

## SOBERTON PARISH COUNCIL

Minutes of the meeting of Soberton Parish Council held on Tuesday 20<sup>th</sup> June 2023 at the Rookesbury Hall that commenced at 7.30pm.

**PRESENT:** Cllrs J Hyland (Chairman), D Buttriss, R Cole, D Cleeve, S Doherty, N Findlay, P Henderson, D Salmon, J Sherwill, V Weston.

In attendance: B Gibbs, Clerk to the Parish Council.

### **22/24 Apologies for absence**

Cllr Marland sent his apologies to the meeting.

### **23/24 Disclosure of Interests**

No disclosures were made.

### **24/24 Public Participation**

No members of the public were present.

### **25/24 Chairman's comments.**

The Chairman made no comments other than to say there was a significant amount of business to transact at this extra-ordinary meeting.

### **26/24 Minutes of the ordinary meeting of the 12<sup>th</sup> April 2023 and the Annual Council Meeting of the 9<sup>th</sup> May 2023.**

**Resolved:** The minutes of the ordinary meeting of the 12<sup>th</sup> April 2023 having been previously circulated, were taken as read and signed by the Chairman.

**Resolved:** Following a correction of a point of fact, the minutes of the Annual Council Meeting of the 9<sup>th</sup> May 2023 were taken as read and signed by the Chairman.

### **27/24 Finance**

#### a) Orders for payment

Date	Supplier	Description	Amount
05/06/23	Lightatouch	2022-23 IA	500.00
20/06/23	Rookesbury Hall	June 23 Room Hire	12.75
30/06/23	HMRC	April-May 23 PAYE/NIC	152.78
30/06/24	B.V. Gibbs	June 23 Salary	666.70

13/04/23	ONYX Presentations	Coronation Event Costs	3672.00
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Total 5004.23

**Resolved:** Orders for Payment for June 2023 were approved by the Parish Council

b) The Internal Auditor has carried out a review of the Parish Council's accounts for the year ended 31<sup>st</sup> March 2023 and has completed an audit report.

**Resolved:** to receive the Internal Audit report.

c) To approve the annual governance statement - Section 1 on page 4 of the Annual Governance & Accountability Return.

**Resolved:** To approve this item.

d) To approve the accounting statements for 2022-23 - Section 2 on page 5 of the Annual Governance & Accountability Return.

**Resolved:** To approve this item.

e) Authorise the Chairman and the Clerk to sign Section 1 and Chairman and the Clerk (acting as the RFO) to sign Section 2 of the Annual Return.

**Resolved:** To approve this item.

The Clerk and Cllr Hyland signed sections 1 and 2 of the Annual Governance & Accountability Return later.

f) To approve the Notice of Public Rights for publication.

**Resolved:** To approve the publication of this notice.

g) To record the fact that there are no conflicts of interest with the external audit company BDO LLP.

**Resolved:** To approve this item.

## **28/24 Soberton Parish Council meeting structure**

The Parish Council had received two reports from Cllrs Sherwill & Findlay regarding the current Full Council and committee arrangements. Both reports proposed increasing the number of Full Council meetings to six per annum whilst revising the committee structure.

The pros and cons of the two proposals were considered fully and commented on by all members present. On the night, members were asked to consider a third proposal of a return to eleven Full Council meetings per annum with both standing committees being dissolved.

**Resolved:** To hold eleven Full Council meetings per annum with immediate effect.

It was agreed that the Parish Council would meet on the third Tuesday of every month with the exception of the month of August.

**Resolved:** To dissolve the two standing committees of the Parish Council and to absorb their work into the Full Council.

The Policy committee and Actions committee were therefore dissolved.

**Resolved:** To establish four working groups and two task and finish groups (all with equal standing).

The Four working groups were constituted as follows.

Lengthsman: Cllrs Salmon, Buttriss and Sherwill.

Planning: Cllrs Hyland, Findlay and Weston (all councillors are to receive planning application notices).

Finance: Cllrs Hyland, Findlay, Henderson and Cole.

Asset Management: Cllrs Cleeve and Buttriss.

The two task and finish groups were constituted as follows.

Parish Design Statement: Cllrs Hyland, Findlay, Sherwill and Weston (all councillors to receive updates and other information).

Communications: Cllrs Henderson and Marland (all councillors to receive updates and other information). Although Cllr Cole asked to stand down from the group, she did agree to advise it on an informal basis.

With the new arrangements in place, it was proposed to use the powers available under section 101 of the Local Government Act 1972 to delegate authority to the Clerk and two of the new working groups in order to process some items of business between meetings.

**Resolved:** That the Clerk and members of the Planning group be given delegated powers under Section 101 of the Local Government Act 1972 in order to respond to planning applications received between meetings for the remainder of the municipal year 2023-24.

This power will be reviewed at the Annual Council Meeting in May 2024.

**Resolved:** That the Clerk and members of the Finance group be given delegated powers under Section 101 of the Local Government Act 1972 in order to authorise payments between meetings where prompt payment is necessary.

This power will be reviewed at the Annual Council Meeting in May 2024.

**Resolved:** That the Clerk and members of the Finance group be given delegated powers under Section 101 of the Local Government Act 1972 in order to consider between meetings any payments needing to be made that are outside of the current budget.

This power will be reviewed at the Annual Council Meeting in May 2024.

At the conclusion of this item Cllr Doherty submitted his resignation as a Parish Councillor and left the meeting.

### **29/24      The Soberton Parish Design Statement**

Cllr Weston asked if some hard copies of the PDS Toolkit could be distributed to those members of the community who do not have access to the internet. It was proposed to hold an open evening some time in September for people to “drop-in” and make their comments know.

Cllr Weston also said it would be a good idea to write to local organisations asking for their collective feedback.

### **30/24      Standing Orders review**

The Clerk said that there were no reports to receive and the review was still a work in progress.

### **31/24      The Soberton Parish Council website**

Cllr Henderson said that (subject to further councillor comments) the website was ready to go live. This would involve a piece of work that involved a transfer of data and DNS settings so that there would be a new administration panel and a new way of hosting the site.

Cllr Henderson also spoke about the revived Parish Council Facebook page.

### **32/24      Date of the next meeting**

- Tuesday 18<sup>th</sup> July 2023 – Full Council meeting

There being no other business the meeting closed at 9.17pm