

## **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.