

Draft minutes to be approved on 21<sup>st</sup> October 2014

## MINUTES OF COUNCIL MEETING

### 15<sup>TH</sup> JULY, 2014 IN COLBURY PARISH HALL AT 7.30PM

Present: District Councillor Les Puttock, Councillors Sally Arnold, Ann Sturgess, Max Coaker, Caroline Hubbard, Clive White and Peter Sopowski (Chair).

Apologies: Councillors Charles Marchetti and Ken Kershaw.

#### **102/F.C. - Election of Chairman**

Max Coaker proposed that the election be postponed until the September Parish Council Meeting. Ann Sturgess proposed Peter Sopowski for the Chair and Clive White seconded this. 3 in favour, Clive White, Ann Sturgess and Caroline Hubbard whilst Sally Arnold and Max Coaker abstained.

#### **103/F.C.**

Christine Bunday – Thanks for reply to 3 letters. Query re 46 adults at the protest meeting in the last Minutes for June. 361 residents have signed up against the proposal.

Karen Oliver – now a Police volunteer; will report back at Parish Council Meetings on any information from the Police.

Ian Oliver – Thanks for mulch delivered to Allotments. Only 9 Allotment Holders benefitted from it. Who do Allotment Holders contact to obtain more mulch in the absence of a Parish Clerk and Charles Marchetti? Can Ian Oliver access the Allotments for further deliveries? (agreed). Is the New Tenancy Agreement in place yet? There is no information on this. Judging of the Allotments took place on July 18<sup>th</sup> with the presentation of the Spade followed by a Barbeque on site for all Allotment Holders on July 26<sup>th</sup>.

Sally Arnold will provide a list of Allotment Holders to Ian Oliver so that he can contact them by email. Discussion about data protection and whether to bcc recipients.

Karen Oliver queried item 113/F.C. regarding the Magazine and the legality of whether letter writers should have to provide their name and location or organisation. Peter Sopowski clarified this and said that it will be discussed under item 113/F.C. Sally Arnold added that over the last 14 years, names and addresses had been given but not always published.

#### **104/F.C.**

Due to health issues, Ken Kershaw is intending to resign although he has not yet done so formally. He has emailed a number of Councillors including Peter Sopowski.

#### **106/F.C.**

Staffing Committee was agreed with a small majority but the proposed Appeals/Grievance Committee was not supported.

Charles Marchetti previously by email had noted in (84) that a word had been omitted; second paragraph – “prepare”.

Max Coaker noted that he was present at the meeting.

Typing errors (93) second paragraph add “with”, “generate interest”.

Time record – proposed Ann Sturgess, seconded Max Coaker.

#### **107/F.C.**

Extraordinary Meeting held on 25<sup>th</sup> June at Colbury Hall as no extension to Audit would be given. Requirement to agree the Accounts.

Schedule of invoices has been given to Peter Sopowski by the Parish Clerk:

T.L.C. online – approved

Clerks payments including home working allowance, phone/broadband and salary; proposal by Peter Sopowski to pay same as last month, although it will not be a representation of hours worked, with a note to the Clerk that appropriate adjustments will be made if necessary – approved

Playground/Wickstead – already approved

Ashurst/Colbury Hall, room £9 for Extraordinary Meeting

Inspection Report (April) Recreation Ground – already approved

Computer Report – approved

Staples (office supplies) 21/6/14 – approved

D. Day Accounts

Sally Arnold had sent out a detailed breakdown of costs/bills to all Councillors (amendment – S.

Sopowski £56 reduced to £11.88, £45.04 to be added to Poppy Appeal).

Peter Sopowski proposed paying Ocean Brass £500 for the event and retain £500 for now to pay for the Festival of Remembrance.

Sally Arnold referred to a letter sent by the Lottery Grant to state that the money awarded has to be settled as it has been approved. She can then complete her final report to the Lottery Funding if all cheques are paid then the matter can be closed and not referred to again. Approved (Peter Sopowski abstained)

Sally Arnold will retain monies for next event that are surplus.

Clive White requested to attend a course in September 2014 at a cost of £65 plus vat to be paid by the Council. Proposed by Peter Sopowski and seconded by Caroline Hubbard. Unanimously approved.

#### **108/F.C.**

Need requirement to appoint 3 members to the staffing committee and Charles Marchetti (by prior email), Sally Arnold and Clive White volunteered.

Peter Sopowski would advise the Committee.

Max Coaker proposed the above and 3 in favour, Max Coaker, Peter Sopowski and Caroline Hubbard with 1 abstention from Ann Sturgess.

Peter Sopowski suggested that Committee Members have the authority to adopt new HR procedures on behalf of the Council and this was proposed by Max Coaker and unanimously approved. If it were not unanimous, it would have had to come back to the next full Council Meeting. Clerk's salary needs to be paid for July, cheque to be signed in August.

#### **109/F.C.**

Max Coaker discussed the need to establish with Wickstead what progress has been made on funding for new toddler's play area.

He will also look at provision of new goalposts for the Recreation Ground. Residents are interested in moving a project forward for new goalposts and this was agreed by Council.

#### **110/F.C.**

Charles Marchetti had reported to Sally Arnold that Ian Oliver has organised for the judging of the Allotments.

Sally Arnold also reported that she had visited the Totton locksmith's, Stronghold to discover that the Clerk had not signed the registration letter for authorised signatories. Len Griggs has re-drafted a letter to be signed by 2 Councillors (Charles Marchetti and Sally Arnold) for the authorisation to issue new keys.

#### **111/F.C.**

Buses on New Road – Max Coaker has received an email from District Councillor Derek Tipp about residents' concerns and this will continue to be monitored by Max Coaker.

#### **112/F.C.**

All stalls for the Fete have been allocated. Ann Sturgess has written an article for the Parish Magazine.

#### **113/F.C.**

Clive White, as a member of the Magazine Committee said that at their Committee Meeting, it was a concern that residents would be disinclined to write if they had to state their name and address. The

proposal is that all letters will be read by members of the Committee and agreed for inclusion. Peter Sopowski withdrew his suggestion that name/organisation and location should be published at the end of the letter.

Sally Arnold had stepped down from the Magazine Committee and remaining members are Clive White, Ann Sturgess and the Clerk.

**114/F.C.**

Planning for 28 Dene Way due 28<sup>th</sup> July.

In Ken Kershaw's absence, Clive White will now be on the Planning Committee.

**115/F.C.**

**Sally Arnold**

Represented the Council at HCC Winchester Cathedral – 22<sup>nd</sup> June

Attended the Council's Extraordinary Meeting on 25<sup>th</sup> June

Annual Meeting of the New Forest National Park where she was elected on to Planning and also the New Forest Access Forum – 17<sup>th</sup> June

Community Workers at the Recreation Ground; the Community Group now have the telephone numbers of the Max Coaker and Charles Marchetti for the Recreation Ground and Allotments respectively

Represented the Council at Hampshire Riding Centre for the disabled – 6<sup>th</sup> July

Magazine Committee Meeting – 10<sup>th</sup> July

Village Fete Committee Meeting – 11<sup>th</sup> July

Represented the Council at NFDC Chairman's Charity Afternoon – 13<sup>th</sup> July

National park Planning Meeting which included details on the Navitus Bay Development – 15<sup>th</sup> July

**Clive White**

Extraordinary Council Meeting – 25<sup>th</sup> June

Magazine Committee – 10<sup>th</sup> July

Fete Committee – 11<sup>th</sup> July

**Caroline Hubbard**

Extraordinary Council Meeting – 25<sup>th</sup> June

Pre-Fete Committee (with Sally Arnold)

**Peter Sopowski**

Extraordinary Council Meeting – 25<sup>th</sup> June

**District Councillor Les Puttock**

NFDC – 14<sup>th</sup> July

- Notes re. filming/recording of any public meetings of Parish, District or County Councils
- Notes on air quality monitoring
- Morrisons to cancel £1.00 charge for trolleys – NFDC to take this matter up with the supermarket

If Councillors wish to see correspondence then it is with Peter Sopowski

**116/F.C.**

Need at next meeting to discuss the replacement of Ken Kershaw as soon as his formal resignation letter arrives.

**117/F.C.**

Peter Sopowski raised Standing Orders and urged Councillors to look at the information sent out over the summer break for consideration at the next meeting in September; decisions to be made and agreed at next meeting.

Meeting closed at 20.58 hrs.