could make a formal request to have the fence replaced. She concluded that she had waited six months and this was now her formal request.

