

# ROWLANDS CASTLE PARISH COUNCIL

Minutes of the ANNUAL MEETING of the COUNCIL 09.05.22

**Monday 9 May 2022 at 7.00pm**

The Meeting Room, Church on The Green, Rowlands Castle PO9 6AB

*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 J Edwards, Cllr I Moore and Cllr B Wilson

MINUTES:

Taken by Lisa Walker, Clerk to the Council

A SAFETY ANNOUNCEMENT WAS MADE

## **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 and took over as Chair of the Meeting.

## **2. To Receive Apologies for Absence**

Apologies for absence were received from Cllrs S Donald, V Matthews and H Schneider.

## **3. To Receive and Confirm the Accuracy of the Draft Minutes of the Council's Annual Meeting held on 4 May 2021 (circulated previously)**

Members noted the Clerk's explanation that these Minutes had already been confirmed at the Council Mtg on 11 May 2021 and this Item had been included in error.

## **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 2022/23 Council Year**

Members reviewed the draft Schedule prepared by the Clerk (circulated previously) and the various venue options available. It was unanimously RESOLVED to adopt the Schedule and return to the Small Parish Hall for future Council Mtgs, unless a clash of bookings meant an alternative venue needed to be sourced.

**Action: Clerk to finalise and publish Schedule, and book venues as appropriate**

## **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 the current SOs (circulated previously), and that the NALC Model SOs upon which they were based had not been amended since the Council's last review. It was AGREED no amendments to Council's current SOs were necessary though it was noted NALC had indicated that a rewrite of its Model SOs was due within the next 12 months.

**Action: Clerk to republish SOs for new Council Year**

Committee Terms of Reference Members reviewed the Terms for the Staffing & Remuneration Committee and Parish Hall Management Committee (both circulated previously) and AGREED no amendments were necessary. The Terms of the Recreation Ground Management Committees (also circulated previously) were not reviewed – see Item 8 for more information.

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

All 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, and also including references under Items 10 and 11) and unanimously RESOLVED to make the following changes:

- To disestablish the Recreation Ground Management Committee in favour of specific working group(s) for individual projects, led by a parish cllr, generally Cllr Moore or Cllr Wilson;

Confirmed: .....Date: .....

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- Cllr Wilson to retire from the Parish Hall Management Committee after many years of valuable service. It was AGREED to review the roles again, should the current vacancy on the Council be filled by co-option.  
**Action 1: Clerk to amend and circulate Membership List, and include details on website**  
**Action 2: If vacancy is filled, Clerk to include review of roles on Agenda for following Council Mtg**

## 9. To Appoint the following Advisers: General Law (Solicitor) 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 (HTR) Community Advisory (previously Stakeholder) Group – Cllr Stanley, with Cllr Moore representing the Council on the HTR Recreation Sub-Group

Land East of Horndean Development Panel – Cllr Wilson

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

Hampshire Passenger Transport Forum – Cllr Stanley

EHDC's 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:

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

### Topics:

Transport & Roads – Cllr Stanley

Planning incl Land East of Horndean – Cllr Wilson

Environment – Cllrs Ball & Matthews

Recreation Ground – Cllrs Moore

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 – Vacant

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

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

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

Finchdean, the Idsworths and surrounding area – Cllr Schneider

It was AGREED to review the topics and areas again, should the current vacancy on the Council be filled by co-option.

*The Meeting ended at 7.35pm.*

During the course of the meeting (both part and whole) there were 2 members of the public or Press in attendance.