

COLDEN COMMON PARISH COUNCIL

SUMMONS to attend
MEETING OF THE
FULL PARISH COUNCIL

Virtual meeting to be held on Monday, 6th July 2020 at 7.30 p.m.

Due to the current Coronavirus pandemic, the Parish Council will meet virtually via Zoom by clicking [HERE](#) rather than in the Community Centre. You can also use the link below

<https://us02web.zoom.us/j/2892053439>

Zoom is available for Personal Computers, Apple Mac's, mobile phones and tablets. Just go to the appropriate app store.

To join the meeting the ID is 289 205 3439

The press and public may not speak when the Council is in session.

Members of the press and public will be muted when joining the meeting.

The Press and Public can make points or ask questions regarding items on the agenda only, in the allocated time during agenda item

To do so please raise a virtual hand during this agenda item and wait to be invited to speak by the Chair.

Background papers if appropriate are available on request before the meeting.

They will be circulated to Councillors in the days before the meeting.

Debbie Harding, Clerk to the Council, Tuesday, 30th June 2020

Please note that the timing shown on the agenda is a guide only and agenda items may be brought forward, suspended or deferred which will result in the agenda item being dealt with at a different time.

A G E N D A

Please note that the timing shown on the agenda is a guide only and agenda items may be suspended or deferred which will result in the agenda item being dealt with at a different time.

<u>AGENDA REF</u>	<u>AGENDA ITEM</u>	<u>LEAD</u>	<u>PAGE</u>	<u>TIME</u>
FPC22/20	To receive any apologies for absence	Chair		7.30
FPC23/20	To resolve to exclude the public from agenda item FPC 46/20 under legislation in the PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960 as the business being discussed is of a commercial nature and could be prejudicial to financial negotiations	Chair		7.31
FPC24/20	To resolve to exclude the public from agenda item FPC 46/20 under legislation in the PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960 as the business being discussed is in relation to staff employment contracts which are of a confidential nature.	Chair		7.33
FPC25/20	To receive any declarations of Interest related to subsequent agenda items	Chair	-	7.35
FPC26/20	To resolve to approve and sign the minutes of the meeting of the Full Parish Council held on the 18 th May 2020 as an accurate record of the meeting.	Chair	3-7	7.36
FPC27/20	To receive any questions from members of the public relating to any matters on the agenda, or ask any questions to District and County Councillors	Chair		7.38
FPC28/20	To receive updates from the elected District and County Councillors	Chair		7.48
FPC29/20	To receive an update from the Clerk on any matters (for information only)	Clerk	8	8.00
FPC30/20	To receive the minutes from the Planning Committee Meetings held on the 20 th May and 17 th June 2020	Cllr Hill	Website Link	8.02

FPC31/20	To receive a recommendation from the Planning Committee to adopt the Committee's amended terms of reference	Cllr Hill	9-11	8.06
FPC32/20	To receive the minutes from the Policy, Procedures and Staffing Committee Meeting held on 10 th June 2020	Cllr Hill	Website Link	8.08
FPC33/20	To receive a recommendation from the Policy, Procedures and Staffing Committee to accept an amendment to the Communication and Social Media Policy to cover the process for Councillors to represent the Parish Council at external meetings	Cllr Hill	12	8.12
FPC34/20	To receive a recommendation from the Policy, Procedures and Staffing Committee to adopt the Committee's amended terms of reference	Cllr Hill	13-14	8.14
FPC35/20	To receive the minutes from the Recreation Committee Meeting held on the 26 th May and the 29 th June 2020	Cllr Veck	Website Link	8.16
FPC36/20	To receive a recommendation from the Recreation Committee to make a grant payment to Colden Common and Otterbourne Cricket Club to match fund the cost of cutting the Cricket Square to a maximum of £150	Cllr Veck	15	8.25
FPC37/20	To receive a recommendation from the Recreation Committee to adopt the Committee's amended terms of refence	Cllr Veck	16-18	8.30
FPC38/20	To review the draft meeting schedule for Council Committee meetings	Chair	19	8.35
FPC39/20	To consider a request to hold a pop-up shop and a vintage food truck in the corner of the CCCC car park and agree the terms	Chair		8.36
FPC40/20	To agree the terms of reference for the working party which will work towards formulating a 5-year strategic plan for Colden Common Parish Council, for consultation with the residents and final approval by the Full Council	Chair	20-22	8.46
FPC41/20	To review the bank mandate for Lloyds Bank and Redwood bank and agree changes to the signatories.	Chair	23	8.50
FPC42/20	Councillors information and question time	Chair		8.52
FPC43/20	To raise any items for the next agenda	Chair		9.00
FPC44/20	To approve accounts for payment by Colden Common Parish Council for April, May and June (retrospectively) and July	Chair		9.03
FPC45/20	To close the meeting to the public for the confidential agenda item as resolved in item FPC23/20 To consider the Parish Council taking ownership of Stratton / Chalk Dell Copse, and if appropriate agree the minimum financial contribution through income from mobile phone masts, commuted sums or other conditions of transfer and delegate authority to the Clerk to proceed on these terms.	Chair		9.05
FPC46/20	To close the meeting to the public for the confidential agenda item as resolved in item FPC24/20 To receive a recommendation from the Policy and Procedures Committee to approve staff contractual and non-contractual changes to the conditions of their employment	Chair	Pink Paper	9.15
FPC47/20	The meeting to close	Chair		9.30

*Debbie Harding, Parish Clerk,
Tuesday, 30th June 2020*

COLDEN COMMON PARISH COUNCIL
MINUTES OF THE MEETING OF THE FULL PARISH COUNCIL
HELD VIRTUAL ON ZOOM ON MONDAY 18th MAY 2020 AT 7.30PM

Present	Cllr Richard Izard	Cllr John Boyes
	Cllr Maggie Hill	Cllr Joanna Battle
	Cllr Pam Glasspool	Cllr Hazel Crosthwaite
	Cllr Laurence Wilks	Cllr Rob Veck
	Cllr Alex Loughran	Cllr Maggie Pearson

Apologies

In attendance Cllr Sue Cook
Cllr Tony Bronk
Debbie Harding (Clerk)
Sophie Thorogood (Asst Clerk)
3 Members of the public

FPC **TO RECEIVE ANY APOLOGIES FOR ABSENCE**

01/20

Apologies were noted as above

Action

FPC **TO RECEIVE ANY DECLARATIONS OF INTEREST RELATED TO**
02/20 **SUBSEQUENT AGENDA ITEMS**

No declarations were made.

FPC **TO RECEIVE A 3-MINUTE PRESENTATION FROM KATE**
03/20 **CHAPMAN, SENIOR PLANNER, GILLINGS PLANNING ON**
PROPOSALS TO REPLACE THE QUEENS HEAD PUB WITH A
CARE HOME.

This item was deferred at the request of Gillings Planning.

FPC **TO RECEIVE ANY QUESTIONS FROM MEMBERS OF THE PUBLIC**
04/20 **RELATING TO ANY MATTERS ON THE AGENDA, OR ASK ANY**
QUESTIONS TO DISTRICT AND COUNTY COUNCILLORS

There were no questions asked

FPC **TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE**
05/20 **FULL PARISH COUNCIL HELD ON THE 2nd MARCH 2020**

The minutes of the Parish Council Meeting held on 2nd March 2020 having been circulated, were considered and it was resolved that the minutes were an accurate record of the meeting, proposed by Cllr Hill, seconded by Cllr Glasspool, and carried with an abstention by Cllr Pearson.

FPC 06/20 **TO APPROVE AND SIGN THE MINUTES OF THE CONFIDENTIAL MEETING OF THE FULL PARISH COUNCIL HELD ON THE 2nd MARCH 2020**

The confidential minutes of the Parish Council Meeting held on 2nd March 2020 having been circulated, were considered and it was resolved that the minutes were an accurate record of the meeting, proposed by Cllr Veck, seconded by Cllr Glasspool, and carried with an abstention by Cllr Pearson.

FPC 07/20 **TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE FULL PARISH COUNCIL HELD ON THE 20TH MARCH 2020**

The minutes of the Parish Council Meeting held on 20th March 2020 having been circulated, were considered and it was resolved that the minutes were an accurate record of the meeting, proposed by Cllr Pearson, seconded by Cllr Hill, and carried with abstentions by Cllrs Glasspool, Boyes and Wilks.

FPC 08/20 **TO RECEIVE UPDATES FROM THE ELECTED DISTRICT AND COUNTY COUNCILLORS**

Cllr Bronk and Cllr Cook – both District Councillors prepared reports in advance of the meeting which are attached to these minutes.

FPC 09/20 **TO RECEIVE A CLERK'S UPDATE (FOR INFORMATION ONLY)**

The Clerk has submitted applications for Cil funding to Winchester City Council. Applications have been submitted for £10,000 towards the cost of Outdoor gym equipment, £100K for the Recreation ground pavilion refurbishment and £5,000 towards a replacement outside water tank for the Bowls Club sprinkler system.

Hampshire County Council have recently published the casualty reduction scheme improvements for the Kiln Lane/Highbridge Road/Brambridge junctions. These have been forwarded to Councillors.

The installation of the replacement streetlight in Valley Close should be completed on the 18th May.

The fencing separating the allotment from the section of footpath 12 that runs alongside it was delayed due to Covid-19 restrictions. It will be rescheduled for completion shortly. The £2,000 contribution towards it from HCC has been received in the Parish Council accounts.

The Lengthsmen is due early June. Please contact the Clerk with any suggested works to be completed to HCC pavements and rights of way.

Relaying the patio slabs which are a trip hazard at Colden Common Park has been delayed due to Covid-19 and are due to commence on 4th & 5th June.

The leak in one of the water tanks which feed the bowls club sprinkler system have had a temporary fix. It is a temporary fix as draining down the tanks does not remove all the water and therefore it is difficult to reseal the leaking section which is right at the bottom.

The new lighting for the skateboard park and the car park has been ordered. The recommended improvements to the electrics will be completed at the same time and a new 5-year fixed installation safety certificate will be issued.

The remedial works required for the electrics in the Recreation Ground Pavilion and the Pavilion at Colden Common Park are being completed on Monday, 18th May. After these repairs a new 5 year fixed electrical safety certificate will be issued for both buildings.

The Tennis Club has reopened with new procedures to protect against Covid-19 transmission and maintain social distancing as per the latest government advice.

**FPC
10/20** **TO RECEIVE THE MINUTES FROM THE PLANNING COMMITTEE
HELD ON THE 6th MAY 2020 (FOR INFORMATION ONLY)**

Cllr Izard reported on the main points of the meeting held on the 6th May, the minutes of which are available on the Parish website.

**FPC
11/20** **TO RECEIVE THE INTERNAL AUDITOR'S OPINION ON THE AUDIT
OF THE ACCOUNTS FOR THE YEAR ENDING 31ST MARCH 2020**

It was resolved to receive the internal auditor's opinion on the audit of the accounts for the year ending 31st March 2020, as proposed by Cllr Wilks, seconded by Cllr Pearson, and carried.

**FPC
12/20** **TO RESOLVE TO APPROVE, SIGN, DATE THE PROFIT AND LOSS
ACCOUNT FOR COLDEN COMMON PARISH COUNCIL PREPARED
IN ACCORDANCE WITH PROPER PRACTICES BY THE PROPER
OFFICER OF THE PARISH COUNCIL FOR THE FINANCIAL YEAR
2019-20**

It was resolved to approve, sign, date the profit and loss account for Colden Common Parish Council showing income of £233,519.50 and expenditure of £236,537.59 prepared in accordance with proper practices by the proper officer of the Parish Council for the financial year 2019-20, as proposed by Cllr Wilks, seconded by Cllr Glasspool, and carried.

FPC
13/20

TO RESOLVE TO APPROVE, SIGN, DATE THE BALANCE SHEET FOR COLDEN COMMON PARISH COUNCIL PREPARED IN ACCORDANCE WITH PROPER PRACTICES BY THE PROPER OFFICER OF THE PARISH COUNCIL FOR THE FINANCIAL YEAR 2019-20

It was resolved to approve, sign, date the Balance Sheet for Colden Common Parish Council showing year end reserves of £205,259.30 prepared in accordance with proper practices by the proper officer of the Parish Council for the financial year 2019-20, as proposed by Cllr Wilks, seconded by Cllr Glasspool, and carried.

FPC
14/20

THAT THE COUNCIL APPROVE SECTION 1 OF THE ANNUAL GOVERNANCE AND ACCOUNTABILITY STATEMENT, DECLARING IT CORRECT TO THE BEST KNOWLEDGE AND BELIEF WITH RESPECT TO THE ACCOUNTING STATEMENTS FOR THE YEAR ENDING 31ST MARCH 2020 FOR SUBMISSION TO THE EXTERNAL AUDITOR.

It was resolved that the Council approve section 1 of the Annual Governance and Accountability Statement, declaring it correct to the best knowledge and belief with respect to the accounting statements for the year ending 31st March 2020 for submission to the external auditor, as proposed by Cllr Wilks, seconded by Cllr Hill, and carried.

FPC
15/20

THAT THE COUNCIL APPROVE SECTION 2 ON THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDING 31ST MARCH 2020, APPROVE AND SIGN THE STATEMENT, DECLARING IT CORRECT FOR SUBMISSION TO THE EXTERNAL AUDITOR

It was resolved that the Council approve section 2 on the Annual Governance and Accountability return for the year ending 31st March 2020, approve and sign the statement, declaring it correct for submission to the external auditor, as proposed by Cllr Wilks, seconded by Cllr Pearson, and carried.

FPC
16/20

TO RESOLVE THE COUNCILS POSITION OVER THE ACCEPTANCE OF A COVID-19 SMALL BUSINESS GRANT OF £10,000 RECEIVED VIA WINCHESTER CITY COUNCIL AND IF ACCEPTED, TO RESOLVE THAT IS IT ADDED TO THE RECREATION COMMITTEE BUDGET TO BE USED AT THEIR DISCRETION.

Since the publication of the agenda item to discuss this grant, it has been discovered that precepting authorities are not eligible for the grant, so it will be returned to WCC.

Cllr Iazard stated the Parish Council would be able to increase the precept demand next year to help make up for the loss of income to 2020-21 financial year.

The Clerk confirmed the Recreation Ground Charity had applied for the grant and will be eligible as the Pavilion is on the Charity land.

Discussions over impact of loss of income to be discussed at Recreation Committee meeting

FPC **TO REVIEW THE PARISH COUNCIL'S COMMUNICATION POLICY**
17/20

Cllr Hill explained that the Policy is not being reviewed for changes, this agenda item is to serve instead as a reminder to all Councillors how the policy should be enacted.

Cllr Veck asked if when Councillors are emailing regarding Council business, should a disclaimer be placed at the bottom of emails. This will be a matter for the Policy and Procedure Committee when they next meet.

FPC **COUNCILLORS INFORMATION AND QUESTION TIME**
18/20

Cllr Veck – The proposed new rules have been produced, have been issued for consultation to plot holders and will be presented to the next meeting of the Allotment Charity Trustees for review.

Cllr Glasspool asked the Clerk if Rights of Way fall under Recreation Committee and not under Planning Committee. The Clerk to check the terms of reference.

HCC have difficulties fulfilling the priority cutting lists for rights of way, and are asking the Parish Council what Lengthsmen resources can be used to carry out some of the priority cutting list work.

FPC **TO RAISE ANY ITEMS FOR THE NEXT AGENDA**
19/20

Cllr Loughran notified the CCCA AGM is pencilled in for the 2nd July at present, and at least 2 Trustees will be standing down, including the Chair. They will keep the Parish Council updated.

FPC **TO APPROVE ACCOUNTS FOR PAYMENT BY COLDEN COMMON**
20/20 **PARISH COUNCIL FOR APRIL (RETROSPECTIVELY) AND MAY**

This item was deferred for retrospective approval at the next meeting.

Agenda item FPC29/20

AGENDA TITLE	To receive an update from the Clerk on any matters (for information only)
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As this time all updates are contained in the Committee meeting minutes.

Agenda item FPC31/20

AGENDA TITLE	To receive a recommendation from the Planning Committee to adopt the Committee's amended terms of reference
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Clerk to the Council: Debbie Harding

Terms of Reference	Planning, Highways, Lighting and Transportation committee
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Summary of Revisions Made	Version	Date
Draft Terms of reference Planning Committee	1.00	21st October 2013
Presented for adoption by FPC	1.00	6 th November 2013
Changes recommended for adoption by FPC	2.00	15 th February 2017
Update and adopted by FPC	3.00	2 nd July 2018
Proposed changes recommended to the Council	4.00	15 th June 2020

Purpose

The Planning, Highways, Lighting and Transportation committee is constituted to manage matters in relation to representations on planning matters, highways issues, street lighting and transportation.

Membership

The Committee is constituted as a Standing Committee of Colden Common Parish Council.

Membership will be confirmed at the Annual Parish Meeting in May.

The Committee composition shall comprise of a minimum of six* Councillors as voting members. The Chair and Vice Chair will be ex-officio members of the Committee.

Chairman

The Chairman and Vice-Chairman to be elected annually by the Committee.

The Chairman shall have the casting vote in the case of an equality of votes and may exercise his casting vote whether or not he gave an original vote.

Meetings

Meeting will normally take place on the 3rd Wednesday of every month, commencing at 10.30am.

Delegated powers to the Clerk

All correspondence shall be conducted through the Clerk of the Parish Council.

To submit applications for works on Parish Council trees which are covered by a Tree Preservation order

To manage the facility of the Community Centre Car Park within the Planning Committee budget

To manage the existing inventory of Parish Council street lighting and associated management contract.

Any other matters which are an adopted policy, will be dealt with by the Clerk in accordance to said policy.

The Committee has delegated to the Clerk and Assistant Clerk to place orders for works and services within the limitations of the approved annual budget of the committee and includes the authority to vire funds within the Planning Committee budget. This does not extend to funds earmarked for projects.

Delegated authority to the Committee

Planning Projects shall only be approved by the Committee within the limit of the project approved budget, unless delegated to the Clerk at a specific Committee meeting.

The Planning Committee have delegated powers to represent the Council on all planning applications. All agendas will be distributed to the Full Council and any two Parish Councillors may request any application be deferred for a meeting of the Full Parish Council for determination.

The Committee has delegated executive powers to consider all planning applications pertaining to Colden Common Parish and to respond to Winchester City Council Planning Authority.

In the event of WCC being unable to permit an extension to the expiry date for comments on an application, the Parish Clerk shall under delegation powers make an representation on behalf of the Parish Council after seeking comments via e-mail from members of the Planning Committee and submitting a majority view as per normal voting procedures. The Village Design Statement shall have prominent consideration on any comments made on the applications.

The Planning Committee may make general enquiries about applications to assist with fair determination of applications. The Committee has an obligation to ensure that relevant parties are given an adequate hearing – applicants, as well as objectors, will have the opportunity to speak at meetings in accordance with the Parish Council Standing Orders.

The Planning Committee have delegated powers to represent the Council on all planning applications. All agendas will be distributed to the Full Council and any two Parish Councillors may request any application be deferred for a meeting of the Full Parish Council for determination.

Where an on-site meeting is arranged, it will be subject to the prior approval of the Chairman or Vice-Chairman. A Committee member will then present findings to the Committee.

Where an application is subject to an appeal, the Committee is authorised to make written representation and the Chair or Vice Chair of the Planning Committee will attend the hearing or nominate another Councillor as representative in accordance with our communications policy.

The Committee has power to comment on any development outside the Parish settlement boundary which may have an impact on Colden Common.

The Committee will consider all matters relating to the preservation of trees and report accordingly to the Planning Authority.

To comment on drainage problems, in consultation with the Highway Authority and Southern Water

To make representation to the higher tier authorities on behalf of Colden Common to secure Section 106 funding and / or Community Infrastructure Levy investment where possible

To take the necessary action to refer enforcement matters to the relevant tier authority and to pursue such matters until a resolution has been reached.

To comment on matters relating to the provision of Gypsy and Traveller sites

To liaise with the Southern Down National Park authority

To deal with matters in relation to the use of Colden Common Community Centre Car Park.

To deal with requests for housing exception sites in the village. **See matters for Full Council approval only.**

The Committee will recommend to the Full Council new road names to submit to Winchester City Council

The Committee has delegated authority to work with the City Council Local Plan 2036, keeping the Full Council informed. Any decisions in relation to preferred sites (if appropriate) will be approved by Full Council.

The Committee will lead the review of the Parish Council village design statement, the final document to be approved by Full Council prior to submission for adoption.

The Committee has delegated powers to manage all matters in respect of Highways, lighting, rights of way, speed watch, speed limit reminders and the car park at the Community Centre.

The Committee will represent the Parish on matters in relation to public transport system.

The Committee will review and comment on car parking areas in order to ease the congestion in the village in consultation with the higher tier authorities and other interested bodies.

The Committee will actively liaise with the relevant departments at the higher tier authorities in all matters related to planning and highway issues and cycleway matters

The Committee will consider and formulate a response if appropriate on highway and transportation consultations and information documents from relevant authorities and organisations.

Matters for the Full Parish Council only

All agendas will be distributed to the Full Council and any two Parish Councillors may request any application be deferred for a meeting of the Full Parish Council for determination.

Any matters in relation to formal approval of an exception site for housing in the village.

Any sites to be put forward formally as part of a Local Plan or change in the settlement boundary of the village.

Other matters

All members to attend a planning training session within a year of appointment and further training at least every four years.

Agenda item FPC33/20

AGENDA TITLE	To receive a recommendation from the Policy, Procedures and Staffing Committee to accept an amendment to the Communication and Social Media Policy to cover the process for Councillors to represent the Parish Council at external meetings
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The following clause has been added to the Communication and Social Media Policy, which is recommended to the Council for adoption.

Councillors attending and speaking at external meeting

At time to time the Council may be invited to external meetings. Should the Clerk receive an invitation to attend a meeting the policy of the Council is that the Clerk should ask the relevant Chair(s) of the Committee to attend any meetings with the Clerk. If the Chair of the relevant Committee is unable to attend or feels that another member has specialist knowledge which may be helpful, the Chair may nominate a substitute. The role of a Councillor in such meeting is to listen and represent an already resolved decision of the Council. This policy contains no delegated responsibility to a Councillor, only to an employee or a committee as a whole¹. Therefore, any decisions resulting from any such external meetings should be made by the Clerk within delegated powers or resolved at the next relevant Parish Council meeting.

¹ LGA Act 1972 s.101 LGA 1972 s.14 (2) and 33 (1)

Agenda item FPC34/20

AGENDA TITLE	To receive a recommendation from the Policy, Procedures, and staffing Committee to adopt the Committee's amended terms of reference
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Terms of Reference	Policy, Procedures and Staffing Committee
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Summary of Revisions Made	Version	Date
Draft Terms of reference Policies and Procedure Committee	1.00	6 th July 2014
Revised at the meeting and adopted by FPC	2.00	7 th July 2014
New draft for consideration at P&P Meeting	3.00	10 th June 2020
New draft for adoption	4.00	10 th June 2020

Purpose

To provide policies and procedures which will support the Parish Council in carrying out its duties in an equitable and orderly manner.

To assist the Parish Council in adhering to standards and procedures which are agreed to, and maintained, by all Parish Councillors.

To assist the Parish Council in employing and managing staff in accordance with current employment legislation.

Membership

The Committee is constituted as a Standing Committee of Colden Common Parish Council.

Membership will be confirmed at the Annual Parish Meeting in May.

The Committee composition shall comprise of a minimum of 4 Councilors as voting members. The Chair and Vice Chair will be ex-officio members of the Committee.

Chairman

The Chairman and Vice-Chairman to be elected annually by the Committee.

The Chairman shall have the casting vote in the case of an equality of votes and may exercise his casting vote whether or not he gave an original vote.

Meetings

Meeting will normally take place a minimum of 3 times a year.

Delegated powers to the Clerk

To manage any staff and administer any day to day matters in relation to employment.

To keep accurate records in relation to holiday, sickness pay and payroll.

To organise any training required within pre agreed annual budget.

To carry out annual performance reviews.

Matters delegated to the Committee

The Policies and Procedures Committee will be accountable to the Parish Council and will seek the endorsement of the Parish Council as a whole for the adoption of all policies and procedures.

To annually review and update existing policies and procedures and make recommendations to the Parish Council.

To annually review staffing structures and levels and employment terms and conditions and make recommendations to the Parish Council.

To formulate new policies and procedures as required for agreement by the Parish Council.

To ensure that the Council complies with Health and Safety issues.

To provide governance for the Parish Council by considering its activities against the policies and procedures adopted by it.

The Committee will have delegated authority as an employer to manage staffing matters to provide a swift response to protect both employees and the Council as an employer.

In accordance with the **Councils recruitment and selection policy**, the Committee Chairman will decide the interview panel for any vacancies and manage the committee will manage the processes.

The Committee holds no budget. The Committee may advise the Parish Council of cost implications, although funding for these will not automatically be agreed.

Agenda item FPC36/20

AGENDA TITLE	To receive a recommendation from the Recreation Committee to make a grant payment to Colden Common, Otterbourne and Sporting Wessex Cricket Club to match fund the cost of cutting the Cricket Square to a maximum of £150
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The club is currently cutting the square every two weeks (to national grounds association standards). The current cost of grass cutting is £60 a month, the Club has asked if the Parish Council could support some of the cost as they have no income.

The license agreement between the Parish Council and the Cricket club is that the cricket club manage the maintenance of the square in return for free use of the pavilion and the square for matches. The Parish Council pays for the year end renovations, water, top dressing and other specialist treatments. The club occasionally use water which is not metred and therefore not charged for.

A similar agreement is in place for the Bowls Club, except the Bowls Club pay for the year end renovations and all green adhoc treatments or maintenance. The Bowls Club did apply for a Covid scheme grant this year². These funds were used to pay for Green Smile to cut the green during the lockdown period to protect the safety of their members.

The Recreation Committee does not hold a budget for grant payments. The Recreation Committee felt a contribution would be appropriate, and they are recommending that the Parish Council authorise a maximum grant payment of £150 to the cricket club, which is £30 per month from April to August. Less to be paid if the club can recommence friendly cricket in July/August.

²² May have been a Bowls England grant, but not from the Parish Council

Agenda item FPC37/20

AGENDA TITLE	To receive a recommendation from the Recreation Committee to adopt the Committee's amended terms of reference
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Terms of Reference and delegated powers	Recreation Committee
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Summary of Revisions Made	Version	Date
Draft Terms of reference Recreation Committee	1.00	30 th October 2013
Presented for adoption by FPC	1.00	6 th November 2013
Adopted	2.00	June 2018
Updated and adopted by FPC	3.00	2 nd July 2018
Changes recommend for approval by FPC	4.00	29 th June 2020
Proposed changes recommended to the Council	5.00	29 th June 2020

Purpose

The Recreation Committee is constituted to manage the open spaces owned and managed by Colden Common Parish Council.

Membership

The Recreation Committee is constituted as a Standing Committee of Colden Common Parish Council.

Membership will be confirmed at the Annual Parish Meeting in May.

The Committee composition shall comprise of a minimum of six* Councillors as voting members. The Chair and Vice Chair will be ex-officio members of the Committee.

Quorum

1/3 of members present constitutes a quorum or three members whichever number is greater.

Chairman

The Chairman and Vice-Chairman to be elected annually by the Committee.

The Chairman shall have the casting vote in the case of an equality of votes and may exercise his casting vote whether or not he gave an original vote.

Meetings

The Committee will meet a minimum of 4 times a year.

Delegated powers to the Clerk

All correspondence shall be conducted through the Clerk of the Parish Council.

The Committee's role is to take care, maintain and control all the open spaces, facilities and their associated buildings within the Parish with delegated powers as follows

Delegated powers to the officers of the Council to oversee the booking of all facilities for pavilion, pitch, court or any facility within the Council's control.

Delegated powers to the officers of the Council to manage the day to day maintenance of the open spaces including woodlands, sport pitches and play areas.

The Committee has delegated to the Clerk and Assistant Clerk to place orders for works and services within the limitations of the approved annual budget of the committee.

Actions in relation to the Clerk's delegated powers must be within the limits in the approved Recreation Committee budget and include the authority to vire funds within the Recreation Committee budget. This does not extend to funds earmarked for projects.

The Clerk has delegated powers to oversee the execution of any management agreement for The Recreation Ground Charity for day to day matters only.

The Clerk has delegated powers to oversee the contract for the delivery of grounds maintenance.

The Clerk has delegated powers to oversee the Parish Lengthsmen scheme and workload.

Matters delegated to the Committee only

Projects shall only be approved by the Committee within the limit of the project approved budget, unless delegated to the Clerk at a specific Committee meeting.

Any annual licenses must be approved by the Committee.

The Committee can initiate new facilities within the Parish, e.g. new or replacement play equipment. All costs must be within the agreed budget or seek funding for such works and recommended to the Full Parish Council for approval.

The Committee will ensure all financial aspects are managed in accordance with the Parish Councils Financial Regulations.

Policy changes and projects to approved by the Committee only through delegated powers.

Projects shall only be approved by the Committee within the limit of the project approved budget, unless delegated to the Clerk at a specific Committee meeting.

The Committee will prepare tender documents for sports & recreation maintenance to ensure the Parish Council are adhering to 'Best Value'

The Committee shall review and set the pitch /court and building hire fees.

The Committee shall approve the installation of any memorial benches.

The Committee shall be able to approach Full Council for increased funds should it become necessary to discharge its duties, however funds are not to be automatically granted.

The Committee will have delegated powers to enter into an agreement with Hampshire County Council regarding the lengthsman scheme and sign the lengthsman contract.

Matters delegated to the Full Council

All agendas will be distributed to the Full Council and any two Parish Councillors may request any item on the agenda to be deferred for a meeting of the Full Parish Council for determination.

Any leases and long-term contactors for contractors to be approved by the Full Parish Council.

Any matters in relation to purchase or disposal of land will be approved by the Full Parish Council only, in accordance with the public open space policy.

Calendar of meetings	Venue	Time	Day	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21
Full Council (1st Monday every other month)	BSL, CCCC	7.30pm	Mon		6th		7th		2nd		4th		1st		10th
Recreation & Amenities	CCCC	7.30pm	Mon	29th				5th				1st			
Finance & Administration	Venue Varies	7pm	Mon			3rd				7th				26th (accounts)	
Policy & Procedures Committee	Office	10.30am	Wed	10th				14th					17th		
Planning and Highways	Office	10.30am	3rd Wed every month	17th	15th	19th	16th	21st	18th	16th	20th	17th	17th	21st	19th
Annual Parish Assembly	Patrick Moore, CCCC	7.00pm	Mon												17th

Agenda item FPC40/20

AGENDA TITLE	To agree the terms of reference for the working party which will work towards formulating a 5-year strategic plan for Colden Common Parish Council, for consultation with the residents and final approval by the Full Council
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The Council agreed a working party as the last meeting to work on a 5-year strategic plan for Colden Common Parish Council using a plan produced by Wheatly Parish Council as a template

Recommended standard working party terms of reference and specifics in relation to this committee are detailed as below



The Parish Office, Community Centre,
St Vigor Way, Colden Common,
Winchester, Hampshire, SO21 1UU

Telephone: 01962 713700 or 07775 627131
Email: clerk@coldencommon-pc.gov.uk
www.coldencommon-pc.gov.uk

Clerk to the Council: Debbie Harding

Terms of Reference	Working Parties
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Summary of Revisions Made	Version	Date
Draft produced for adoption by the Council	1.00	

The role of Working Parties for Colden Common Parish Council

To tackle issues as directed by the Council.

To be task specific and time limited.

To examine an issue in detail, read reports and related materials, examine options, get advice for the Council.

To act as experts and/or liaise with experts.

To make recommendations to Council.

To explain the recommendations, reasons, options to Full Council by way of a written report.

To answer questions from the Council.

No funding or monies to be spent or committed without delegated authority or prior Full Council endorsement.

Working Party relationship

Full Council must direct the Working Party and set clear terms of reference for them regarding objectives, scope and outcome.

The role of Full Council is to question and challenge the recommendations, to be satisfied of the correct decision / outcome.

The Working Party must facilitate the Full Council with as much information as it requires to ensure it can make a properly informed decision on its recommendation

Operations of the Working Party

A Working Party does not have a Budget.

The number of Councillors on a Working Party to be decided on at time of the Working Party appointment.

The leader of the Working Party to be appointed by the Full Council at the time of the Working Party appointment.

A Working Party must consist of at least 3 Councillors.

A minimum of 2 Councillors will be present at each meeting.

The working party should prepare notes of meetings for Full Council to report on any activity and progress.

A Working Party do not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies.

All Members of Council are to be informed of any meetings of any Working Party; and are able to attend and ask for any relevant Working Party documentation.

The Working Party may use the administration services of the Clerk and Assistant Clerk **IF** workload allows.

The Working Party may use Parish Council resources such as photocopying and stationery.

The Working Party may include non Councillors by majority agreement.

The strategic plan working party is constituted to work on a strategic plan for Colden Common Parish Council.

The Parish Council would benefit from a guidance document that aids the decision-making process around a number of agreed key objectives. The document aims to bring some consistency to the process and demonstrate to our parishioners the basis upon which decisions are made, or where exceptions occur.

The sub-committee consists of Parish Council councillors. The formulation of the document is expected to take approximately 6 months.

The Parish Council resolved to set up a working party for a 5-year strategic plan for Colden Common Parish Council and the following Councillors agreed to join the working party on the 2nd March 2020

The document should be based on the strategic plan produced by Wheatly Parish Council and set strategic goals with underpinning activities and measures to achieve them.

The strategic goals should be agreed by the Full Council as the earliest stage to ensure the overarching principles are agreed by the majority to aid the development of the plan.

Any documents for public consultation should be administered through the Parish Office

Project Charter

Resources:	<i>Rob Veck, Pam Glasspool, John Boyes, Hazel Crosthwaite, Richard Izard</i>
Approach:	<p><i>In summary:-</i></p> <ul style="list-style-type: none"> • <i>Review the Wheatly Parish Council Strategy document.</i> • <i>Formulate and agree objectives for Colden Common Parish Council.</i> • <i>Gain agreement of objective</i> • <i>Progressively elaborate and document the objectives with the sub-committee.</i> • <i>Agree the draft document at the Working Party level.</i> • <i>Regularly update the Parish Council with objectives so far agreed.</i>
Communication and Reporting:	<ul style="list-style-type: none"> • <i>Working Party will be asked to attend set meetings.</i> • <i>Minutes of the meeting to be produced.</i> • <i>Draft updates given to the full Parish Council.</i> • <i>Final version given to Parish Council for approval.</i> • <i>Final Version sent out to parishioners for consultation.</i> • <i>Possible changes to final version as a result of feedback from parishioners as agreed by the Parish Council.</i>
Acceptance:	<p><i>Acceptance is achieved by</i></p> <ul style="list-style-type: none"> • <i>Vote at working party level.</i> • <i>Vote by Parish Council on Final Version.</i> • <i>Vote by Parish Council on parishioner feedback amendments.</i>
Change Management:	<i>If this charter document needs to be modified, it will require agreement and approval by the full Parish Council.</i>
Other:	
Approval (optional)	Project Manager: _____ Sponsor: _____

³ Cllr Comerford has since resigned from the Council

Agenda item FPC41/20

AGENDA TITLE	To review the signatories for Lloyds Bank, Nationwide and Redwood Bank and authorise some additional Councillors to be named on the accounts
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Redwood Account - 80045187 1 Year Bond

Maximum of 4 signatories

Current Signatories, IZARD, Wilks, Badham and the Clerk

Need to remove Steve and **add 1 other person**

1 Signatory can make requests, but nothing can be authorised other than transferring funds out of the bond when the 1 year has expired and funds only can be set to the nominated Lloyds Bank account.

All signatories are required to sign to change the nominated account, and proof of the accounts the funds are being sent to is in the name of the Parish Council.

Nationwide Bank

Need to **remove Steve Badham**

Leaving Cllrs IZARD, Wilks, Glasspool and the Clerk

Need to add additional Councillors (maximum of 6)

Monies can only be paid back to the lead account

Lloyds bank

Need to remove **Huw Comerford** leaving Cllr's Wilks, Glasspool, Hill and IZARD
With the Clerk and Assistant Clerk as administrators.

Need to add additional Councillors

Minimum of 3 signatories required for signature and internet banking