

# ALLBROOK PARISH COUNCIL

*Interim Parish Clerk*

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18 August 2010

**To: All Members of the Council**

## **NOTICE OF MEETING**

*Meeting:* COUNCIL MEETING

*Venue:* Methodist Church, Winchester Road, Chandler's Ford  
(Meeting Room 1)

*Date:* Wednesday 25 August 2010

*Time:* 7.15 pm

**(PLEASE NOTE VENUE AND LATER STARTING TIME)**

## **AGENDA**

1. Apologies
2. Declaration of interests – members are asked to declare any interests they may have in relation to items on the agenda for this meeting
3. Public participation – members of the public are invited to ask questions or make statements during this session
4. To approve the minutes of the meetings held on 9 and 21 June 2010 (attached)
5. Matters arising
6. Standing Orders – report of the Interim Parish Clerk (attached)
7. Financial Regulations – report of the Interim Parish Clerk (attached)
8. Council meeting dates and venues – further discussion
9. Children's play areas (Chairman to report)
10. Broomhill and Lincolns Rise allotments:
  - (a) to appoint solicitors to act for the Council for the formal transfer of the allotments from Eastleigh Borough Council (Clerk to report)
  - (b) to arrange a presentation by a Borough Council officer on allotments administration

11. Planning: to note the following application:  
F/10/67590 Land at Saddlers Close – erection of 2 no 3-bed semi-detached houses  
(Note: The application site is just outside the parish boundary)
12. Parish Clerk – to receive report from the Recruitment Panel on the appointment of a permanent part-time Clerk  
(Note: Depending on the progress of the interviews, this item may require a decision of the Council)
13. Confidential business – to consider the exclusion of the press and public for the following item on the grounds that, by reason of the confidential nature of the business, publicity would be prejudicial to the public interest
14. Interim Parish Clerk – to consider the possible extension of the Interim Clerk's contract to provide a suitable hand-over period

**MIKE DERRICK**

**Interim Parish Clerk**

## **ALLBROOK PARISH COUNCIL – FIRST ANNUAL COUNCIL MEETING**

**9 June 2010**

**Scout Hut, Boyatt Lane, Allbrook**

**(7.00 pm – 8.36 pm)**

PRESENT: Councillors Mrs Calder, Mrs Cossey, Mrs Evans, Hawes, Smith,  
Mrs Sollitt, Mrs Symonds and Wall

### **1. APPOINTMENT OF CHAIRMAN**

AGREED that Councillor Peter Wall be elected Chairman of the Council for the year 2010/11.

### **2. APPOINTMENT OF VICE-CHAIRMAN**

AGREED that Councillor Mrs Kathleen Symonds be elected Vice-Chairman of the Council for the year 2010/11.

### **3. ACCEPTANCE OF OFFICE**

It was noted that all members had signed their Declaration of Acceptance of Office.

### **4. GETTING STARTED**

Members considered a report from the Interim Parish Clerk on the essential 'setting up' processes for the new Parish Council. Examples of early tasks were the appointment of a permanent Clerk, the approval of Standing Orders and Financial Regulations and member training. In due course, the Council could go on to consider the range of services it might wish to provide and in this context the report was appended by a list of powers and functions. The Chairman commented that this aspect would be a challenge to the Council in view of its limited size, resources and facilities.

AGREED:

- (1) That the suggested timetable for dealing with the principal 'setting up' issues be adopted;
- (2) That a special Council meeting be held on Monday 21 June 2010 at 7 pm to discuss the appointment of a permanent Clerk.

### **5. FUTURE PARISH COUNCIL MEETINGS**

Members discussed a possible calendar and venue(s) for future Council meetings. It was proposed that meetings be held bi-monthly and members were asked to advise the Clerk if any particular days/dates were inconvenient. The aim would be use rotating venues but this might prove difficult in view of limited premises and availability.

AGREED:

- (1) That the principle of bi-monthly meetings with rotating venues be agreed;
- (2) That the Annual Parish Meeting for Allbrook be held in April 2011.

### **6. CODE OF CONDUCT**

Members considered the Model Code of Conduct for Parish and Town Councils, a copy of which had already been circulated. The Clerk advised that the Code would automatically apply to the Council if not formally adopted.

Paragraph 12 of The Code was an optional paragraph which allowed members with prejudicial interests to address the Council on a particular matter before withdrawing from the meeting. This could apply as long as the public were also allowed to attend the meeting for the same purpose. Provisions allowing the public to speak at meetings could be included in the Council's Standing Orders.

AGREED that the Model Code of Conduct be adopted, with the inclusion of paragraph 12.

## **7. PUBLIC PARTICIPATION**

The Council discussed the need or otherwise of a public participation session at Council meetings. This was agreed in principle, subject to further discussion on detailed arrangements.

Members of the public were also invited to speak at this point. One resident suggested that the name of the Parish Council should be changed to reflect the inclusion of north Boyatt Wood in the parish.

There was also discussion on the issue of communication with the public and publicity for meetings. It was suggested that permission be sought for use of the BARG notice boards and that consideration be given to a new notice board at the top of Boyatt Wood. County Councillor Thomas indicated that he may be able to fund a new board.

AGREED

- (1) That the principle of a public participation session at Council meetings be agreed, subject to consideration of detailed arrangements;
- (2) That the Clerk be asked to report on the suggested change of name for the Parish Council.

## **8. CONSIDERATION OF PLANNING APPLICATIONS**

Initial discussion took place on the handling of planning applications. The Parish Council were entitled to be consulted on all applications in the parish, with a period of 21 days allowed for a response.

The Chairman commented that, generally, there was a limited number of applications for Allbrook parish, most of which were delegated to planning officers. The options for considering applications included discussion by full Council, a separate Planning Committee or by more informal methods.

AGREED that further discussion on this item take place at the next meeting.

## **9. ATTENDANCE OF BOROUGH AND COUNTY COUNCILLORS**

Members discussed a policy on the attendance of Borough and County Councillors at Parish Council meetings.

It was noted that the Borough Council was presently well represented by the Parish Council membership (the Chairman and Councillor Mrs Sollitt). Councillor Chris Thomas was both the County Councillor and other Borough Councillor for the area.

AGREED that copies of agendas be sent to Councillor Thomas but that no separate provision for Borough and County Council contributions be included in agendas.

## **10. MEMBERSHIP OF THE HAMPSHIRE ASSOCIATION OF LOCAL COUNCILS**

The Clerk presented a report on possible membership of the Hampshire Association of Local Councils (ALC).

The Association, based in Chandler's Ford, acted as a support organisation and representative body for the parish council movement. The report described the benefits of membership, particularly in the Parish Council's early days, in terms of ready access to legal advice, training resources and general guidance. Subscriptions were based on a formula related to the number of electorate and, for 2010/11, the subscription for Allbrook parish would be £336.

AGREED that the Council take up membership of the ALC for the year 2010/11.

## **11. PROVISION OF GRIT BINS FOR WINTER CONDITIONS**

Members received a copy of a letter from Councillor Ken Thornber, Leader of Hampshire County Council, concerning the provision of additional grit bins in the county. Extra funding was being allocated following the harsh weather conditions last winter and Parish Councils were invited to bid for additional bins in vulnerable locations. Bids had been requested by the end of April and the Borough Council's Local Area Committees had therefore submitted requests on behalf of the new Parish Councils in order to meet the deadline. The Clerk tabled a list of extra bins requested by the LACs. AGREED that the correspondence be noted.

## **12. FINANCE MATTERS**

*General:* Members noted the Parish Council's budget for the current financial year, together with drafts of monitoring schedules and financial reports. Members requested a breakdown of the operating costs for Broomhill and Lincolns Rise allotments.

*Banking arrangements:* The Clerk reported that a current account had been established for the Parish Council with Barclays, the Borough Council's bankers.

AGREED:

- (1) That the Council agree to retain the banking arrangements with Barclays for the time being;
- (2) That cheque signatories be the Clerk, plus any two members from the following:  
Chairman of the Council, Vice-Chairman of the Council and Councillor Cossey.

*Council insurance:* A report of the Clerk dealt with the provision of suitable insurance cover.

All local authorities should ensure they had adequate insurance to cover risks arising from their activities. As a minimum, there was a requirement for public liability cover, as well as fidelity cover in respect of the Responsible Financial Officer. The report gave details of two quotations from recognised local government insurers for generally comparable policies.

AGREED that the Council insure with Zurich (Community First Insurance) in 2010/11 for a premium of £273.10 (to include public liability cover of £10m).

*Appointment of Internal Auditor:* Only one quotation had been received for this appointment and at least one further quotation should be obtained.

### **13. MEMBER TRAINING**

Details of various member training courses organised by the Hampshire Association of Local Councils had been provided with the agenda. These were:

*Chairmanship Skills* 18 June 2010, Eastleigh (£25 per person)

*Core Skills for Councillors* 23 June 2010, Alton or 21 July, Eastleigh (£25 per person)

*New Councils Seminar* 30 June, Winchester (£10 per person)

County Councillor Thomas, in the context of his links with South East Employers, offered to provide core skills training for Councillors at no cost.

AGREED:

- (1) That Councillors Hawes and Mrs Symonds be authorised to attend the New Councils Seminar at Winchester at the Council's expense;
- (2) That arrangements be made for Councillor Thomas to provide core skills training.

### **14. STANDARDS COMMITTEE, EASTLEIGH BOROUGH COUNCIL**

The Clerk reported that the new Parish Councils of Allbrook and Chandler's Ford had been invited to nominate a parish representative to serve on the Borough Council's Standards Committee. One place was available between the two Councils.

AGREED that Councillor Tracy Calder be nominated from this Council.

### **15. MEMBERS' QUESTIONS**

The Chairman suggested that it would be useful to arrange a tour of the parish at an early date.

### **16. DEVELOPMENT ADJOINING PENARTH HOUSE, OTTERBOURNE HILL**

Reference was made to the proposed shared care living scheme at this site. The developers had offered to make a presentation to the Council in advance of a formal planning application.

AGREED that the presentation be arranged for Tuesday 22 June at 7 pm, preferably at the developers' own premises.

**ALLBROOK PARISH COUNCIL****21 June 2010****Civic Offices, Leigh Road, Eastleigh****(7.00 pm – 8.21 pm)**

PRESENT: Councillor Wall (Chairman); Councillors Mrs Calder, Mrs Evans and Mrs Symonds

(Apologies for absence were received from Councillors Hawes and Mrs Sollitt)

**17. CONFIDENTIAL BUSINESS**

The Council agreed not to exclude the press and public for the following item.

**18. APPOINTMENT OF PERMANENT PARISH CLERK**

Consideration was given to a report of the Interim Parish Clerk on the appointment of a permanent Clerk.

Members discussed the arrangements for advertising and noted that Chandler's Ford Parish Council had invited Allbrook to share in a joint advertisement in the Southern Evening Echo. However, in view of the cost, members felt that the alternative options should be used first (hampshirejobs website, the HALC website and local posters). A press advertisement could then be considered, depending on the response.

AGREED:

- (1) That the draft advertisement (Appendix 1 to the report) be approved;
- (2) That the post be advertised as detailed above, with an application period of 21 days (16 July deadline)
- (3) That the draft job description (Appendix 2) be approved;
- (4) That applications be invited in the form of a CV with covering letter;
- (5) (a) That a panel of three members be appointed, with delegated powers to consider and shortlist applicants, conduct the interviews and make the appointment;
- (b) That the panel comprise Councillor Mrs Calder, plus two other members to be agreed by the Interim Clerk in conjunction with the Chairman (members with interviewing skills to be invited to join the panel);
- (c) That authority be given for panel membership to be changed in the event that a panel member is acquainted with a particular applicant;
- (6) That Part 1 of the National Agreement for Clerks (salary profiles) (Appendix 3) be adopted;
- (7) That the hours of the post be set at 5 hours per week and the salary between scale points 18 and 22 of the NJC scale, depending on experience and qualifications;
- (8) That the Clerk's contract include the provision of a retirement gratuity;
- (9) That an annual office allowance of £125 be paid;
- (10) That the Council provide the Clerk either with a dedicated telephone line or a telephone allowance, depending on the circumstances of the postholder;
- (11) That the Council provide a computer, with suitable office software, together with a broadband connection and appropriate virus protection;
- (12) That part 2 of the National Agreement (Model Contract of Employment (Appendix 5) be adopted, with the Interim Clerk having authority (in conjunction with the Chairman) to vary the contract terms to suit the circumstances of the applicant, in particular paragraph 7 relating to salary point and qualifications;
- (13) That part 3 of the National Agreement (Guide to Good Employment Practice) (Appendix 6) be adopted.

**19. NEXT MEETING**

A further special meeting of the Council was required to deal with Standing Orders and Financial Regulations. Members discussed the problem of meeting accommodation bearing in mind the limited availability of the two principal venues, i.e. the Allbrook Hill and Boyatt Lane Scout Huts. The private school in Pitmore Road was suggested and Councillor Mrs Evans agreed to enquire about availability.

AGREED that the next Council meeting be held during the week beginning 16 August 2010.

**ALLBROOK PARISH COUNCIL**  
**25 August 2010**

**STANDING ORDERS**

**Report of the Interim Parish Clerk**

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**INTRODUCTION**

1. Local authorities, including parish councils, generally have standing orders to deal with procedural matters. The main benefits are providing a formal set of meeting rules and debating procedures and incorporation of relevant statutory requirements. They can also include arrangements for delegation to Committees to help refine decision-making.
2. While procedural standing orders are optional, the law requires all local authorities to have *contract* standing orders. These specify the rules for the letting of contracts and/or ordering of goods and materials. These can either be a 'stand alone' document or be incorporated in general standing orders.
3. There is also a statutory requirement to have financial regulations which are dealt with in a separate paper.
4. This report recommends the adoption of both procedural and contract standing orders as a single document. A model published by NALC is enclosed separately and can be adopted as it stands or modified to suit a council's needs. In practice the model does need some form of 'tailoring' and the remainder of the report deals with possible variations to suit Allbrook Parish Council.

**PROCEDURAL AND CONTRACT STANDING ORDERS**

5. The sections of the model in **bold** type are compulsory (pursuant to Acts of Parliament) and cannot be altered. Other parts can be varied and I have listed below some modifications/issues relevant to Allbrook's situation:

1 (Meetings)

e	Period of time for public participation	15 minutes?
f	Period of time for individual speakers	5 minutes?
j	Procedure for public speaking.	Delete 1 <sup>st</sup> sentence?
t	Attendance record in minutes	Omit requirement to list absentees?
z	Length of meetings	2 ½ hours maximum?

2 (Ordinary Council meetings)

e	Ordinary Council meetings	Delete (applicable to Wales only)
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- 3 (Proper Officer)
- b (i) Service of meeting summons Delete 2<sup>nd</sup> option (electronic service)?
  - (iii) Member motions in agendas Is provision required? If so, specify deadline for withdrawal
  - (xiii) Sealing of documents Delete reference to common seal?
  - (xvi) Urgent planning applications Defer decision on this paragraph pending discussion on the handling of planning applications generally
- 4 (Motions requiring written notice)
- a Period of notice for motions 8 clear days?
  - c Notice for amended motions 8 clear days?
- 5 (Motions not requiring notice)
- a (xvi) Authorisation of legal deeds Delete reference to common seal?
  - (xvii) Authorisation of expenditure £250 maximum?
- 6 (Rules of debate)
- m Right of reply 5 minutes maximum?
- 8 (Questions)
- a Period of notice for questions 8 clear days?
- 11 (Rescission of previous resolutions)
- a Exception to '6 months rule' Written notice to be required by same number of councillors as constitute a quorum?
- 14 (Execution and sealing of legal deeds)
- b Sealing of deeds Omit 1<sup>st</sup> paragraph?
- 15 (Committees)
- iv Substitute councillors Are substitute councillors to be permitted? If so, specify minimum period for notification of absence – 8 clear days?
- 17 (Extraordinary meetings)
- d Refusal of Chairman to call meeting 7 days/ 2 members?
- 26 (Matters affecting council employees)
- a – e & j Council/Committee functions These paragraphs can be completed when the Council decides its procedures for staffing matters
- 27 (Freedom of Information Act 2000)
- b Handling of information requests To be reported to Chairman of Council?

29 (Liaison with District and County or Unitary Councillors)

- |   |                        |   |
|---|------------------------|---|
| a | Invitation to meetings | This will depend on the Council's policy on attendance of district and county councillors |
| b | Copies of letters      | Omit? This could be quite onerous, depending on the level of correspondence               |

30 (Financial matters)

- |       |                       |  |
|-------|-----------------------|--|
| a (v) | Contract values       | Adopt figure of £60,000? (this is the sum above which formal tendering requires a newspaper advertisement) |
| b     | Contract values       | As above   |
| c     | Formal tender process | Clarify that this process only applies to contract values above £60,000                                    |
- (Note: Procedures for obtaining estimates/quotations for smaller contracts are included in Financial Regulations)

31 (Allegations of breaches of the code of conduct)

- |       |                        |                      |
|-------|------------------------|----------------------|
| a – f | Reference to Committee | Standards Committee? |
|-------|------------------------|----------------------|

## **SUMMARY AND RECOMMENDATIONS**

6. The preceding paragraphs deal with the principal requirements in relation to procedural and contract standing orders. The Council is recommended to adopt the model NALC model standing orders, subject to any variations agreed under paragraph 5 above.

**MIKE DERRICK**

**Interim Parish Clerk**

**16 August 2010**

**ALLBROOK PARISH COUNCIL**  
**25 August 2010**

**FINANCIAL REGULATIONS**

**Report of the Interim Parish Clerk**

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**INTRODUCTION**

1. There is a statutory requirement for local authorities to have financial regulations giving details of how councils manage their finances. Auditors are increasingly checking on the presence and content of financial regulations to ensure statutory compliance.
2. A model set of regulations published by the National Association of Local Councils is enclosed separately, a substantial part of which can be adopted as it stands. However, some tailoring is needed to suit the parish council's situation and the following paragraphs suggest some possible variations:

**MODEL REGULATIONS**

3. The sections of the model in square brackets [ ] are optional and can be omitted or adapted as Councils choose. The following variations are presented for discussion:

2 (Annual Estimates)

2.5 Three-year budget forecast

This could be included but it may be some time before the council can comply fully

3 (Budgetary Control)

3.4 Authority for urgent work

Adopt suggested limit of £200?

5 (Banking Arrangements and Cheques)

5.3 Cheque signatories

Cheques to be countersigned by the Clerk?

6 (Payment of Accounts)

6.5 Cash float

Omit alternative paragraph? In the Council's early days, the absence of a cash float will simplify accounting

9 (Income)

9.9 Cash

The term 'significant sums' may need to be defined in future as the Council develops its services

11 (Contracts)

11.1 Procedures as to contracts (tenders)

(b)

Substitute '£60,000' for '£50,000' in line with Standing Order 30?

(g)

As above

(h)

Delete paragraph (Standing Orders 61, 63 and 64 no longer exist)

(i)

As (b)

13 (Stores and Equipment)

13.1 – 13.4

Omit?

**SUMMARY AND RECOMMENDATIONS**

4. The preceding paragraphs deal with possible variations to the model NALC financial regulations. The Council is recommended to adopt the model, subject to any adaptations agreed under paragraph 3 above.

**MIKE DERRICK**

**Interim Parish Clerk**

**16 August 2010**

# ALLBROOK PARISH COUNCIL

*Interim Parish Clerk*

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20 August 2010

## **COUNCIL MEETING – 25 AUGUST 2010**

### **SUPPLEMENTAL AGENDA**

Item 11(a): Planning application O/10/67643: Land adjacent to Penarth House, Otterbourne Hill (Construction of shared care dementia living scheme (class C2) comprising 35 no. shared care units and 20 no. bedroom nursing wing with associated vehicular/pedestrian access, car parking, amenity space, landscaping and secure perimeter fence)

**MIKE DERRICK**

**Interim Parish Clerk**

**To: All Members of the Council**