

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the ANNUAL MEETING of the COUNCIL 11.05.23

Thursday 11 May 2023 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 S Donald, Cllr J Edwards, Cllr Y Haggard (in part - see Item 2), Cllr V Matthews, Cllr I Moore (see Item 5) and Cllr B Wilson.
G Whatley (RCPC Administrative Officer) and C Newman (RCPC Facilities Officer) were also present.

MINUTES:

Taken by Lisa Walker, Clerk to the Council

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.

A SAFETY ANNOUNCEMENT WAS MADE

2. To Receive Apologies for Absence

No apologies for absence had been received, though it was noted Cllr Haggard would be arriving later due to unforeseen circumstances.

3. To Receive and Confirm the Accuracy of the Draft Minutes of the Council's Annual Meeting held on 9 May 2022 (*circulated previously*)

Members noted the Clerk's explanation that these Minutes had already been confirmed at the Council Mtg on 13 June 2022 and this Item had been included in error. Measures had been put in place to ensure this error was not repeated in future.

4. To Receive Formal Notification of the Results of the Local Elections on 4 May, any Vacancies arising on the Council and Agree Action thereon

Members noted the recent election had been uncontested with the 7 nominees elected to the Council, all of whom had signed their Declaration of Acceptance of Office prior to the Meeting. This left 2 vacancies - one for Rowlands Castle Ward and one for Finchdean Ward. Members noted Item 5 and that the vacancy in Finchdean Ward was in the process of being advertised.

5. To Consider a Candidate for the Vacancy on the Council for Rowlands Castle Ward and Vote on Co-option thereon

Members noted that former Cllr Ian Moore had expressed his interest in re-joining the Council, having missed the deadline for nominations for election (see Item 4). It was unanimously RESOLVED to co-opt Cllr Moore onto the Council, representing Rowlands Castle Ward. Cllr Moore completed his Declaration of Acceptance of Office and joined the Meeting.

6. 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.

Cllr Haggard arrived at 7.15pm and joined the Meeting during Item 7 below.

7. 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 Clerk's draft revision of the current SOs (circulated previously), incorporating recommended amendments from NALC's Model SOs, updated in 2022 and upon which Council's SOs are based. It was unanimously RESOLVED to adopt the draft revision of the SOs, including some additional amendments proposed at the Meeting.

Action: Clerk to republish SOs for new Council Year

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Committee Terms of Reference Members reviewed the Terms for the Staffing & Remuneration Committee (circulated previously) and AGREED no amendments were necessary. The Terms of the Parish Hall Management Committee were not considered, having already relatively recently been reviewed.

8. To Receive Councillors' Register of Interest Forms (RoI), for filing with East Hampshire District Council

Following the recent elections, all councillors were obliged to complete new RoI forms within 28 days of their election. The Clerk confirmed she had received the majority, with the outstanding ones due shortly.

Action 1: Clerk to ensure all forms are received within timescale

Action 2: Clerk to then forward all to EHDC for completion, publication and filing.

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

Members reviewed the current Membership List and signatories (circulated previously, and also including references under Items 13 and 14). It was unanimously RESOLVED to confirm all agreed appointments and publish accordingly.

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

10. To Receive and Agree the Meeting Schedule for the 2023/24 Council Year

Members reviewed the draft Schedule (circulated previously) prepared by the Clerk. It was unanimously RESOLVED to:

- Adopt the Schedule up to and including the Council Meeting in March 2024;
- Decide on the dates of meetings in April and May 2024 at Council's Meeting in December 2023.

Action 1: Clerk to finalise and publish adopted Schedule, and book venues as appropriate

Action 2: Clerk to include appropriate Item on Agenda for Council's Mtg in December 2024

11. To Receive a Report from the Management Committee of Rowlands Castle Parish Hall, for which Council is Sole Trustee

This Item was DEFERRED pending receipt of the Hall's Report and Accounts for 2022 for approval, signing and submission to the Charity Commission by 31 October 2023.

12. To Appoint the following Advisers: General Law (Solicitor) and Internal Auditor

It was unanimously RESOLVED to appoint Eleanor Greene of Do the Numbers Ltd as the Council's internal auditor for the forthcoming year. A decision on Council's general legal adviser was deferred, given Council's previous adviser and expert on local government had recently retired.

Action: Clerk to inform Do the Numbers of appointment

13. To Appoint Representatives to the following Outside Bodies:

With the relevant individuals' agreement, it was unanimously RESOLVED to appoint the following to represent the Council on the following for the forthcoming year:

Flood Action Group – Cllr Donald (any future Finchdean Ward cllr would also be invited to join the Group)

Friends of Stansted Park Committee – Cllr Wilson

Hills to Harbour Community Rail Partnership (Merging of East Hants CPR and another) – Cllr Stanley

Havant Thicket Reservoir Stakeholder Advisory Group – Cllr Stanley + Cllr Moore on Recreation Sub-Grp

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

Hampshire Passenger Transport Forum – Cllr Stanley

It was noted EHDC's Southern Parishes Place-Making Strategy & Delivery Groups had not met for some time so no appointments were made at the Meeting.

14. To Agree Councillors Leading on Specified Topics and Geographical Areas of the Parish:

With the relevant individuals' agreement, it was unanimously RESOLVED to appoint the following to lead on the topics below for the forthcoming year:

Transport & Roads – Cllr Stanley

Planning – Cllr Wilson

Environment – Cllrs Haggard & Matthews

Recreation Ground – Cllr Moore

Parish Hall – Cllrs Ball, Edwards & Haggard

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South Downs National Park – (Finchdean Ward Cllr when/if vacancy is filled)
Flooding – Cllr Donald

It was AGREED to abandon the appointment of councillors to lead on specified geographical areas of the Parish as it was deemed no longer necessary or workable.

The Meeting ended at 8.00pm.

During the course of the meeting (both part and whole) there was 1 member of the public and no members of the Press in attendance.

DRAFT