

ALLBROOK PARISH COUNCIL

Interim Parish Clerk

Mike Derrick, Civic Offices, Leigh Road, Eastleigh SO50 9YN

Telephone 023 8068 8460

E-mail mike.derrick@eastleigh.gov.uk

1 June 2010

To: All Members of the Council

NOTICE OF MEETING

Meeting: First Annual Council meeting
Venue: Scout Hut, Boyatt Lane, Allbrook
Date: Wednesday 9 June 2010
Time: 7.00 pm

AGENDA

1. Appointment of Chairman
2. Appointment of Vice-Chairman
3. Apologies
4. Acceptance of office – to confirm that all members have signed their acceptance forms
5. Declaration of interests – members are asked to declare any interests they may have in relation to items on the agenda for this meeting
6. Getting started – to consider report of the Interim Parish Clerk (attached)
7. Future Parish Council meetings – to discuss calendar and venue(s)
8. Code of Conduct – to adopt the Model Code (already circulated) (Members are asked to bring their copy of the Code to the meeting)
9. Public participation – to discuss policy on public participation at meetings of the Parish Council
10. Consideration of planning applications – initial discussion on procedures
11. Attendance of District and County Councillors at Parish Council meetings – to discuss policy

/cont

12. Membership of the Hampshire Association of Local Councils – to consider report of the Interim Parish Clerk (attached)
13. Provision of grit bins for winter conditions – letter from Councillor Ken Thornber, Leader of Hampshire County Council (attached for information)
14. Finance matters:
 - (a) 2010/11 budget – to note the budget for the current financial year (copy attached)
 - (b) Financial monitoring – to consider draft monitoring schedules (attached)
 - (c) General finances – to agree arrangements for bank account and signing of cheques
 - (d) Council insurance – to consider report of the Interim Parish Clerk (attached)
 - (e) Appointment of Internal Auditor – to make suitable appointment (oral report from the Interim Parish Clerk)
15. Member training – to consider attendance at following training sessions organised by Hampshire Association of Local Councils:

Chairmanship skills	Friday 18 June 2010	10 am – 1 pm	
	Fleming Park Leisure Centre, Eastleigh		£25
Core Skills for Councillors	Wednesday 23 June 2010	6 pm – 9 pm	
	Maltings Centre, Alton		£25
Core Skills for Councillors	Wednesday 21 July 2010	6 pm – 9 pm	
	Fleming Park Leisure Centre, Eastleigh		£25
*New Councils Seminar	Wednesday 30 June 2010	6.45 pm – 9 pm	£10
	Harestock Lodge Hotel, Winchester		

(covers Code of Conduct, meeting procedures and Standing Orders, internal controls and setting a precept/budget and powers & duties of a council)

*This event will also cater for new Parish Councils in the Test Valley area. An alternative bespoke session for Eastleigh councils could be arranged (at extra cost) on Thursday 1 July in Eastleigh

16. Standards Committee, Eastleigh Borough Council – to nominate a parish representative (Note: One place is available between Allbrook and Chandler's Ford Parish Councils)
17. Members' questions
18. Any other initial matters

MIKE DERRICK

Interim Parish Clerk

ALLBROOK PARISH COUNCIL
9 June 2010

THE PARISH COUNCIL – GETTING STARTED
Report of the Interim Parish Clerk

INTRODUCTION

1. Becoming a parish councillor for the first time can be a little challenging. Members who already have experience of local authorities (either as a councillor or officer) will be well versed in procedures and protocols. For others the processes will be totally new and may prove to be a difficult learning curve.
2. Inevitably, all local authorities (including parish councils) are bound by rules and regulations governing general procedures, financial arrangements and standards. These are often the 'less interesting' parts of the council's business but have to be scrupulously observed nonetheless. The 'operating rules' therefore need to be addressed at the outset to ensure that the Council has a proper legal base.
3. Initial business for the parish council will therefore include matters such as standing orders, financial regulations and freedom of information. Reports on each of these will be brought to members in early agendas. Member training should also be considered to help members with their new role.
4. Probably most important of all is to appoint a permanent Clerk to the Council. This would normally incorporate the role of Responsible Financial Officer, albeit this can be a separate appointment if desired. I would recommend that this topic justifies an early special meeting to progress the appointment(s) as quickly as possible.

TIMETABLE OF BUSINESS

5. The following list is not exhaustive but shows the essential 'setting-up' processes and a recommended order for dealing with them. Special meetings are suggested for the initial items because of the nature of the business and the time needed to deal with them:

Special meeting

Appointment of Clerk/Responsible Financial Officer (confidential item)

2nd Special meeting

- Standing orders and financial regulations
- Appointment of committees
- Freedom of Information scheme

Subsequent meeting(s)

- PC identity/logo
 - member allowances
 - training for members and Clerk
 - arrangements for dealing with planning applications
 - allotments
 - representatives on outside bodies
6. In due course, members will wish to discuss the range of services they would like to provide. A list of powers and duties of Parish Councils is attached for information.
7. At the outset, the Council will have specific responsibility for allotments at Broomhill and Lincolns Rise which will transfer to the parish from Eastleigh Borough Council as a matter of law. However, the Borough Council will continue to manage the sites for the time being until the Parish Council is able to take over administration. It would be appropriate to invite an allotments officer to an early Council meeting to provide further details, in particular the arrangements for formal transfer of the function.
8. At some time, the Council might also wish to consider a web site.

SUMMARY AND RECOMMENDATION

9. This report briefly summarises the principal setting-up issues for the new Council. Members are asked to consider the suggested timetable for dealing with these items.

MIKE DERRICK

Interim Parish Clerk

1 May 2010

POWERS AND FUNCTIONS OF PARISH COUNCILS

There are certain obligations which by law a parish council must fulfil. For example:

- It must hold an annual meeting;
- It must hold at least three other meetings a year;
- It must appoint such officers as it believes necessary for the proper discharge of its functions. This must include an officer responsible for the proper administration of financial affairs;
- It must make Standing Orders for the supply of goods and services to the council.

The arrangements for meetings and proceedings of local councils are set out in Part II of Schedule 12 to the Local Government Act 1972, as supplemented by any standing orders adopted by a council.

Parish councils should not see themselves as operating in isolation. They will achieve far more by being prepared to work constructively with other public bodies and organisations around them.

2. List of Parish Council Powers

(this is not an exhaustive list)

<i>Function</i>	Powers & Duties	Statutory Provisions
Allotments	Duty to provide allotments. Power to improve and adapt land for allotments, and to let grazing rights	Small Holding & Allotments Act 1908, ss. 23, 26, and 42
Baths and washhouses	Power to provide public baths and washhouses	Public Health Act 1936, ss. 221, 222, 223 and 227
Burial grounds, cemeteries and crematoria	Power to acquire and maintain Power to provide Power to agree to maintain monuments and memorials Power to contribute towards expenses of cemeteries	Open Spaces Act 1906, Ss 9 and 10; Local Government Act 1972, s. 214; Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, s. 1 Local Government Act 1972, s. 214(6)
Bus shelters	Power to provide and maintain shelters	Local Government (Miscellaneous Provision) Act 1953, s. 4
Bye-laws	Power to make bye-laws in regard to pleasure grounds Cycle parks Baths and washhouses Open spaces and burial grounds Mortuaries and post-mortem rooms	Public Health Act 1875, s. 164 Road Traffic Regulation Act 1984, s.57(7) Public Health Act 1936, s.223 Open Spaces Act 1906, s.15 Public Health Act 1936, s.198

Clocks	Power to provide public clocks	Parish Councils Act 1957, s.2
Closed churchyards	Powers as to maintenance	Local Government Act 1972, s.215
Common pastures	Powers in relation to providing common pasture	Smallholdings and Allotments Act 1908, s.34
Conference facilities	Power to provide and encourage the use of facilities	Local Government Act 1972, s.144
Community centres	Power to provide and equip buildings for use of clubs having athletic, social or recreational objectives	Local Government (Miscellaneous Provisions) Act 1976 s.19
Crime prevention	Powers to install and maintain equipment and establish and maintain a scheme for detection or prevention of crime Power to contribute to police services e.g. PCSOs Duty on Parish Councils to consider crime reduction in every policy and action	Local Government and Rating Act 1997, s.31. Police Act 1996, s.92 s17 Crime and Disorder Act 1998 (as amended)
Drainage	Power to deal with ponds and ditches	Public Health Act 1936, s.260
Dogs	Power to make a Dog Control Order Power to take enforcement action against those who commit an offence against a Dog Control Order	Cleaner Neighbourhoods and Environment Act 2005
Entertainment and the arts	Provision of entertainment and support of the arts	Local Government Act 1972, s.145
Flyposting and Graffiti	Power to take enforcement action against those that flypost or graffiti	Cleaner Neighbourhoods and Environment Act 2005
Gifts	Power to accept	Local Government Act 1972, s.139
Highways	Power to maintain footpaths and bridle-ways Power to light roads and public places Provision of litter bins Powers to provide parking places for bicycles and motor-cycles, and	Highways Act 1980, ss.43,50 Parish Councils Act 1957, s.3; Highways Act 1980, s.301 Litter Act 1983, ss.5,6 Road Traffic Regulation Act 1984, ss.57,63

	<p>other vehicles</p> <p>Power to enter into agreement as to dedication and widening</p> <p>Power to provide roadside seats and shelters</p> <p>Consent of parish council required for ending maintenance of highway at public expense, or for stopping up or diversion of highway</p> <p>Power to complain to highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside wastes</p> <p>Power to provide traffic signs and other objects or devices warning of danger</p> <p>Power to plant trees and lay out grass verges etc. and to maintain them</p>	<p>Highways Act 1980, ss.30,72</p> <p>Parish Councils Act 1957, s.1</p> <p>Highways Act 1980, ss.47,116</p> <p>Highways Act 1980, s.130</p> <p>Road Traffic Regulation Act 1984, s.72</p> <p>Highways Act 1980, s.96</p>
Investments	Power to participate in schemes of collective investment	Trustee Investments Act 1961, s.11
Land	<p>Power to acquire by agreement, to appropriate, to dispose of</p> <p>Power to accept gifts of land</p>	<p>Local Government Act 1972, ss.124, 126, 127</p> <p>Local Government Act 1972, s.139</p>
Litter	<p>Provision of receptacles</p> <p>Power to take enforcement action against those that litter</p>	<p>Litter Act 1983, ss.5,6</p> <p>Cleaner Neighbourhoods and Environment Act 2005</p>
Lotteries	Powers to promote	Lotteries and Amusements Act 1976, s.7
Mortuaries and post mortem rooms	Powers to provide mortuaries and post mortem rooms	Public Health Act 1936, s.198
Open spaces	Power to acquire land and maintain	Public Health Act 1875, s.164 Open Spaces Act 1906, ss.9 and 10
Parish documents	Powers to direct as to their custody	Local Government Act 1972, s.226
Telecommunications facilities	Power to pay public telecommunications operators any loss sustained providing telecommunication facilities	Telecommunications Act 1984, s.97
Public buildings and village hall	Power to provide buildings for public meetings and assemblies	Local Government Act 1972, s.133

Public conveniences	Power to provide	Public Health Act 1936, s.87
Sustainable communities	Able to be represented on a panel of representatives to be consulted on proposals that would contribute to sustainable communities	Sustainable Communities Act 2007
Town and country planning	Right to be notified of planning applications	Town and Country Planning Act 1990, Sched.1, para. 8
Tourism	Power to encourage visitors and provide conference and other facilities	Local Government Act 1972, s.144
Traffic calming	Powers to contribute financially to traffic calming schemes	Highways Act 1980, s.274A
Transport	Powers in relation to car-sharing schemes, taxi fare concessions and information about transport Powers to make grants for bus services	Local Government and Rating Act 1997, s.26, 28 and 29 Transport Act 1985, s.106A
War memorials	Power to maintain, repair, protect and alter war memorials	War Memorials (Local Authorities' Powers) Act 1923, s.1; as extended by Local Government Act 1948, s.133 Public Health Act 1936, s.125
Water supply	Power to utilise well, spring or stream and to provide facilities for obtaining water from them	Public Health Act 1936, s.125
Well-Being	Power to well-being of the area (for eligible councils)	s2 and 4 of the Local Government Act 2000

ALLBROOK PARISH COUNCIL
9 June 2010

MEMBERSHIP OF HAMPSHIRE ASSOCIATION OF LOCAL COUNCILS
Report of the Interim Parish Clerk

INTRODUCTION

1. One of the initial decisions for the Parish Council is whether to take up membership of the Hampshire Association of Local Councils. This paper deals with the issues involved.

THE ASSOCIATION

2. The Association (Hampshire ALC) is a member-owned association acting as a support organisation and representative body for the 255 parish and town councils, including 21 parish meetings, of Hampshire. The ALC currently enjoys a 98% membership level (250/255).
3. The following tables shows the principal services and assistance provided by the ALC:

Information	Provided essentially through the website but also through newsletters and e-mails. There are also many documents and guidance booklets available and advice on new legislation is provided
Query service	Open to clerks and chairmen of member councils. Assistance with any queries affecting parish councils, including a desktop legal service operated in conjunction with Hedley's Solicitors. Help with employment matters is also available.
Councillor and Officer development	Training for members and officers offered at discounted rates.
Clerk recruitment	Support is offered for clerk recruitment plus locum/holiday cover available
Representation, lobbying and campaigning	The ALC has strong links with all levels of the statutory and community sectors in the county. Through its representation on many bodies, the ALC is able to influence policy affecting local residents.
Health & Safety guidance	An honorary Health and Safety Advisor is available to councils by phone or e-mail
Support and networking	The ALC provides a structure for networking and support. Clerks for example often work alone and the ALC provides a lifeline for these important officers in any local council

4. The ALC has recently moved its offices to 121a Winchester Road, Chandler's Ford and is therefore very conveniently placed for Eastleigh's new parishes. It has five part-time employees plus a full-time Company Secretary and has an annual turnover of around £200k, currently funded as follows:
 - Hampshire County Council grant 45%
 - Members subscriptions 30%
 - Self-generated income 25%
5. The ALC is a well-respected organisation in the local government field, evidenced by the high level of membership amongst Hampshire parish councils. It would be of particular benefit to a new parish clerk (and to councillors), especially to those without a strong local government background. In addition, the Association also provides ongoing support in terms of new legislation, local council developments and initiatives and help with day-to-day practical issues.

THE COST

6. Subscriptions to the ALC are based on a formula related to the number of electorate. On this basis, the subscription for Allbrook in 2010/11 would be £336. This is not an insignificant sum and, while there is budget provision, members may wish to consider this in the context of the annual precept. However, I would strongly recommend membership, at least in the first year of the Council's life, to provide the necessary support in the early days. Of particular benefit is the ready access to legal advice and training resources.
7. For information, large town councils such as New Milton and Totton & Eling have recently decided to withdraw from membership. This is largely on the basis that, with their resources and experience, they can 'buy in' any necessary advice/support as and when they need it. However, these are large well-established authorities with many professional officers and are not typical of the parish council movement generally.

SUMMARY AND RECOMMENDATION

8. The Hampshire ALC will offer much-needed support for the parish council in its early stages and, in particular, will provide a valuable helping hand for the new clerk. I would recommend membership in the year 2010/11 at a fee of £336.

MIKE DERRICK

Interim Parish Clerk

1 May 2010

From: Harji, Elishia [mailto:Elishia.Harji@hants.gov.uk]
Sent: 08 March 2010 12:50
To: Wright, Alison
Subject: MESSAGE FROM THE LEADER OF HAMPSHIRE COUNTY COUNCIL



Hampshire
County Council

T1.3/pf/324

March 2010

Miss Alison Wright
Allbrook Shadow parish council

Councillor Ken Thornber CBE
Leader of Hampshire County Council

The Castle, Winchester
Hampshire SO23 8UJ
Telephone 01962 847750
Fax 01962 845969
E-mail ken.thornber@hants.gov.uk
www.hants.gov.uk

Dear Parish Clerk

Provision of Grit Bins for winter conditions

Following the extreme weather events of this winter the County Council is looking to improve its winter service to the community of Hampshire and is currently undertaking a review of our winter maintenance procedures. The Policy and Resources Select Committee will be co-ordinating this strategic review, and will be engaging with key stakeholders and partners in the process.

One or two themes however, emerged from our immediate experiences, and we have sought to take decisive action on these now, to ensure we are better positioned for next winter. As well as the need for more salt storage locally, and a new supply arrangement not dependent on long distance lorry haulage, one theme that became apparent during the prolonged snow event was the desire of many local communities to be able to do their bit to help keep Hampshire moving. With the enormity of the challenges we faced in keeping the main roads open, it was difficult for the County Council to facilitate self-help in improving access to local amenities and in areas of particular difficulty such as steep slopes or footway steps.

With the experience of this winter and the feedback that the County Council gained during the bad weather I would like encourage this spirit of community resilience. I have therefore made provision within next year's budget to enable a significant number of additional grit bins to be located where they can provide assistance to the community. It is important that these grit bins are sited at appropriate locations and I enclose an extract from our existing policy which indicates the criteria we

will use to prioritise requests and ensure that these new bins are sensibly and effectively positioned.

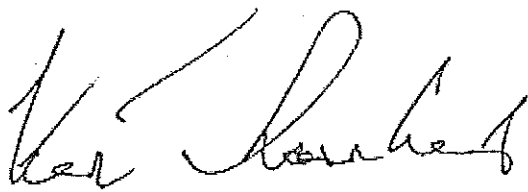
- Salt bins generally shall not be placed for use on an existing Priority 1 salting/pre-salting route. However they may be located at a junction with such, provided their use is restricted to the untreated road or footway.
- There must be sufficient traffic and/or pedestrian usage to warrant the placing of a bin.
- There must be sufficient space to locate the bin, and be able to restock it safely.
- The bin shall not obstruct sight lines.
- The bin shall not be located immediately adjacent to a watercourse, unless there is positive drainage positioned in such a way as to take run-off from the bin away from such a watercourse.

We hope that your council (organisation) can assist us by identifying appropriate locations for grit bins which will provide the greatest benefit to the community in providing accessibility for pedestrians and road users and improve safety. It is not practicable or logistically viable to provide grit bins at every location on the highway network. Whilst the County Council will own and maintain these bins, a consistent and sensible approach to the placement of bins that is readily understandable to the local community should also promote ownership by the local community, which should be the mutual aim of this provision. By providing funding for a trebling of the number of such bins in Hampshire the County Council is investing in a practical measure to provide support to our local communities.

It would be extremely helpful if you could identify the particular reasons for suggesting a grit bin at each location to enable us to gain an understanding of the community view as part of the assessment. Examples of reasons could be: road or footway with steep gradient; junction with side road having gradient onto main road; sharp bend,; area particularly susceptible to icy conditions; substantial numbers of elderly people in vicinity; access to school, local shops or community facilities; heavily-used footway/cycleway etc.

I would be grateful if you could forward your requests to the County Council by the end of April to enable the procurement process to be undertaken with a view to providing a large proportion of these bins prior to the worst of next winter's weather. If you have any queries regarding this process please contact your local highway office which will be happy to assist you.

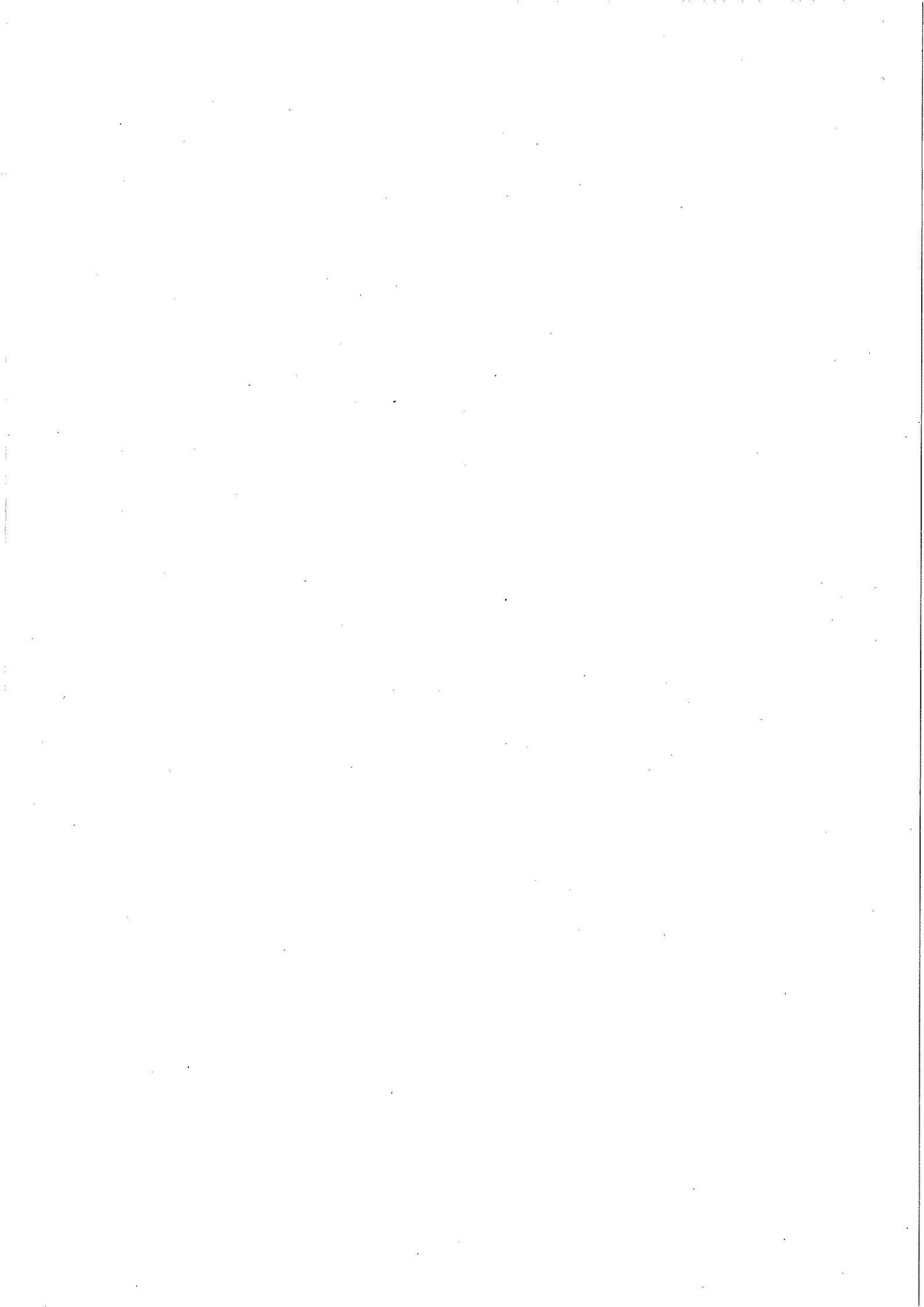
Yours sincerely

A handwritten signature in black ink, appearing to read 'Ken Thornber', written in a cursive style.

Ken Thornber
Leader

ALLBROOK PARISH COUNCIL
BUDGET 2010/11

Item	2010/11 Provision		Notes
EXPENDITURE			
Clerk's salary	3060		EBC Grade 10 (80%) - 3 hrs/week (PC 2.5 hrs - EBC 0.5 hrs) and pension provision
Admin Assistant	0		No provision needed
Meeting expenses	500		Room hire etc
Stationery	100		
Printing	800		Agendas and CI Tax leaflets
Telephone	400		% use of landline, internet and mobile
Travel and subsistence	100		
Computers	1000		
Publications	300		
Insurance	400		
Accountancy/audit fees	500		
HALC subscription	330		
Election expenses	4000		
Allotments (Broomhill/Lincolns Rise)	16160		See Income for rental income
Contingency	5500		Reserve sum as PC starts with no accumulated reserves
Total Expenditure	33150		
INCOME			
Allotments (Broomhill/Lincolns Rise)	2380		Estimated rental income
Precept	30770		
Bank interest	0		
Total Income	33150		



ALLBROOK PARISH COUNCIL
BUDGET MONITORING 2010/11

Position at: 01/04/2010
Completed to:

Expenditure

Clerk 3060 Salary	Tax	Pension	Office All 0	Mtg exps 500	Travel 100	Postage 0	Printing 800	Stationery 100
	0							
	N/							
0	0	0	0	0	0	0	0	0
Total clerk salary:		0						
Telephone 400	Computers 1000	Publications 300	Insurance 400	Accs/Audit 500	HALC 330	Elections 4000	B'hill Allots 16160	Lin R Allots
0	0	0	0	0	0	0	0	0
Contingency 5500			VAT 0				Total Allot: 0	
0			0		0		0	

Income

B'hill Allots 2380	Lin R Allots	Precept 30770	Bank inter 0	VAT refunds 0
0	0	0	0	0
Total Allots: 0				

Summary

	Actual	Budget
b/f at 1/4/10	0.00	0
Exp to date	0.00	33150
Inc to date	0.00	33150
Balance	0.00	0

Expenditure

	Actual	Budget
Clerk salary	0	3060
Office allowance	0	0
Meeting expenses	0	500
Travel	0	100
Postage	0	0
Printing	0	800
Stationery	0	100
Telephone	0	400
Computers	0	1000
Publications	0	300
Insurance	0	400
Accounts/Audit	0	500
HALC subscription	0	330
Elections	0	4000
Broomhill allotments)	0	16160
Lincolns Rise allotments)	0	
Contingency	0	5500
VAT	0	0
	0	33150
Income		
	Actual	Budget
Broomhill allotments)	0	2380
Lincolns Rise allotments)	0	
Precept	0	30770
Bank interest	0	0
VAT refunds	0	0
	0	33150

Summary

	Actual	Budget
b/f at 1/4/10	0.00	0
Exp to date	0.00	33150
Inc to date	0.00	33150
Balance	0.00	0

ALLBROOK PARISH COUNCIL
 xxx June 2010
 FINANCIAL REPORT

New payments

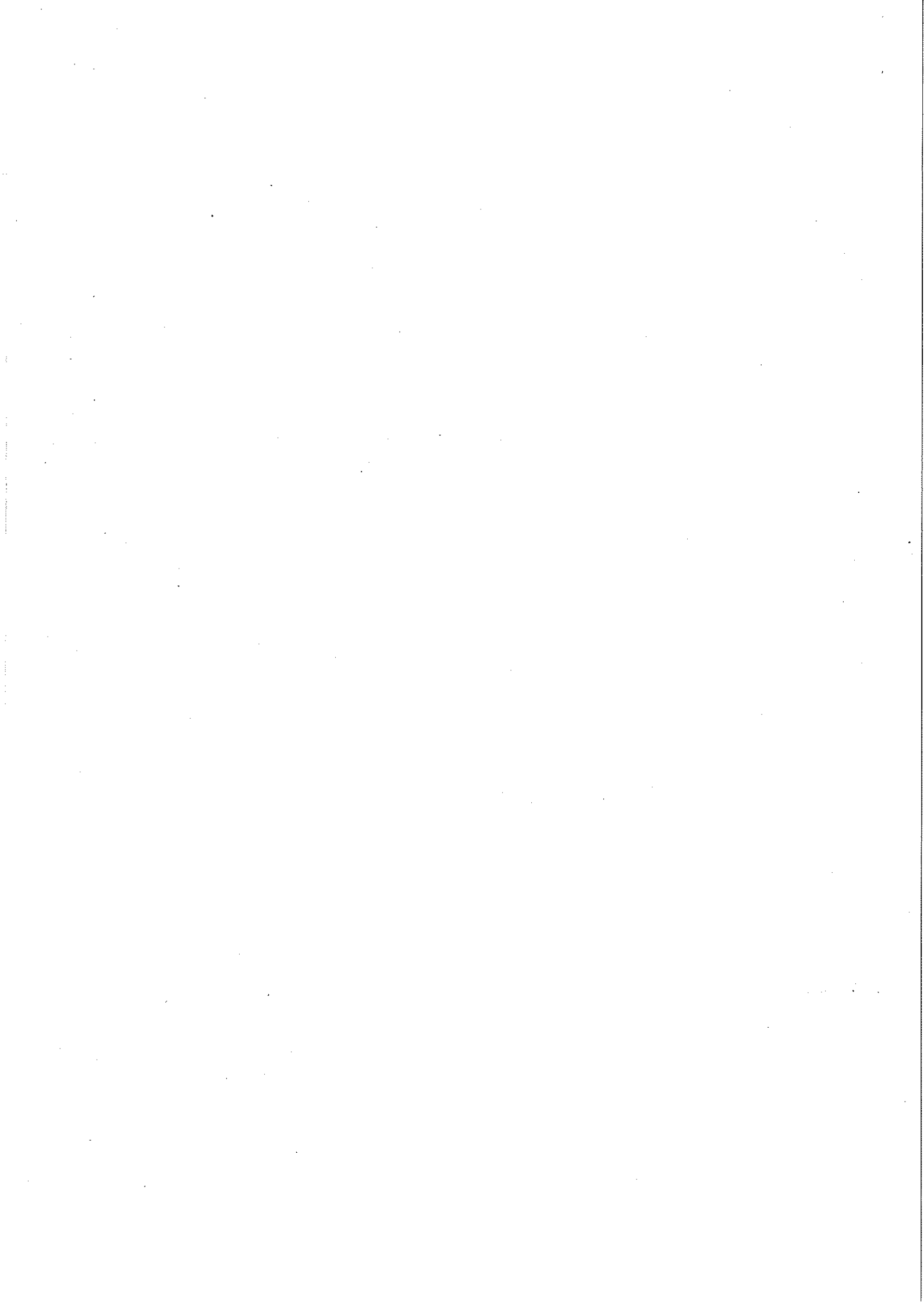
<i>Cheque no</i>	<i>Detail</i>	Net	VAT	Total
------------------	---------------	-----	-----	-------

	<u>0</u>	<u>0</u>	<u>0</u>
--	----------	----------	----------

Balances at xx June 2010

	<i>Current A/c</i>	<i>Deposit A/c</i>
	0	0
Uncleared cheques	<u>0</u>	<u>0</u>
Accounts to pay	<u>0</u>	<u>0</u>
Transfer(s):		
Now*	0	0
In xx days*	<u>0</u>	<u>0</u>
Balances at xx/6/10	0	0
Balances at xxx	0	0

*from Deposit A/c to Current A/c



ALLBROOK PARISH COUNCIL
9 June 2010

COUNCIL INSURANCE
Report of the Interim Parish Clerk

INTRODUCTION

1. All local authorities, including parish councils, should ensure they have adequate insurance to cover risks arising from their activities. As a minimum, there needs to be public liability cover to meet claims for accidents caused to members of the public. In respect of the treasurer (the Responsible Financial Officer) there is a statutory responsibility to provide fidelity cover.
2. At the outset, the Council will have limited physical assets to insure. Additional cover will therefore be needed as and when the Council acquires additional property or decides to extend its services.

INSURANCE COVER

3. The number of insurance companies providing local government insurance is limited. However, quotations have been obtained from two well-known providers:

Aviva (under the National Parish Council Insurance Scheme)
Zurich (Community First Insurance)

4. As far as possible, the quotations have been secured on a like for like basis, albeit there are some variations between the two. In principle, the following cover is provided:

Public liability
Employers liability
Officials indemnity
Fidelity guarantee
Commercial legal protection
Libel and slander
Money
All risks (for office equipment)
Personal accident (for members and Clerk)

5. Although the Council will have responsibility for allotments, this has been excluded from the initial insurance quotations. Cover will continue to be provided under Eastleigh Borough Council's insurance scheme until such time as the allotments are formally transferred to the parish.

6. The detailed quotations received are attached to the report. In summary, the details are:

<u>Company</u>	<u>Annual premium</u>	
Aviva	£327.00	(£310.65 pa with 3-year agreement)
Zurich	£248.10	(Public liability can be increased to £10m for an additional premium of £25)

SUMMARY AND RECOMMENDATION

7. Members are asked to consider the insurance quotations received and select one appropriate to this Council.

MIKE DERRICK

Interim Parish Clerk

1 May 2010