

COLDEN COMMON PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
HELD ON MONDAY 3 NOVEMBER 2014 AT 8.15PM. IN THE
BERT STRATTON LOUNGE, COLDEN COMMON COMMUNITY CENTRE

Present Cllr Richard Izard
Cllr Maggie Hill
Cllr John Carry
Cllr Pam Glasspool

Cllr Jean Bligdon
Cllr Val Evans
Cllr Ann Brown

Apologies Cllr Paul Bryant
Cllr Nick Goddard (working)
Cllr Viv Stevens (on holiday)
Cllr John Tudor

Cllr Patrick Hunter
Cllr Daryl Henry (WCC)
Cllr Peter Mason (WCC)
Cllr Rob Humby (HCC)

In attendance Debbie Harding (Clerk)
Vanessa Kitt (Assistant Clerk)
5 members of the public

FPC **APOLOGIES FOR ABSENCE**
129/14

Apologies were received and noted as above.

FPC **DECLARATIONS OF INTEREST RELATED TO SUBSEQUENT**
130/14 **AGENDA ITEMS**

No declarations were received.

FPC **APPROVE AND SIGN MINUTES OF THE EXTRAORDINARY PARISH**
131/14 **COUNCIL MEETING HELD ON 24 OCTOBER 2014**

The minutes of the Extraordinary Parish Council Meeting held on 24 October 2014 having been circulated, were considered. The minutes were then agreed and signed.

Proposed by Cllr Maggie Hill, seconded by Cllr Richard Izard Hill and carried. Cllr Ann Brown abstained.

FPC **UPDATE ON MINUTES, CORRESPONDENCE AND RELEVANT**
132/14 **MATTERS NOT INCLUDED ELSEWHERE ON THE AGENDA**

The Clerk reported as follows:

Cllr Humby has a meeting tomorrow at HCC to discuss the ideas put forward by local residents to alleviate the problems of heavy traffic along Main Road. Rob Humby said that he had been told by the HCC officer that a survey had taken place some 18 months ago and he was awaiting details. Neither Twyford or Colden Common are aware of such a survey.

FPC 133/14 **TO RECEIVE DETAILS OF THE RECENT CRIMINAL DAMAGE AT BOYES LANE TO THE PLAY AREA AND AGREE A COURSE OF ACTION WHICH MAY INCLUDE INSURANCE CLAIM, RECLAIM COSTS OF REPAIR AGAINST THOSE RESPONSIBLE AND POSSIBLE POLICE CHARGES.**

The Clerk presented her previously distributed report and asked how this situation should be resolved. It was agreed it was not appropriate to make an insurance claim. Cllr Brown suggested that those responsible should apologise at a Parish Council meeting and contribute to the cost of repairs.

Cllr Pam Glasspool proposed that the males responsible be given a community resolution, asked to attend a future Parish Council meeting in order to offer an apology and to pay a contribution of £50 each towards the costs of repair of damage caused. This was seconded by Cllr Ann Brown and carried subject to the Clerk having discretion to agree final resolution with PSCO Nolan as appropriate on a financial settlement.

FPC 134/14 **COUNTY AND DISTRICT COUNCILLORS' REPORTS/INFORMATION**

Cllr Izard – Cllr Izard advised recent activities had included work on local boundary issues, and helping to man local Speedwatch sessions.

FPC 135/14 **TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC**

A member of the public asked if the Parish Council would ask HCC on behalf of the village about HCC lights not working.

The Clerk advised faults can be reported via a website and said she will send out the link to all (<http://www.lightsoninhampshire.co.uk/Public/ReportFault.aspx>).

A member of the public asked about the new car park at the end of Spring Lane by the mini roundabout. Cllr Izard reported that some people had expressed concerns about speeding along Spring Lane but on the whole he had received good feedback. Cllr Izard was thanked for his work in getting this done.

A member of the public expressed his view that the extraordinary meeting on Friday 24 October had gone well and all had had the chance to speak and express their views but said he was sorry to see that only 5 parish councillors had been present.

With regards to the criminal damage at Boyes Lane discussed earlier, a member of the public advised that a caution can only be issued if the defendant has admitted the offence.

With regards to agenda item 146/14 regarding dug outs at Boyes Lane a member of the public asked for the aesthetics of the park to be considered when discussing the possibility of installing dug outs.

FPC 136/14 **TO AGREE THE ACCOUNTS FOR PAYMENT BY GOLDEN COMMON PARISH COUNCIL FOR EXPENDITURE FOR OCTOBER 2014**

The Clerk presented the accounts for payment for November 2014.

Cllr John Carry proposed the following accounts be paid, seconded by Cllr Pam Glasspool.

The payments will be setup via internet banking ready for two signatories to authorise release of funds.

Accounts certified by the Clerk as correct for payment

Date of Invoice	Committee	Payee	Summary of purpose	Cost	Reclaim VAT	Total	Payment Method	* when Paid
25/10/2014	Fin & Rec	Salaries	Net Salaries	£3,403.96	£0.00	£3,403.96	BACS	*
25/10/2014	Fin & Rec	HMRC	Total PAYE & NIC	£960.60	£0.00	£960.60	BACS	
25/10/2014	Fin & Rec	HCC	Total Pensions	£948.27	£0.00	£948.27	BACS	*
05/10/2014	Rec	WCC	Rates - Rec Pav	£99.00	£0.00	£99.00	DD	*
01/10/2014	Finance	Came and Company Southern Ground Care	Annual insurance	£4,301.26		£4,301.26	BACS	*
30/09/2014	Rec	WCC	Cricket square renovation end of season Dog bin emptying April-June 2014	£320.00	£64.00	£384.00	BACS	
09/10/2014	Rec	WCC		£560.00	£0.00	£560.00	BACS	
30/09/2014	Rec	Allstar	petrol for mowers	£29.65	£5.93	£35.58	DD	
13/10/2014	Rec	Mr B Pond	4 days' labour mobile phones/office broadband	£320.00	£0.00	£320.00	BACS	
15/10/2014	Rec	Vodafone MRC	Sk Pk reset clock, BL	£55.27	11.05	£66.32	DD	*
23/10/2014	Rec	Electrical Services	bollard lighting, Rec replace faulty photo cell	£228.00	0.00	£228.00	BACS	
23/10/2014	Rec	Rigby Taylor	Fineturf - Cricket square	£46.20	£8.40	£54.60	BACS	
23/10/2014	Rec	Rigby Taylor	Qualgexx - clean play areas	£55.00	£10.00	£65.00	BACS	
26/09/2014	Rec	WH Smith Cartridgesave	Conference Folder	£14.16	2.83	£16.99	DC	*
30/09/2014	Rec		Black HP Toner twin pack	£71.12	14.22	£85.34	DC	*
01/10/2014	Finance	Avast	PC virus checker	£21.73	3.26	£24.99	DC	*
06/10/2014	Finance	Poppy Shop Newsquest media	Large Wreath	£18.70	3.74	£22.44	DC	*
07/10/2014	Finance	Travis Perkins	Groundsman job advert	£355.00	71.02	£426.02	DC	*
10/10/2014	Rec	Brambridge Garden Cen	Plywood thank you cards / new home card	£183.00	36.60	£219.60	DC	*
15/10/2014	Rec	Ordnance Survey		£9.79	0.00	£9.79	DC	*
17/10/2014	Finance		Explorer map	£7.99	0.00	£7.99	DC	*
30/09/2014	Finance	CCCC	Litter collection Jul-Sept	£150.00	0.00	£150.00	BACS	
30/09/2014	Finance	CCCC	Electricity office £60 & Car Park £77.82 Jul-Sept	£137.82	0.00	£137.82	BACS	
13/10/2014	Finance	HCC County Supplies	Stationery	£39.07	7.81	£46.88	BACS	
14/10/2014	Finance	HCC County Supplies	Paper for mailshot	£14.46	2.89	£17.35	BACS	
29/10/2014	Rec	Rigby Taylor Terry	Duraline Concentrate Groundsman Works	£495.00	90.00	£585.00	BACS	
31/10/2014	Rec	Forder-Stent	October	£896.00	0.00	£896.00	BACS	
05/09/2014	Rec	Trade Uk	1p outstanding from previous bill	£0.01	0.00	£0.01	BACS	
31/10/2014	Rec	Allstar Petrol	Van Fuel & Hedge Cutter Fuel	£77.12	15.42	£92.54	DD	
Total				£13,818.18	347.17	£14,165.35		

Fixed Term Deposit - Co-op	Matured - Zero balance	£0.00
Fixed Term Deposit - Lloyds	Matured - Zero balance	£0.00
	Total Long term reserves	£0.00
CCPC -Admin Account	Account Number - 00385887	£93,004.22
Deposit Account balance	Account Number - 01213095	£132,958.80
	Total available funds (excluding long term)	£225,963.02
	Total available funds after above bill paid	£221,429.64

FPC 137/14 TO RECEIVE THE DRAFT MINUTES FROM THE RECENT PLANNING COMMITTEE MEETING

Cllr Bligdon advised a meeting had been held on 29 October and draft minutes are now on the Parish Council website. Cllr Bligdon advised that the list of planning applications is to go to all councillors in case they get queries from members of the public.

Cllr Izard advised that the WCC Planning Officer is recommending the Black Horse change of use application for approval although this still has to be ratified by the senior planner.

FPC 138/14 TO RECEIVE THE DRAFT MINUTES FROM THE RECENT FINANCE COMMITTEE MEETING

Cllr Carry advised a meeting was held on 21 October, the draft minutes are now on Parish Council website and all recommendations are later agenda items

FPC 139/14 TO RECEIVE A RECOMMENDATION FROM THE FINANCE COMMITTEE TO APPLY FOR A £63,000 PUBLIC WORKS LOAN OVER 5 YEARS.

Cllr Carry presented forecasts and projections from 2014/15 to 2019/20 and explained these assumed no increase in the precept.

Cllr Carry advised that the total cost of £80,000 less £17,000 earmarked in this year's budget is slightly higher than previously stated but is still acceptable and said that projections in the future would be closely monitored.

Councillors agreed that the street lighting does need to be replaced.

The Clerk said she would like to double check the number of lamp posts owned by the Parish Council. She asked for councillors to assist with this by offering to take responsibility for a road to check number of lamp posts present.

Cllr John Carry proposed the recommendation from the Finance Committee to apply for a £63,000 Public Works Loan over 5 years be accepted, seconded by Cllr Pam Glasspool and carried.

**FPC
140/14** **TO RECEIVE A RECOMMENDATION FROM THE FINANCE COMMITTEE TO ADOPT REVISED STANDING ORDERS FOR COLDEN COMMON PARISH COUNCIL**

Cllr Carry advised that new revised standing orders had been compiled based on National Association of Local Councils (NALC) standing orders. The Clerk advised that the order has been completely changed, the revised standing orders have been compiled by solicitors and it is easy to see what is mandatory and what is discretionary. The Clerk highlighted changes made by the Finance Committee and said the revised Standing Orders provided a more robust, clearer, better framework in which to work.

Cllr John Carry proposed that the recommendation from the Finance Committee to adopt revised standing orders for Colden Common Parish Council be accepted, seconded by Cllr Ann Brown and carried.

**FPC
141/14** **TO RECEIVE A RECOMMENDATION FROM THE FINANCE COMMITTEE TO ADOPT REVISED FINANCIAL REGULATIONS FOR COLDEN COMMON PARISH COUNCIL**

Cllr Carry presented the previously distributed revised Financial Regulations. The Clerk advised they are more robust than the previous Financial Regulations and highlighted changes such as the Groundsman having access to a debit card. She reported that the Financial Regulations had been considered line by line by the Finance Committee to ensure they reflect actual practice. The Clerk highlighted major changes on page 17 relating to obtaining quotations for contracts over £1K to ensure the Parish Council is getting best value for money. She emphasised the aim was to improve processes but drew attention to the additional layers of control and supervision and the safeguards in place.

Cllr Carry proposed that the recommendation from the Finance Committee to adopt revised Financial Regulations for Colden Common Parish Council be accepted, seconded by Cllr Ann Brown and carried.

**FPC
142/14** **TO RECEIVE A RECOMMENDATION FROM THE FINANCE COMMITTEE TO APPROVE THE FINANCIAL RISK ASSESSMENT FOR COLDEN COMMON PARISH COUNCIL**

The Clerk advised it is a legal requirement to have a financial risk assessment and gave a summary of the work she had carried out on this:

- summary of fraud checks
- summarised risk areas
- looked at risks to ensure cover in place

The Clerk advised the Finance Committee had received the report prepared by her and had endorsed it.

The Clerk was thanked by the councillors for her work on preparing the Financial Risk Assessment.

Maureen Rees clarified the situation regarding the ownership and management of Colden Common Community Centre. She advised that the Parish Council owns the Community Centre and leases it to the Colden Common Community Association on a full repair and insure lease so trustees of the Community Centre would be responsible for the financial risk. She further advised that the Reserves Policy for the Community Centre covers 3 months running costs so there is no liability to the Parish Council.

Cllr John Carry proposed that the recommendation from the Finance Committee to approve the Financial Risk Assessment for Colden Common Parish Council be accepted, seconded by Cllr Val Evans and carried.

FPC 143/14 TO DECLARE A VACANCY FOR THE ROLE OF ASSISTANT GROUNDSMAN AND COMMENCE THE RECRUITMENT PROCESS IN ACCORDANCE WITH PARISH COUNCIL POLICY

Cllr Maggie Hill advised a Grounds and Facilities Officer has been appointed which has led to a vacancy for an Assistant Groundsman.

Cllr Maggie Hill was thanked by all other councillors for her work on defining the recruitment process.

Cllr Maggie Hill declared a vacancy for the role of Assistant Groundsman and proposed that the recruitment process commence in accordance with Parish Council policy, seconded by Cllr Pam Glasspool and carried.

FPC 144/14 TO CONSIDER A REPRESENTATION TO THE LOCAL GOVERNMENT BOUNDARY COMMISSION ON A NEW PATTERN OF WARDS TO ACCOMMODATE 45 COUNCILLORS. (FROM 57)

The Clerk advised WCC has put proposals to the independent Boundary Commission and different scenarios have been looked at but no decision has been made. She advised that Twyford Parish Council has proposed that Twyford and Colden Common drop from 3 to 2 councillors and stays as a smaller ward.

Cllr Izard advised the timetable for deciding on a new pattern of wards is as follows: Boundary Commission to publish draft proposals in February 2015 with further consultations up to 30 March 2015 followed by analysis of further submissions before publishing final recommendations in June 2015. An all-out election will then be held in 2016.

The Clerk put forward the following representation:

Colden Common Parish Council strongly request Twyford and Colden Common remain as one ward in the Local Government Boundary Commission review of Winchester ward boundaries with the ward being represented by two District Councillor positions instead of 3.

Colden Common and Twyford share the same challenges for example speed and volume of traffic, aircraft noise, lack of public transport as well as share many services such as doctors surgery, church services, youth and community groups. Having two District Councillors who can work together on the shared opportunities and challenges for the two villages will help represent interests and promote community cohesion.

Cllr Pam Glasspool proposed that this representation be submitted to the Local Government Boundary Commission, seconded by Cllr Maggie Hill and carried.

FPC 145/14 TO SIGN THE MEMORANDUM OF AGREEMENT RELATING TO THE MANAGEMENT AND MAINTENANCE OF COLDEN COMMON RECREATION GROUND

Cllr Pam Glasspool proposed that the revised Memorandum of Agreement relating to management and maintenance of Colden Common Recreation Ground by Colden Common Parish Council be signed, seconded by Cllr Maggie Hill and carried.

FPC 146/14 TO CONSIDER THE REQUEST FROM COLDEN COMMON FOOTBALL CLUB TO CONSTRUCT TWO DUG OUTS CONSIST OF A BREEZE BLOCK CONSTRUCTION WITH A TIMBER ROOF ON THE FENCE SIDE OF THE SENIOR FOOTBALL PITCH AT COLDEN COMMON PARK, BOYES LANE

After a discussion the councillors agreed they would consider dug outs which could be removed but would not agree to a permanent fixture. They further agreed that Colden Common Football Club be asked to report back to the Recreation Committee with its proposals.

FPC 147/14 COUNCILLORS INFORMATION TIME AND OPPORTUNITY TO REQUEST AGENDA ITEMS FOR THE NEXT MEETING.

Cllr Val Evans – Cllr Evans advised that a radiator had been left in the road in Grays Close and had been there for a long time. The Clerk said she would arrange for it to be removed.

FPC 148/14 TO AGREE THE RELEASE OF THE S137 GRANT TO THE COMMUNITY ASSOCIATION FOR THE PARISH NEWSLETTER

Cllr Carry advised the Finance Committee is happy to recommend that the grant of £2,000 be released to CCCA. He further advised this sum represents the additional costs of printing and staff time in producing the Village Newsletter

Cllr John Carry proposed that the sum of £2,000 representing the S137 grant in respect of the production of the Parish Newsletter be released to the Colden Common Community Association, seconded by Cllr Richard Izard and carried.

FPC 149/14 CONFIDENTIAL ITEM - TO CONSIDER A CONFIDENTIAL MATTER WHICH IS EXEMPT UNDER SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 REGARDING THE FOLLOWING:

The members of the public left the meeting.

FPC 150/14 TO RATIFY THE APPOINTMENT OF THE GROUNDS AND FACILITIES MANAGER

The appointment of Steve Burrige-Hewlett was ratified as Grounds and Facilities Manager including the annual salary. See confidential meeting minutes.