

COLDEN COMMON PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
HELD ON WEDNESDAY 1 MAY 2013 AT 7.30 P.M. IN THE
COMMUNITY CENTRE, ST VIGOR WAY, COLDEN COMMON

Present: Cllr Richard Izard
Cllr Maggie Hill
Cllr Val Evans
Cllr Paul Bryant
Cllr Steve Badham
Cllr Ron Hancock

In attendance: Keith Best, Clerk
Vanessa Kitt, Assistant Clerk
5 Members of the public
Cllr Peter Mason (HCC)

PC 69/13 APOLOGIES:

Apologies were received from Cllr Mike King, Cllr Bligdon, Cllr Dalton-Harrison, Cllr Anstey and Cllr Darryl Henry.

Cllr Izard read out a letter of resignation from Cllr Cecily Sutton which explained she had resigned for personal reasons. The councillors present expressed their regret and it was agreed a letter of thanks and flowers be sent to her.

PC 70/13 ELECTION OF CHAIRMAN

Cllr Evans nominated Cllr Izard as Chairman. This was seconded by Cllr Hancock and agreed unanimously.

Cllr Izard signed his declaration of office.

PC 71/13 ELECTION OF VICE-CHAIRMAN

Cllr Izard nominated Cllr Hill to be Vice Chairman. This was seconded by Cllr Evans and agreed unanimously.

PC 72/13 APPOINTMENT OF PARISH COUNCIL COMMITTEES

It was agreed for the following members to be appointed on the Colden Common Parish Council -Standing Committees

Finance & Administration

Cllr Paul Bryant, Cllr Richard Izard (ex-officio) Cllr Maggie Hill (ex-officio), Cllr Val Evans, Cllr Steve Badham, Cllr Ron Hancock.

Recreation & Amenities

Cllr Jo Anstey, Cllr Jean Bligdon, Cllr Mike King, Cllr Richard Izard (ex-officio), Cllr Ron Hancock, Cllr Maggie Hill (ex-officio)

Planning, Highways, Lighting and Transportation

Cllr Jo Anstey, Cllr Jean Bligdon, Cllr Paul Bryant, Cllr Richard Izard (ex-Officio), Cllr Maggie Hill (ex-officio), Cllr Val Evans, Cllr Steve Badham, Cllr Ken Dalton-Harrison

Remuneration Committee – (All members are ex-officio)

Chair of the Parish Council, Chair of Planning, Chair of Finance and Chair of Recreation

PC 73/13 APPOINTMENT OF MEMBERS TO SERVE AS PARISH COUNCIL REPRESENTATIVES ON OTHER ORGANISATIONS 2013/2014

It was agreed for the following members will act as representatives of the Parish Council on the following organisations

Youth Work Project Management Committee	Cllr Val Evans Cllr Richard Izard
Colden Common Community Association	Cllr P Bryant
Colden Common Community Association Management Committee	Cllr J Bligdon
Colden Common Twyford Medical Practice Patients Participation Group	Cllr Maggie Hill
Twinning Association	Cllr Paul Bryant
Bowls Club	Cllr Richard Izard Cllr Mike King
Allotment Committee	Cllr Jo Anstey

PC 74/13 APPOINTMENT OF PARISH COUNCIL WARDENS AND OTHER APPOINTMENTS:

The following caretakers /wardens positions were confirmed

Allotment Caretaker	Derek Brunger
Footpaths Warden	Brian Reeder
Tree Warden	Cllr Anstey
Conservation Warden	Richard Pond

PC 75/13 TO APPROVE AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL HELD ON 3 APRIL 2013

The minutes of the Parish Council Meeting held on 3 April 2013 having been circulated, were considered. Cllr Bryant asked that PC 61/13 on Open Space Funding should specify swings among the equipment being considered for the Recreation Ground play area. The minutes were agreed subject to the amendment above and signed.

Proposed by Cllr Hill, seconded by Cllr Evans and carried unanimously.

PC 76/13 POLICE REPORT

The Clerk advised the following link will enable Councillors to search for reported crimes:

<http://www.hampshire.police.uk/internet/advice-and-information/general/country-watch>

The Clerk reported that the local PCSO will be attending the Annual Assembly on Wednesday 29 May and advised that he had not been advised of any particular crime of note over the past month.

PC 77/13 QUESTIONS FROM MEMBERS OF THE PUBLIC

A member of the public read out a letter of complaint regarding the barrier at the Recreation Ground. He explained that the terms of having the barrier at the recreation included the need to remove the barrier after every game but he had been made aware that permission had been given by a councillor for the barrier to remain up for a week due to the backlog of matches. He agreed that this had been a reasonable request but was dismayed to note that the barrier had then remained in place for five weeks and not the one originally agreed. He commented that this had been part of what he thought had been a cavalier attitude on rules taken by the parish councillors in recent months. This had included the disregard of advice offered by a councillor regarding separate accounts for certain charity funds.

Cllr Izard confirmed that permission had been given for the barrier to remain up due to a backlog of matches but all councillors agreed that the barrier should now come down. Cllr Izard advised it was not the intention for this to happen again. It was agreed that the Clerk should write to Colden Common Football Club to set out the terms regarding the erection of the barrier.

With regards to the layout of the accounts Cllr Badham disagreed that they have acted in a cavalier fashion asserting that the Parish Council seeks advice as appropriate and were complying with that offered by the Internal auditor.

The member of the public asked that the letter be placed on the correspondence file.

A member of the public asked about a small mechanical pavement sweeper which had been seen in operation in Twyford. Cllr Mason confirmed the sweeper is operated by WCC through the Neighbourhood Warden Scheme.

A member of the public advised they had been unable to find a copy of this meeting's agenda on the website. The Clerk confirmed there was a problem with the website which had been reported.

A member of the public advised that a footpath at the back of the Community Centre from the car park to Upper Moors Road is used by many elderly people and would benefit from being properly maintained. Cllr Izard agreed that the footpath is a useful amenity and would benefit from being properly established but advised that the footpath is on land leased to the Colden Common Community Association and is therefore not the responsibility of the Parish Council.

PC 78/13 DECLARATIONS OF INTEREST RELATED TO SUBSEQUENT AGENDA ITEMS

Cllr Izard and Cllr Bryant declared an interest in Agenda Item 15 a) ii) as they are both members of Colden Common Twinning Association.

PC 79/13 UPDATE ON MINUTES, CORRESPONDENCE AND RELEVANT MATTERS NOT INCLUDED ELSEWHERE ON THE AGENDA.

The Clerk circulated the action report as follows:-

Action Report –May 2013

1 Assistant Groundsman post.

Interviews took place on 1 May. The position has been offered to one candidate who has accepted. He will be starting on Monday 3 June subject to satisfactory references being received.

2 Bus Shelters

Both Bus shelters were installed on Friday, 26 April 2013. The tarmac work will be carried out shortly. The Clerk reported he will send the invoices to HCC when they have been received so that the monies can be claimed back. Cllr Izard pointed out there are still funds available if other suitable sites were identified. Cllr Bryant suggested a shelter at the end of Brickmakers Road could be considered as this area is used by school children waiting for buses to go to Kings' School.

3 Play equipment for Recreation Ground

Contact has been made with the school and one of the local playgroups to ascertain their views on what equipment should be provided. Concerns were raised about the condition of equipment at Centre Park and the Clerk reported that inspection reports have been received and are currently being reviewed.

4 Skate Park Equipment

The Skate Park Equipment should be installed later this month in the week commencing Monday 27 May and the existing equipment will be removed at the same time.

5 HMRC PAYE Tools

The Parish Council has been using this program which is supplied by HMRC and processes the Payroll information and provides the tax and National Insurance figures for each employee. It has been used successfully for several years and while payments have been made each month a breakdown of the figures for each individual were only required to be submitted at the end of the tax year.

From 6 April this year, however, HMRC has introduced an amended version known as "Basic PAYE Tools - Real Time information" and all calculations have to be submitted monthly. Far more information is now required about individual employees and any omission invalidates the whole process. There have been the inevitable glitches, including in our case not recognising our User ID and password, and HMRC are investigating the inability to accept our online submission. The payroll, which usually takes about 30 minutes, took over three hours and is still not resolved completely.

6 Parishioner of the Year

The competition has been advertised and a few nominations have been made. It has been suggested that I contact local groups to remind them of the award.

7. Internal Audit

The Internal Auditor is coming on May 15th to look at the administrative controls and June 5th to look at the accounts.

8. Storage Unit at Community Centre

Cllr Izard reported that Maureen Rees had requested that the payment of the storage unit situated outside the Gloucester Hall be raised with the Parish Council. It was agreed that as the Community Association had applied for a grant from the Parish Hall Trust to cover the cost of the unit it was appropriate that the Community Association pay for the unit. The unit will subsequently belong to the Community Association.

PC 80/13 LOCAL PLAN PART 2

Cllr Evans advised that Local Plan Part 1 has now been adopted and this has confirmed that the future requirement for new housing in Colden Common over the next twenty years is 250 units.

Cllr Evans advised that Local Plan Part 2 is in the consultative stage and the Parish Council had agreed to take a WCC officer led approach to this which involves working with WCC to inform the ultimate decision making by WCC. Three parish councillors and two members of the public have formed a Community Engagement Group and a public meeting consisting of workshops had been held in February. The results of this meeting had been collated into a report which had been distributed to the participants of the meeting and Parish Councillors and had been on display at the Community Centre. The information is also due to go on the Parish Council website. Cllr Evans emphasised it is important for the Parish Council to own this work being carried out and take it forward.

Cllr Hill advised that the next stage of the process is a site sieving exercise: looking at each site identified and assessing them against criteria set by WCC such as designated sites, trees/woodland, water courses etc. Cllr Hill explained that Jenny Nell from WCC will be attending the Parish Assembly on Wednesday 29 May to explain the process and answer questions. In addition, there will be a three week period after the meeting to allow people to submit comments in writing. At the end of this period a report will be produced and presented to the Parish Council for its endorsement.

Cllr Hill reported that additional possible sites had been identified after the public meeting and meetings of the Community Engagement Group are being held every Tuesday at which a great deal of work has already been done. Everyone is welcome to attend these meetings. This process will be completed at the end of August at which time a decision will be needed as to whether to extend the village development boundary. As part of the process WCC are also conducting separate studies on such items as transport and the effect on the landscape of the various sites which have been identified.

Cllr Hill emphasised it was important for this work to be widely publicised - in the notification of the Annual Parish Assembly and on the Parish Council website.

Cllr Bryant asked what procedure would be followed if the parishioners objected to the Parish Council endorsing the final report. Cllr Hill advised that the ultimate

decision rests with WCC; but pointed out that it is important for local people to be involved in this work so the final report represents parishioners' views.

Cllr Izard confirmed that the work being done will be endorsed and owned by the Parish Council.

PC 81/13 ANNUAL ACCOUNTS FOR CONSIDERATION

The Clerk advised that the accounts for 2012/13 have not yet finalised as some invoices on the accounts for payment relate to 2012/13 year. The Clerk said accounts, with notes to explain any discrepancies in budget, will be circulated as soon as they are available.

PC 82/13 COMMITTEE REPORTS

A) Finance & Administration

i) **Recommendation to approve part funding Speed Watch Equipment in conjunction with Twyford Parish Council at an estimated cost of £1,285 including delivery. The Clerk was charged with identifying items in 2013/14 budget which would fund this expenditure.**

ii) Grants

a) **Recommendation to award £2,000 to the Colden Common Community Association for production of Village Newsletter, Cllr Badham proposed to ratify the recommendation seconded by Cllr Hancock and agreed with one abstention.**

Proposed by Cllr Badham, seconded by Cllr Hancock and carried with one abstention.

b) **Recommendation to award £1,000 to the Colden Common Twinning Association for its 35th Anniversary Celebration,**

Proposed by Cllr Badham, seconded by Cllr Hancock and carried with two councillors abstaining from voting due to earlier declaring an interest.

PC 83/13 ACCOUNTS FOR PAYMENT

A list of the account for payment was circulated at the meeting as below:

COLDEN COMMON PARISH COUNCIL

ACCOUNTS TO BE PRESENTED FOR PAYMENT: 1 MAY 2013

Unless any queries are raised by 10pm on 1 May 2013 the following list of invoices will be paid on behalf of Colden Common Parish Council

Accounts certified by the Clerk as correct for payment

Date of Invoice	Payee	Description	Total	Cheque
26/04/2013	Salaries	Net Salaries	£3,830.88	BACS
26/04/2013	Working from home allowance	Clerk £10, Asst Clerk £15	£25.00	BACS

26/04/2013	HMRC	Total PAYE & NIC	£1,018.76	BACS
April 2013	HCC	Total Pensions	£954.57	BACS
May	WCC	Rates Rec Gr Pavilion - May	£97.00	DD
03/04/2013	Avoncrop	Award Nutri pro Bowling Green	£48.00	BACS
08/04/2013	Southern Water	Allotments (for info only)	£86.74cr	
08/04/2013	Southern Water	Pavilion - Boyes Lane (for info only)	£4.84cr	
10/04/2013	Sherriff	Goal sockets for new goal posts (CCP)	£71.98	BACS
31/03/2013	Allstar	Tractor & Van fuel	£169.99	DD
12/04/2013	Vodafone	Mobile phones - Clerk/GTO/Asst GTO	£65.97	DD
12/04/2013	NFU Mutual	Tractor insurance	£403.91	BACS
10/04/2013	WCC	Dog bin emptying Jan/Feb/Mar	£560.00	BACS
18/04/2013	Progiene Ltd	Sacks/cleaning supplies - CCP	£228.17	BACS
22/04/2013	Screwfix	Line marking paint/tape/nuts&bolts	£54.91	BACS
01/05/2013	Twyford Patient Part. Group	Donation	£50.00	CHQ
01/05/2013	CCCA	S137 grant for Newsletter	£2,000.00	BACS
01/05/2013	CC Twinning Association	S137 grant for 35th Anniversary celebrations	£1,000.00	BACS
03/04/2013	SSE Contracting	2nd 6mth invoice - Apr-Oct 2013 Lighting contract	£1,805.42	BACS
25/04/2013	D J Scott Garden Machinery	Ransome Cyclinder Mower Service	£251.54	BACS
25/04/2013	D J Scott Garden Machinery	Tractor repair	£191.69	BACS
01/04/2013	Inst of Groundsmanship	Annual Subscription	£104.00	BACS
01/04/2013	Cutting Edge	Tree work Aspen CI (£414), W'beam CI (£420)	£834.00	BACS

£13,765.79

Fixed Term Deposit

Current Account	£75,000.00
Balance	£10,444.54
Deposit Account	
balance	£112,900.26

It was resolved that all payments as listed above should be made on behalf of Colden Common Parish Council.

Proposed by Cllr Izard, seconded by Cllr Evans and carried unanimously.

PC 84/13 ANNUAL PARISH MEETING – WEDNESDAY 29 MAY AT 7.30PM

As advised above by Cllr Hill, the Clerk confirmed that Jenny Nell, Chief Planning Officer at WCC, will be attending the meeting to talk about Local Plan Part 2 and answer questions. It was agreed a time slot of thirty minutes should be allowed for this.

PC 85/13 REPORTS FROM COLDEN COMMON COMMUNITY ASSOCIATION AND COLDEN COMMON COMMUNITY CENTRE MANAGEMENT COMMITTEE

The Clerk advised he will circulate these reports when they have been received.

PC 86/13 COUNTY AND DISTRICT COUNCILLORS' REPORTS & INFORMATION

Cllr Peter Mason

Cllr Mason presented his report. He advised the yellow lines along the corner of Spring Lane and Main Road will not be repainted until the road has been resurfaced. He advised that attendance at parks and museums are up apart from Hillier Gardens where attendance is down. Plans for 2014 include events to commemorate the centenary of the outbreak of World War I and 70 years since D-Day. In conclusion Cllr Mason advised he will be standing down a County Councillor on 4 May 2013 after 12 years' service which he had enjoyed. Cllr Izard, on behalf of all, thanked Cllr Mason for his work.

PC 87/13 COUNCILLORS QUESTION/INFORMATION TIME

Cllr Paul Bryant

Cllr Bryant reported a keep left sign along Main Road has been damaged and needs reporting to HCC. The Clerk said he will report it again.

PC 88/13 DATE OF NEXT MEETING

The next meeting will be held on the Wednesday 5 June 2013.

DATE _____

SIGNED _____ CHAIRMAN