

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the ANNUAL MEETING of the COUNCIL 04.05.21

Tuesday 4 May 2021 at 7.00pm

Via Zoom, a Video-Conferencing Facility, due to the current Covid-19/Coronavirus Pandemic

These minutes are subject to confirmation by the Council at its next Full Council Meeting

PRESENT:

Cllr C Stanley (elected Chairman – see Item 1), Cllr F Ball, Cllr S Donald, Cllr J Edwards, Cllr V Matthews, Cllr J Moss, Cllr B Wilson and Cllr I Moore in part (see Item 2).
Mrs G Whatley (Council's Admin Asst) was also present.

MINUTES:

Taken by Lisa Walker, Clerk to the Council

THERE WAS NO NEED FOR THE CHAIRMAN'S SAFETY ANNOUNCEMENT ON THIS OCCASION

1. To Elect a Chairman of the Parish Council

The Clerk invited nominations for Chairman of the Council for the forthcoming year. The sole nominee having confirmed his willingness to serve, it was unanimously RESOLVED to elect Cllr Stanley as Chairman of the Council for the forthcoming year (Cllr Stanley did not vote). Cllr Stanley signed the Chairman's Declaration of Acceptance of Office form 'on camera' and took over as Chair of the Meeting.

Action: Chairman to deliver signed copy of Declaration Form to Clerk for filing

Cllr Wilson The Chairman congratulated Cllr Wilson on his tenth anniversary as a parish councillor, thanked him for his strong contribution, especially in planning matters, and hoped he continued to enjoy his role.

2. To Receive Apologies for Absence

Apologies for absence were received from Cllr H Schneider. Members also noted that Cllr Moore would join the Meeting later after attending another 'on-line' commitment.

3. To Receive and Confirm the Accuracy of the Draft Minutes of the Council's Annual Meeting held on 4 May 2020 (circulated previously)

The Minutes were unanimously CONFIRMED as an accurate record and were duly signed by the Chairman.

4. If appropriate, to Elect a Vice-Chairman of the Parish Council

It was AGREED it was not necessary to nominate or elect a member for this role at present.

5. To Receive and Agree the Meeting Schedule for the 2021/22 Council Year

Members reviewed the draft Schedule prepared by the Clerk (circulated previously) and the various options available. It was unanimously RESOLVED to adopt the Schedule, incorporating the chosen dates.

Action: Clerk to finalise and publish Schedule, and book venue(s) as appropriate

Cllr Moore joined the Meeting at this point

6. To Review the Council's Standing Orders (SOs) and any Committee's Terms of Reference and Agree Action thereon

Standing Orders (SOs) Members noted that the NALC model SOs (circulated previously) had not been amended since the Council's last review. The Clerk undertook to investigate whether references to the European Commission in SOs 80 and 81 should be amended. Otherwise, it was AGREED no amendments to the current SOs were necessary. *The Clerk has since ascertained that the legislation referred to in the aforementioned SOs had been rolled into UK Law as part of the UK's Withdrawal Agreement from the EU and the wording should therefore remain.* **Action: Clerk to republish SOs for new Council Year**

Committee Terms of Reference Members reviewed the Terms for the Staffing & Remuneration Committee (circulated previously) and AGREED no amendments were necessary. It was AGREED to review the Terms of the Recreation Ground and Parish Hall Management Committees (also circulated previously) at a later stage. **Action: Clerk to note for Agenda for Future Council Mtg(s)**

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7. To Review Councillors' Register of Interest Forms (RoI), for filing

Following his recent co-option, the Clerk confirmed Cllr Moore had completed and submitted his RoI form to EHDC for filing. All other members confirmed they had recently reviewed their forms and that no amendments were necessary.

Action: Clerk to inform EHDC that no amendments are necessary to cllrs' existing forms

8. As appropriate, to Appoint Members to Council's Committee(s) and/or Working Groups, and as Signatories to Bank Accounts

Members noted the current membership list and signatories (circulated previously). In addition to the existing membership, it was unanimously RESOLVED to appoint:

- Cllr Moore to join the Recreation Ground Management Committee,
- Cllrs Matthews and Moore as additional Financial Reviewers,

Action: Clerk to amend and circulate Membership List, and include details on website

9. To Appoint the following Advisers: General Law and Internal Auditor

It was unanimously RESOLVED to appoint Surrey Hills Solicitors as the general legal adviser to the Council and Eleanor Greene of Do the Numbers Ltd as the internal auditor for the forthcoming year.

Action: Clerk to inform relevant parties

10. To Appoint Representatives to the following Outside Bodies/Roles:

With the relevant individuals' agreement, it was unanimously AGREED to appoint the following to the bodies/roles below for the forthcoming year:

Flood Action Group – Cllrs Donald and Schneider

Friends of Stansted Park Committee – Cllr Wilson

East Hants Community Rail Partnership – Cllr Stanley

Havant Thicket Reservoir Stakeholder Group – Cllr Stanley

East Hants Association of Parish & Town Councils – Cllr Ball and/or others, dependent on availability

East Hants Passenger Transport Forum – Cllr Stanley

Butser Community Partnership Meetings – Clerk and one cllr, dependent on availability

EHDC Southern Parishes Place-Making Strategy & Delivery Groups – Cllr Stanley & Clerk respectively
with Cllr Wilson as alternative

11. To Agree Councillors Leading on Specified Topics & Geographical Areas of the Parish:

Topics:

Transport & Roads – Cllr Stanley

Planning incl Land East of Horndean – Cllr Wilson

Environment – Cllrs Ball & Matthews

Recreation Ground – Cllrs Moore & Moss

Parish Hall – Cllrs Ball & Edwards

South Downs National Park – Cllr Schneider

Flooding – Cllrs Donald & Schneider

Geographical Areas:

Durrants Rd, Whichers Gate Rd and Montague Green Development – Cllr Edwards

Area between and including Manor Lodge Rd and Castle Rd – Cllr Stanley

Redhill Rd Area and Deerleap Lane – Cllr Matthews

The Drift, College Close and Bailey Lane – Cllr Wilson

The Green – Cllr Moore

Bowes Hill, Uplands Rd and Wellsworth Lane Area – Cllr Ball

Links Lane, The Fairway, The Peak and Greatfield Way – Cllr Moss

Finchdean Rd, Woodberry Lane and Comley Hill Plots – Cllr Donald

Finchdean, the Idsworths and surrounding area – Cllr Schneider

The Meeting ended at 8.30pm.

During the course of the meeting (both part and whole) there were no members of the public or Press in 'virtual' attendance.