



WHITEHILL TOWN COUNCIL



MINUTES OF THE ANNUAL MEETING OF WHITEHILL TOWN COUNCIL, held on MONDAY 13 MAY 2019 at 7.00 pm in the COUNCIL CHAMBER, FOREST COMMUNITY CENTRE, PINEHILL ROAD, BORDON, GU35 0BS.

COUNCIL MEMBERS

Present: Councillors Ms. K. Anscomb, J. Brand, J. Chandler, Ms. C. Clark, A. Dawson, J. Fryer, Ms. O. Kennard, R. Russell, L. Scott, M. Steevens, J. Strickland, Ms. T. Strickland, J. Toovey, and A. Tree

In attendance: Liz Manship, Locum RFO & Manager & David Melsome, Deputy Town Clerk (Clerk)
District Councillors: Phillip Davies, Trevor Maroney, Sally Pond, Paul Wigman
Former Chairman and Mayor: Mrs Lesley Webber (left after item 1.003)
Former Vice-Chairman and Deputy Mayor: Colin Leach

Item		Action
	Cllr Mrs. L. Webber Chaired Item 1.001.	
1.001	ELECTION OF CHAIRMAN and TOWN MAYOR Nomination: Councillor Catherine Clark Proposed by Cllr A. Tree and seconded by Cllr Ms. K. Anscomb. It was RESOLVED that Cllr Ms C. Clark be elected to the position of Chairman of Whitehill Town Council and Mayor of the Parish of Whitehill (ALL Members AGREED).	
1.002	TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE Cllr Ms. C. Clark duly signed the declaration of Acceptance of Office as Chairman/Mayor of the Whitehill Town Council for the ensuing year.	
1.003	VOTE OF THANKS TO OUTGOING CHAIRMAN AND DEPUTY CHAIRMAN Cllr A. Tree gave a vote of thanks to the outgoing Chairman and Mayor and Vice Chairman / Deputy Mayor for the work undertaken during their term of office. This was acknowledged by C. Leach. (The former Chairman left the Meeting). NOTED	
1.004	SUSPENSION OF STANDING ORDERS TO ALLOW PHOTOGRAPHS TO BE TAKEN The meeting was suspended.	
1.005	APOLOGIES FOR ABSENCE The Council resolved to accept Cllr D. Sanders apology for absence due to a previous event. Proposed by Cllr A. Tree and Seconded by Cllr R. Russell. ALL Members AGREED. Apologies were received from County and District Councillor A. Carew. NOTED	
1.006	DECLARATIONS OF INTEREST – None.	



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1.007	ELECTION OF VICE-CHAIRMAN AND DEPUTY MAYOR Nomination: Councillor Leeroy Scott Proposed by Cllr A. Tree and seconded by Cllr J. Chandler. It was RESOLVED that Cllr L. Scott be elected to the position of Vice Chairman of Whitehill Town Council and Deputy Mayor of the Parish of Whitehill (ALL Members AGREED).	
1.008	TO RECEIVE THE VICE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE Cllr L. Scott duly signed the declaration of Acceptance of Office as Vice Chairman / Deputy Mayor of the Whitehill Town Council for the ensuing year.	
1.009	ELECTION OF LEADER Nomination: Cllr A. Tree Proposed by Cllr Ms. C. Clark and seconded by Cllr A. Dawson. It was RESOLVED that Cllr A. Tree be elected as Leader of Whitehill Town Council (ALL Members AGREED).	
1.010	TO RECEIVE THE LEADER'S DECLARATION OF ACCEPTANCE OF OFFICE Cllr A. Tree duly signed the declaration of Acceptance of Office as Leader of Whitehill Town Council for the ensuing year.	
1.011	ELECTION OF DEPUTY LEADER Nomination: Cllr Ms. B. Kennard Proposed by Cllr Ms. C. Clark and seconded by Cllr A. Dawson. It was RESOLVED that Cllr Ms. B. Kennard be elected as Deputy Leader of Whitehill Town Council (ALL Members AGREED).	
1.012	TO RECEIVE THE DEPUTY LEADER'S DECLARATION OF ACCEPTANCE OF OFFICE Cllr Ms. B. Kennard duly signed the declaration of Acceptance of Office as Deputy Leader of Whitehill Town Council for the ensuing year.	
1.013	SUSPENSION OF STANDING ORDERS TO ALLOW PHOTOGRAPHS TO BE TAKEN The meeting was suspended.	
1.014	PUBLIC SESSION There were no questions raised.	
1.015	THE REPORT OF THE COUNTY COUNCILLOR As the County Councillor was unable to attend the Meeting, the Deputy Town Clerk read a report provided to him. The document is attached (Appendix A). NOTED	
1.016	THE REPORT OF THE DISTRICT COUNCILLORS The new District Councillors elected introduced themselves to the Meeting. Councillor Ms. S. Pond provided a document encouraging joint working between the District Council and the Town and Parishes. NOTED	



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1.017	<p>CONFIRMATION OF MINUTES OF THE PREVIOUS FULL COUNCIL MEETING Minutes of the Council meeting held on 15th April 2019 were agreed and signed by the Chairman. (Proposed by Cllr R. Russell, Seconded by Cllr P. Davies, ALL Members AGREED)</p>	
1.018	<p>COMMITTEE MINUTES The following minutes of Committees, previously circulated, were adopted. a) Minutes of the Planning and Highways Committee meeting held on 23rd April 2019; b) Minutes of the Policy & Resources Committee meeting held on 29th April 2019 (Proposed by Cllr L. Scott, Seconded by Cllr R. Russell, ALL Members AGREED)</p>	
1.019	<p>TO REVIEW AND AGREE NEW COMMITTEE ARRANGEMENTS The Meeting considered proposals to amend the existing Committee and Meeting structure (see Appendix B) (Proposed by Cllr A. Tree, Seconded by Cllr Ms. B. Kennard, ALL Members AGREED)</p>	Locum RFO Mangr. / Deputy Town Clerk
1.020	<p>DEMOCRATIC ARRANGEMENTS RESOLVED :</p> <ul style="list-style-type: none"> a) The Leader shall automatically become the Chairman of the Executive Committee, b) The Deputy Leader shall automatically become the Vice-Chairman of the Executive Committee c) Standing Orders Section 26 a – d should be amended to reflect this. <p>(Proposed by Cllr A. Tree, Seconded by Cllr Ms. B. Kennard, ALL Members AGREED)</p>	Locum RFO Mangr. / Deputy Town Clerk
1.021	<p>POLICY DOCUMENTS RESOLVED :</p> <p>All policy documents will be reviewed over the forthcoming year in order of priority, and then annually. Standing Orders will incorporate any decisions made at this meeting. (Proposed by Cllr Ms. B. Kennard, seconded by Cllr J. Brand, ALL Members AGREED)</p>	Locum RFO Mangr. / Deputy Town Clerk
1.022	<p>APPOINTMENTS OF MEMBERS TO AGREED COMMITTEES:</p> <ul style="list-style-type: none"> a) Executive Committee: To comprise Leader (Cllr. A. Tree), Deputy Leader (Cllr Ms. B. Kennard), Cllr Ms. K. Anscomb, Cllr Ms. C. Clark, Cllr A. Dawson, Cllr R. Russell, Cllr J. Strickland. (Proposed by Cllr A. Tree, seconded by Cllr L. Scott, ALL Members AGREED) b) Planning Sub Committee: To comprise Cllr Ms. K. Anscomb, Cllr A. Dawson, Cllr J. Fryer, Cllr R. Russell, Cllr J. Strickland, Cllr M. Steevens (Proposed by Cllr A. Tree, seconded by Cllr J. Brand, ALL Members AGREED) c) New Greenspace Sub Committee: <p>That the Council liaise with the interested parties and bodies, with the purpose of</p>	



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	<p>inviting them to be part of the New Greenspace Sub Committee alongside existing professional bodies and this is taken forward, by the Executive Committee.</p> <p>(Proposed by Cllr A. Tree, seconded by Cllr J. Strickland, ALL Members AGREED)</p>	
1.023	<p>APPOINTMENTS OF MEMBERS TO STREET NAMING WORKING PARTY</p> <p>It was suggested that the Deputy Town Clerk is delegated responsibility to forward suggested street names to East Hampshire District Council, and that the Deputy Town Clerk liaises with interested Councillors plus members of Woolmer Heritage Society to support this.</p> <p>(Proposed by Cllr Ms C. Clark, seconded by Cllr A. Tree, ALL Members AGREED)</p>	Deputy Town Clerk
1.024	<p>APPOINTMENTS OF REPRESENTATIVES TO OUTSIDE BODIES</p> <p>The draft schedule of council representatives to outside bodies, Appendix C, was discussed and nominated representatives agreed to stand. There being no further nominations, the schedule was proposed in entirety.</p> <p>(Proposed by Cllr L. Scott, seconded by Cllr Ms. K. Anscomb, ALL Members AGREED)</p>	Admin. team / Deputy Town Clerk
1.025	<p>CALENDAR OF PROPOSED MEETINGS AND IN-HOUSE COUNCILLOR TRAINING EVENTS</p> <p>Members discussed the proposed calendar of meetings and Councillor training events. This was agreed and shown at the schedule attached at Appendix D.</p> <p>(Proposed by Cllr A. Tree, seconded by Cllr Ms C. Clark, ALL Members AGREED)</p>	
1.026	<p>COUNCILLOR TRAINING</p> <p>Members were advised of training courses and events specifically available to Councillors, and were given the opportunity to consider any appropriate courses.</p> <p>NOTED</p>	
1.027	<p>GENERAL POWER OF COMPETENCE</p> <p>The General Power of Competence (GPC) gives Councils the power “to do anything that an individual generally may do” provided it is not prohibited by other legislation, as set out in the Localism Act 2011 sections 1- 8. A local Council is required to meet the prescribed conditions¹ and declare annually that it is eligible² to make the declaration.</p> <p>¹ - Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012</p> <p>² - Has a qualified Clerk who holds one of the sector-specific qualifications, i.e. CiLCA and two thirds (or more) Councillors elected at the last ordinary election.</p> <p>It was recommended that a resolution is passed by the Council to continue to declare the General Power of Competence.</p> <p>(Proposed by Cllr A. Dawson, seconded by Cllr J. Chandler, ALL Members AGREED)</p>	
1.028	<p>APPROVAL OF PAYMENTS</p> <p>The following schedule of payments were approved.</p> <p>a) The schedule of payments presented to the Full Council on 15th April 2019 (Appendix E).</p> <p>b) The schedule of payments presented to the Planning & Highways Committee on 24th April 2019 (Appendix F).</p>	



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	<p>c) The schedule of payments presented to the cheque Signatories during an office visit on 26th April 2019 (Appendix G).</p> <p>(Proposed by Cllr A. Tree, seconded by Cllr J. Strickland, ALL Members AGREED)</p>	
1.029	<p>APPOINTMENT OF CHEQUE SIGNATORIES</p> <p>A minimum of four Councillor cheque signatories are required to authorise cheque payments, with any two from the four signing per cheque.</p> <p>RESOLVED: That the Council Cheque Signatories be :</p> <p>Councillors Ms. C. Clark, A. Dawson, Ms. B. Kennard and M. Steevens.</p> <p>(Proposed by Cllr. J. Brand, seconded by Cllr J. Strickland, ALL Members AGREED)</p>	Locum RFO Mangr. / Deputy Town Clerk
1.030	<p>APPOINTMENT OF COUNCILLORS TO VERIFY THE COUNCIL'S MONTHLY BANK STATEMENTS AND BANK RECONCILIATION</p> <p>As part of the Council's Financial Regulations one, or two members together (excluding the Chairman) are required to verify the bank statements and bank reconciliation on a monthly basis. It was recommended that these Councillors attend Councillor Development Training: Local Council Finance for Councillors. This could be arranged as in-house training if required.</p> <p>It was RESOLVED that the Councillors be: Ms. C. Clark, A. Dawson, Ms. B. Kennard and M. Steevens.</p> <p>(Proposed by Cllr J. Brand, seconded by Cllr J. Strickland, ALL Members AGREED)</p>	Locum RFO Mangr. / Deputy Town Clerk
1.031	<p>2018/19 ACCOUNTS – CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS</p> <p>It was RESOLVED that the dates set for the period for the exercise of public rights are: Wednesday 19th June 2019 – Thursday 18th July 2019.</p> <p>(Proposed by Cllr A. Tree, Seconded by Cllr Ms. B. Kennard, ALL Members AGREED)</p>	Locum RFO Mangr.
1.032	<p>CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS</p> <p>The Deputy Town Clerk confirmed that the Insurance Policy was up to date and adequate cover in place against all risks.</p> <p>NOTED</p>	
1.033	<p>FLAG RAISING CEREMONY</p> <p>Members views were requested regarding whether Council would wish to engage in the Flag Raising Ceremony on 24th June 2019, an event that has previously been held in the Town to mark the history of the Town and the Armed Services.</p> <p>RESOLVED that the Council should hold the ceremony on 24th June 2019.</p> <p>(Proposed by Cllr J. Brand, seconded by Cllr J. Strickland, ALL Members AGREED)</p>	Admin. team / Deputy Town Clerk
1.034	<p>UPDATE - VANDALISM TO THE PAVILION ROOF</p> <p>The Deputy Town Clerk provided an update over vandalism to the Mill Chase Pavilion roof, which occurred over Easter. Persons had accessed the roof, broke roof tiles and kicked holes into the felt underlay. As there was a priority to prevent weather ingress, an urgent request was made to a local contractor who had made good the repair. The cost of the work totalled £ 1200.00, and the Deputy Town Clerk would be submitting a claim against the insurance policy.</p> <p>The update was NOTED.</p>	



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1.035

LAND MANAGEMENT / VEGETATION SURVEYS FOR BROXHEAD and KINGSLEY COMMON

The previous Amenities Committee had been informed that the management Plan for Broxhead and Kingsley Common should incorporate vegetation surveys approximately every five years. These surveys were now due, and the time of year the surveys were undertaken was now becoming time critical.

Quotations provided were as follows:

Contractor A	£7,870 (Exc. VAT)
Contractor B	£8,748 (Exc. VAT)
Contractor C	£5,850 (Exc. VAT)
Contractor D	£7,430 (Exc. VAT)

Members queried the variances that showed between the quotes. The meeting was informed that one provider had been used previously for similar work, undertaken to a high standard.

RESOLVED

- (a) To approach Contractor B to ascertain if they would revalue their quotation to a mid-point between Contractors A and D, and if satisfactory proceed; or
- (b) If not able to revalue, to proceed with the price quote from Contractor D,
- (c) The cost for the survey can be allocated to Budget Code 361 / 362 Earmarked Reserves (SAMM and SANG Management).

(Proposed by Cllr R. Russell, seconded by Cllr J. Fryer, ALL Members AGREED)

Deputy
Town
Clerk /
Grounds
Officer

1.036

CYPRESS ROAD PLAY AREA BOUNDARY IMPROVEMENTS

Members were made aware of the discussions relating to the proposed Cypress Road boundary fencing. Costings were provided against three options.

RESOLVED

That the item be deferred to the next meeting of the Executive Committee for further clarification and discussion.

(Proposed by Cllr A. Tree, seconded by Cllr Ms. B. Kennard, ALL Members AGREED)

Deputy
Town
Clerk

1.037

DATE OF NEXT MEETING (Monday / Wednesdays unless otherwise noted)

2019: **Wed. 5 June 7.00 pm (Exec. Committee)**

Mon. 17 June 7.00 pm (Exec. Committee) followed 8.15pm (Full Council)

Council Chamber, Forest Community Centre, Pinehill Road, Bordon, GU35 0BS.

NOTED



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Signed..... **Chairman**

Date.....

During the course of the meeting there were 0 members of the Press and 12 members of the public present.

The meeting closed at 8.10 pm.