

PARISH COUNCIL OF DENMEAD



MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON WEDNESDAY 16th May 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 N Lander-Brinkley	(P)	Cllr P Langford-Smith	(P)
	Cllr E Marks	(P)	Cllr J Morphett	(P)
	Cllr N Rusbridger	(from 7.35pm)		
	Cllr K Scholey	(P)		
	Cllr G West	(P)	Cllr M Willoughby	

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

001/19C Election of Chairman 2018/2019:

Cllr Langford-Smith invited nominations for the Chairman of the Council.

Cllr Langford-Smith was proposed by Cllr Andreoli and seconded by Cllr Morphett and Cllr Scholey. Councillor Langford-Smith confirmed that she was willing to serve. A vote was taken by a show of hands.

It was RESOLVED by a majority that Cllr Langford-Smith be elected as Chairman of the Parish Council, for the municipal year 2018/2019.

Cllr Langford-Smith remained in the chair.

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).

002/19C Apologies: Apologies were received from Cllr Willoughby for absence and Cllr Rusbridger for attending late.

003/19C Declarations of Interest: There were no declarations of interest.

004/19C Minutes of the previous Meeting: The Minutes of the Council Meeting held on the 4 April 2018 were submitted for approval. Councillor Lander-Brinkley raised the following discrepancies:

- 135/18C the correct spelling of Owslebury.
- 136/18C to clarify what meeting Councillor Brown referred to, it was stated it was in reference to the attendance of the Annual Parish Assembly.
- 141/18C Cllr Lander-Brinkley reported on his attendance of the WDALC meeting, he challenged the Chairman on her comment that this event did not represent good value for money. He continued that he attended the event and considered that the comment had undermined his report and he objected to the comment. **It was RESOLVED that the Cllr Lander-Brinkley's report is attached to the minutes.**
- 141/18C Cllr Lander-Brinkley advised that in his report he stated that the DPC should seek quotes of alternative IT suppliers when the current contract as expired. **It was RESOLVED that the Clerk should investigate.**
- 141/18C(d) Former Cllr Hallett is referred to as Mr Hallett. **RESOLVED**
- Exempt business - Brown site should read Brownfield site and change to the correct spelling of Councillor. **RESOLVED**

- The correct spelling of Coal.

The Chairman amended the signature copy of the minutes.

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

Cllr Rusbridger joined the meeting during this item.

005/19C Public Participation The meeting was adjourned at 7.40pm to allow comments from the public. The meeting reconvened at 7.43pm.

006/19C Election of Vice-Chairman

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. Cllr Andreoli confirmed he was willing to serve and members were asked to vote by a show of hands.

It was unanimously RESOLVED that Cllr Andreoli be elected as Vice-Chairman of the Parish Council for the municipal year 2018/2019.

007/19C Structure and membership of Committees and Sub-Committees for the ensuing municipal year (2018/2019) (S.O.2j iii)

(a) The Chairman stated that unfortunately the Footpaths Sub Committee would not be reinstated due to a shortage of volunteers. The subject was raised with regards to the schedule and frequency of meetings. **It was unanimously RESOLVED that the meeting schedule and frequency should remain the same for 2018/19.**

(b) A list of the current structure of Committees had been previously circulated. It was stated by the Chairman that it was the intention to aim for 10 members on the Amenities Committee, 9 members on the Highways and General Purposes Committee and 9 members for Planning Committee, **It was RESOLVED that the structure and aims of the committees would remain without change.**

(c) After consultation the Chairman informed the Membership of Committees would be as follows:
 Amenities Committee: Cllrs Brown, Lander Brinkley, Scholey, West, Willoughby, Marks, Langford-Smith and Andreoli.
 Planning Committee: Brown, Marks, Morphett, Rusbridger, Willoughby, Langford-Smith and Andreoli.
 Highways: Brown, Andreoli, Lander-Brinkley, Morphett, Rusbridger, Willoughby, Langford-Smith, Morphett, West and Scholey.
 Two vacancies remained on Amenities and Planning Committees.
The above list was unanimously AGREED.

008/19C Elect a Chairman for each Committee and Sub-Committee: -

(a) **Amenities Committee:** Cllr Langford-Smith proposed Cllr Andreoli, seconded by Cllr West. **It was unanimously RESOLVED that Cllr Kevin Andreoli be elected as Chairman of the Amenities Committee for the 2018/2019 year.**

(b) **Highways & General Purposes Committee:** Cllr West proposed Cllr Brown, seconded by Cllr Scholey. **It was unanimously RESOLVED that Cllr Ian Brown be elected as Chairman of the Highways & General Purposes Committee for the 2018/2019 year.**

(c) **Planning Committee:** Cllr Morphet proposed Cllr Langford-Smith, seconded by Cllr Andreoli. **It was unanimously RESOLVED that Cllr Paula Langford-Smith be elected as Chairman of the Planning Committee for the 2018/2019 year.**

009/19C Appointment of Parish Councillors to other duties 2018/19

(a) A list of proposed appointments had been previously circulated. Cllr Morphet was offered the position of representative with All Saints Church to which he accepted.

Cllr Andreoli and Cllr Brown both volunteered to represent the Council with the Denmead Community Association.

Cllr Lander-Brinkley agreed that he would continue to be the representative to the Winchester District Association of Local Councils.

It was asked if Mr. Hallett would be prepared to remain as the Council's representative to the Hambledon and Denmead Welfare & Educational Trust. This offer is yet to be confirmed.

It was agreed that Cllr Rusbridger should continue in the role as representative with Denmead Twinning Association.

Cllr Langford-Smith would continue matters related to Public Transport.

Cllr West volunteered to represent the Council on Emergency Planning and Flooding.

It was agreed that Cllr Paula Langford-Smith, Cllr Andreoli and Cllr Lander-Brinkley would continue to represent Council in regards with the West of Waterlooville Advisory Group. **It was unanimously RESOLVED to appoint the members to the outside organisations as shown on the above list.**

010/19C County and District Councillors Report:

(a) No report was received from County Councillor Stallard. Apologies were received from her explaining she was attending a meeting in Winchester.

(b) Apologies were received from D/Cllrs Brook, Read and Stallard. A report was read by the Chairman which had been received from D/Cllr Brook which stated that Dementia Action Denmead is now registered as a Dementia Friendly Action Group. The report continued that DC Brook is to receive her Dementia Friends Training on the 18th May 2018. The next Meeting of Dementia Action Denmead is 25th May 2018 and it is intended that an action plan would be agreed at this meeting. The Surgery at Denmead have provided more resources for dementia and businesses are keen to be involved.

Regarding matters of Council, the report stated that Conservatives maintained control of Winchester City Council and that cabinet portfolio holders would remain in their positions. The report continued that Winchester City Council had launched a Business grants scheme, which residents are entitled to vote on which businesses receive grants.

The report further continued that the West of Waterlooville Community Governance Review now has a new lead and is on track to finish on schedule. There have been discussions on who will take on the open land and it is likely that Havant Borough Council will propose the newly formed Parish Council take the land on. Taylor Wimpey have been contacted to verify this and also the future of the land which is managed by Trinity, a land management company.

The report concluded that a meeting is taking place in regard to the water on Darnell Road, where landscaping has created a perched water table. Hampshire Highways will not adopt the road while this is happening, various options are being considered with bore holes being drilled to find a more permeable surface. **NOTED.**

011/19C Councillor Vacancies

(a) Applications were considered from Rachael Pearson and Andrew Jones to be co-opted onto the council. **It was RESOLVED by ballot that Rachael Pearson and Andrew Jones are co-opted to serve in Denmead Parish Council.**

Both Councillors signed an Acceptance of Office and joined the council meeting.

- (b) **It was AGREED that Cllr Pearson and Cllr Jones will both serve on Planning and Amenities Committees.**

012/19C Youth Provision:

A report was read by the Chairman from Kat Lemon, Head of Youth Provision which stated that on Tuesday evening a session was run on Generation Code funded by UK Youth and Microsoft. The Sports School ran a session of hockey which was stated as being popular.

On Tuesday nights the young leaders have been working on their UK Youth Achievement Awards and they are currently planning activities for the club which include a visit by the local Police Community Support Officer and a GCSE option talk.

The report continued that the Youth Club had created comics which were sold at the Chicken Run in order to raise funds.

On Thursday evenings, the club addresses the ongoing issues of substance misuse through a drugs workshop and a relationships workshop, which is run by No Limits.

The Sports School ran a session on yoga to teach young people mindfulness techniques to cope with mental health issues including stress and anxiety along with an online mental health workshop and a safety workshop,

The management committee have created a constitution and are in the process of arranging a bank account, once the constitution is agreed the Youth Club can apply for funding.

The recruitment of new members to take over from Parish Councillors is ongoing. Updated media and medical consent forms have been created which brings the club in line with GDPR.

The report concluded by stating that Kat Lemon has completed a number of training courses at her expense which include substance misuse, mental health issues, young people at risk of pregnancy, residential trips and LGBT plus. Both Mrs House and Miss Lemon have also attended Money Matters to help young people deal in money issues and also both have completed their First Aid Training
NOTED.

013/19C Village Matters:

- (a) West of Waterlooville: Cllr Lander-Brinkley stated that the results of the second consultation held by Winchester City Council with regards to Community Governance review, was declared after it finish on the 22nd April 2018,

There were only 32 responses to the Community Governance Review which raised questions, although the general feeling among the group is that the public are tired of consultations.

He continued that there were three points he wished to make,

- There was an 87.5% vote for a Parish Council.
- The name Newlands gained 34.4% with the no response gaining 28%.
- There is a clear preference for having one list of candidates for any election to the new Council 68.7% rather than the suggestion of warding the area.

A meeting has also taken place between DPC members and Winchester City Council to discuss open space allocation with the transfer of some spaces to the new Council. It has been established that WCC will retain part of the Denmead Gap which will now be known as Newlands Walk. He continued that there are some issues upon which the Advisory group should express a view, on whether they should take over any open space in conjunction with Havant BC.

He referred to a meeting held with representatives from Southwick & Widley and WCC, which ensured a common position on the open space issues and to which date the legal forms may apply. The current target is to formally accept legally the Parish on 10th April 2019 with elections taking place on 2nd May 2019. **NOTED.**

- (b) Town Centre Manager update: The Committee Clerk stated that the village party will take place on the 22nd June 2018 and will take the same format as previous years. DPC are to help with chairs and a marquee. Volunteers are still required to set up and help throughout evening with regards to marshalling duties. **NOTED.**
- (c) The Chairman stated that DPC had been invited by WCC to attend a meeting with Wickham, who also use the Market Towns Development Officer. This is to take place on the 20th June 2018 at 10.00am and it is to decide on the use and the future of the aforementioned role. **NOTED.**

014/19C Correspondence

There was no correspondence to receive. **NOTED.**

015/19C Heath Field

There has been no meeting of the working party and therefore no report to receive. **NOTED.**

016/19C Southern Parishes Group

The Chairman reported that a Chairman for the Southern Parishes Group had been elected and that the management of the Southern Parishes Group shall remain with Bishops Waltham Parish Council and that the draft charter of the Southern Parishes was signed at the meeting.

She continued that a conversation had taken place with regards to Speed Watch, with the request for Cllrs from other areas to assist and the use of DPC equipment. The Chairman stated that due to time constraints and the difficulty in conducting Speed Watch in Denmead area, it would not be practicably possible to assist in other areas. She also expressed her concerns on the loaning of equipment in regards to damage and loss.

In regards to Winchester affordable homes, it was decided that Southern Parishes would invite DC Brooke and Horrall to discuss WCC Policy and any suitable sites for development.

Cllr Rappe attended an Intelligence and Enforcement Working Group Meeting with regards to fly tipping. She will continue to represent the Southern Parish Councils at further meetings.

Wickham Council raised the issue of the number of dogs that professional dog walkers were allowed to walk. There was a discussion as to whether there was anything in place and they were advised by the Southern Parishes Committee that a By-Law could be put in place to resolve the issue.

Cllr Andreoli pointed out that Gosport Borough Council already has a By-Law in place, although It was mentioned by the Chairman that this law does not affect the number of dogs an individual is allowed to walk if they are the legal owners. Cllr Scholey asked how many dogs they were allowed to walk under the Bye-Law and Chairman stated that she believed the number was five. **NOTED.**

017/19C Affordable Rural Housing:

Cllr Marks reported that a meeting took place on the 16th April 2018 and that it was decided that there were no suitable sites to offer for affordable housing. She continued that it was suggested that the land at Green Lane could be considered in the future. A number of confidential sites had been proposed but they had been rejected as it was considered that these would extend Denmead.

Cllr Lander-Brinkley stated that one was outside the planning area and that was considered an advantage as it automatically becomes an exception site which would make it easier to complete the development and advised that each site should be considered separately before a case being made to take the development further. He continued that it was unusual in the fact that there were three

landowners who could provide land for affordable housing and that proposer would be coming back with proposals. **NOTED.**

018/19C Communications:

- (a) Denmead Scene: Issue No 136 has now been completed, sent to the printers and will be distributed in June. **NOTED.**
- (b) Matters regarding Denmead Scene: It was requested by Cllr Brown that articles are required for the next edition of Denmead Scene and called on the new members of Council to prepare an article. Cllr Rusbridger offered to write an article on the recent exchange visit of the Twinning Association. **NOTED.**
- (c) Matters regarding Facebook: The Clerk reported that Facebook training had been arranged in order for the Council to use Social Media as a medium for distributing factual information to residents of the Parish. **NOTED.**

019/19C GDPR:

The Clerk reported that a policy and an audit has been completed with regards to General Data Protection Regulations. He continued that DPC offices are already compliant in that personal details are kept in lockable storage and a clear desk policy is routinely practiced.

Councillors were reminded that it is in their interests to keep Council and private emails as a separate account.

He concluded that a statement which is to be attached to emails requesting permission on how residents wish to be contacted in line with Data protection has been drafted. The acknowledgement of receipt of the reply will then be stored in a folder which will act as our authority in dealing with that resident and also a letter will be sent to staff to inform them that personal details are kept on file which are necessary and proportionate in regards to their employment. **NOTED.**

020/19C Staff matters:

The Chairman reported that she had a meeting with the Head Groundsman with regards staffing levels. She expressed her concerns in the low staff levels and explained the amount of work which had been undertaken. It was stated that the RFO had informed her that there was a budget for a fourth Groundsman and it was proposed that the position is advertised. **It was RESOLVED by a majority that a fourth Groundsman is employed at Denmead Parish Council.**

021/19C Financial:

- (a) Orders for Payment: **It was unanimously RESOLVED that the payments detailed on the Orders for Payment (list 02) should be APPROVED in the sum of £14,831.90 including VAT and that receipts of £4,367.63 are noted. Further payments of £12,402.58 (including VAT) made since the last orders of payment were RATIFIED.**
- (b) Accounts: The accounts for 2018 have been issued. **NOTED.**
- (c) Bank Reconciliations for April 2018: The bank statements had been previously circulated. The statements for the two current accounts were reviewed and the balances as at 30th April 2018 were reviewed and agreed.
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|-----------------------|-------------|
| Lloyds Bank | £331,622.51 |
| The Co-operative Bank | £29,078.21 |

It was RESOLVED to approve the April 2018 bank reconciliations for signing.

The Chairman duly signed the bank reconciliations.

It was reported that the RFO had achieved an audit without any matters arising. The Council congratulated the RFO on a successful audit. **NOTED.**

022/19C 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 28th February 2018.
- (b) Finance, Administration & Personnel Committee – Minutes 14th March 2018.
- (c) Highways & General Purposes Committee – Minutes 21st March 2018.
- (d) Planning Committee – Minutes 14th February 2018 and 29th March 2018.

023/19C Parish Representation on other bodies and organisations

- (a) Church: Cllr Morphett stated that there was nothing to report with regards to church matters.
- (b) Denmead Community Association: Cllr Andreoli reported that the Citizens Advice Bureau had changed and restricted the days of service. Cllr Brown stated that the grant had already been issued prior to changes to the service and that a letter should be written requesting that a regular service is resumed.
Cllr Andreoli added that the Annual Beer Festival is to take place on October 27th 2018.
It was AGREED to write to the Citizens Advice Bureau and request that normal service is resumed.
- (c) Winchester District Association of Local Councils: Cllr Lander-Brinkley reported that a meeting had taken place at Owslebury. GDPR had been discussed and also ongoing issues with the A32 and the B2177 roadways, with regards to excessive noise from motorcycles he concluded that the main problem was getting the police commissioner to take anything seriously. He continued that the area is marginally included in the South Downs National Park and a presentation was made on the local plan which was submitted earlier this month which affects few areas in Denmead.

Cllr Brown commented on the new Ministry of Transport Test which includes nuisance noise.
- (d) Hambledon and District Welfare and Educational Trust: No reports received with regards to the HDWET.
- (e) Denmead Twinning Association: Cllr Rusbridger reported that a visit of 45 residents of Saint-Georges-Lès-Baillargeaux had arrived in Denmead and were taken on a tour of the Bombay Sapphire Gin Distillery. In the evening a supper and dance were held at the Church Hall. Cllr Rusbridger concluded his report by describing the event as extremely successful.

There being no further business, the Chairman declared the meeting closed at 8.42pm
The next Council Meeting is on Wednesday 27th June 2018.

Signed: _____ **Date:** _____

PUBLIC SESSION
Full Council Meeting – 16th May 2018

A resident asked a question with regards to the meeting of the Heath Field working party. When would the Working Party meet and when could a report be expected. Cllr Andreoli replied that a meeting had not taken place due to Councillor availability and as a consequence there was nothing to report.