**Romsey Town Council**

Town Hall

1, Market Place

Romsey

SO51 8YZ

**FULL COUNCIL MEETING**

Minutes of the Virtual Meeting held on 26th May 2020

**In the Chair: Councillor J. Burnage**

**Attendance:**

A Councillor D. Baverstock P Councillor N. Gwynne

P Councillor J. Cairney A Councillor S. Lamb

P Councillor M. Cooper P Councillor J. Parker

P Councillor J. Critchley A Councillor J. Ray

P Councillor I. Culley - Councillor M. Southey

P Councillor N. Daas P Councillor C. Wise

P Councillor K. Dunleavey P Councillor S. Wilkinson

 **Clerk:**  Judith Giles Public: 1

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| **1.** | 1. **APPOINTMENT OF MAYOR AND DEPUTY MAYOR 2020/21**

**RECOMMENDATION:** to approve Cllr. Janet Burnage continues as Mayor/Chair of Romsey Town Council and Cllr. Karen Dunleavey continues as Deputy Mayor/Deputy Chair of Romsey Town Council until Annual Meeting in May 2021 **RESOLUTION NO. 19/43**It was **RESOLVED** to approve Cllr. Janet Burnage continues as Mayor/Chair of Romsey Town Council and Cllr. Karen Dunleavey continues as Deputy Mayor/Deputy Chair of Romsey Town Council until Annual Meeting in May 2021 **PROPOSED:** Cllr. J. Critchley**SECONDED:** Cllr. M. Cooper**CARRIED** |
| **2.****3.** | **APOLOGIES**Apologies received from Cllr. S. Lamb, Cllr. J. Ray and Cllr. D. Baverstock**DECLARATION OF INTEREST**None |
| **4.** | **MINUTES**The minutes of the meeting held on 17th March 2020 were duly confirmed and signed **PROPOSED: Cllr. J. Critchley****SECONDED: Cllr. M. Cooper****CARRIED****Matters Arising**Agenda item 10 – Letter to HCC dated 20th March 2020 re Latimer Street, Romsey –**Requested** **Work completed**Agenda item 11 – Letter to HCC dated 20th March 2020 re Condition of Roads and Pavement in Romsey – **Work ongoing**Email to Caroline Nokes MP dated 20th March 2020 re proper financing of Local Authorities – **awaiting reply**Agenda item 12 – Letter to HCC dated 13th May 2020 re Railway Bridges, Romsey - **Reply received. Meeting to be arranged.**Agenda item 13 –Amended Coronavirus Policy - **Noted**It was **RESOLVED** to adjourn the meeting for Public Participation |
|  | **PROPOSED: Cllr. K. Dunleavey****SECONDED: Cllr. J. Parker****CARRIED** |
| ***5.******6.******7.*** | ***MEETING ADJOURNED: 7.36P.M.****.****To receive formal presentations from individuals or organisations which are an identified agenda item:*** *None****To receive verbal reports from Borough and County Councillors of what has been*** ***happening at Borough and County level which is of interest to Romsey Town*** ***Councillors*** **HCC Report –** Cllr. M. Cooper reported due to the bad condition of the road, HCC planned works have been scheduled on Winchester Road between the first and second railway bridges Cllr. M. Cooper reported with reference to the Railway Bridges in Romsey, he has asked on several occasions for an overhead gantry. HCC considered this request but refused due to budget restraints. Network Rail say the current initiatives are adequate.**TVBC Report** Cllr. M. Cooper reported he is receiving complaints with regards to the standard of work to the road repairs in the town. HCC response is that they do not have a bigger budget to carry out a better job.Cllr. N. Daas reported he is working with Astor Housing to improve housing in Romsey which fits with Government Guidelines**Questions from members of the public to Town Councillors**

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| None  |
| **Questions from members of the public to Borough Councillors** None**Questions from members of the public to the County Councillor**None**Questions from Town Councillors to Borough Councillors**None**Questions from Town Councillors to County Councillor** |

 ***RE-COMMENCED 7.43PM******PLANNING COMMITTEE***Cllr. J. Parker proposed that the Full Council accept the minutes of the Planning Committeeheld on 5th March 2020 (draft) and note Responses to Lists Nos 10-18**PROPOSED:** Cllr. J. Parker**SECONDED:** Cllr. N. Daas**CARRIED****BUILDING AND TOWN COMMITTEE** Cllr. K. Dunleavey proposed that the Full Council accept the minutes of the Building and Town Committee meetings held February 2020(draft). (7th April 2020 Meeting cancelled due to COVID-19)**PROPOSED:** Cllr. K. Dunleavey**SECONDED:** Cllr. J. Parker**CARRIED****FINANCE & RESOURCES COMMITTEE**Cllr. C. Wise proposed that the Full Council accept the minutes of the Finance & Resources Committee meetings held on 3rd March 2020(draft). (5th May 2020 meeting cancelled due to COVID-19)**PROPOSED:** Cllr. C. Wise**SECONDED:** Cllr. J. Parker**CARRIED** |
| **8.****9.** | 1. **FINAL ACCOUNTS**

To receive and approve Final Accounts for Year Ending 31st March 2020 **RESOLUTION NO. 19/44**It was **RESOLVED** to approve Final Accounts for Year Ending 31st March 2020**PROPOSED:** Cllr. K. Dunleavey**SECONDED:** Cllr. J. Parker**CARRIED**1. **PUBLIC NOTIFICATION**

**RECOMMENDATION**: To approve public notification notice to be displayed when Final Accounts are approved **RESOLUTION NO**. **19/45****It was RESOLVED to** approve public notification notice to be displayed when Final Accounts**PROPOSED:** Cllr. J. Critchley**SECONDED:** Cllr. K. Dunleavey**CARRIED**1. **ANNUAL RETURN - ANNUAL GOVERNANCE STATEMENT**

**RECOMMENDATION:** to approve Annual Governance Statement**RESOLUTION NO. 19/46**It was **RESOLVED** to approve Annual Governance Statement**PROPOSED:** Cllr. J. Parker**SECONDED:** Cllr. S. Wilkinson**CARRIED****ALLOTMENTS COMMITTEE**Cllr. J. Cairney proposed that the Full Council accept the minutes of the Allotments Committee meeting held on 14th January 2020**PROPOSED:** Cllr. J. Cairney**SECONDED:** Cllr. I. Culley**CARRIED**Cllr. M. Cooper reported bonfires have been banned on the Council allotments. Any bonfires seen, should be reported to Mark Lee, TVBCCllr. J. Parker reported Romsey Extra Parish Council allotments are now in full operation and working well.**NEIGHBOURHOOD PLAN JOINT COMMITTEE** None received |
| **10.****11.****12.****13.****14.****15.****16.****17.****18.****19.****20.****21.** | **ROMSEY EMERGENCY PLAN GROUP**The Chief Officer reported the Romsey Emergency Plan Group are playing a major role in the current COVID-19 Pandemic. A meeting will be held when allowed to discuss the way forward for the Emergency Plan Group using lessons learnt from COVID-19.**APPOINTMENT OF INTERNAL AUDITOR****RESOLUTION NO. 19/47**It was **RESOLVED** to confirmappointment of Auditing Solutions Limited, Clackerbrook Farm, 46 the Common, Bromham, Chippenham, SN15 2JJ as Romsey Town Council Internal Auditors for 2020-21**PROPOSED:** Cllr. J. Parker**SECONDED:** Cllr. J. Critchley**CARRIED****INSURANCE****RESOLUTION NO. 19/48****RECOMMENDATION:** Council accepts insurance cover from 1st April 2020 – 31st March 2021 It was **RESOLVED** Council accepts insurance cover from 1st April 2020 – 31st March 2021 **PROPOSED:** Cllr. S. Wilkinson**SECONDED:** Cllr. J. Parker**CARRIED**1. **RISK ASSESSMENT**

**RESOLUTION NO. 19/49****RECOMMENDATION:** to approve Risk Assessment 2020It was **RESOLVED** to approve Risk Assessment**PROPOSED:** Cllr. J. Parker**SECONDED:** Cllr. K. Dunleavey**CARRIED****ASSET REGISTER****RESOLUTION NO. 19/50****RECOMMENDATION:** to approve Asset Register 2020It was **RESOLVED** to approve Asset Register**PROPOSED:** Cllr. J. Parker**SECONDED:** Cllr. K. Dunleavey**CARRIED****GENERAL POWER OF COMPETENCE****RESOLUTION NO. 19/51****RECOMMENDATION:** to confirm continued use of General Power of Competence**PROPOSED:** Cllr. K. Dunleavey**SECONDED:** Cllr. N. Daas**CARRIED****CHIEF OFFICER – DELEGATED POWERS****RECOMMENDATION:** Romsey Town Council delegate powers to the Chief Officer to carry out business in unforeseen circumstances**RESOLUTION NO. 19/52**It was **RESOLVED** Romsey Town Council delegate powers in consultation with the Town Mayor to the Chief Officer to carry out business in emergency unforeseen circumstances**PROPOSED:** Cllr. M. Cooper**SECONDED:** Cllr. K. Dunleavey**CARRIED****COMMITTEE STRUCTURE AND MEMBERSHIP 2020-21****RESOLUTION NO. 19/53**It was **RESOLVED** to appoint Councillors to Committees as per attached list (Appendix1)**PROPOSED by Cllr. K. Dunleavey****SECONDED by Cllr. C. Wise** **CARRIED****MEMBERSHIP OF OUTSIDE BODIES 2020-21****RESOLUTION NO. 19/54**It was **RESOLVED** to make appointments to Outside Bodies as per attached list (Appendix 2)**PROPOSED by Cllr. J. Parker****SECONDED by Cllr. K. Dunleavey** **CARRIED****REPORTS** **FROM MEMBERS ATTENDING MEETINGS OF EXTERNAL ORGANISATIONS**None**MAYORAL ANNOUNCEMENTS**Cllr. J. Burnage requested Councillors use their new allocated email addresses in future for Council emails.**COUNCILLOR’S COUNCIL MEETING ATTENDANCE 2019/20**Councillors received report of Meeting Attendance 2019/20**Meeting closed at 8.50p.m.** **Next meeting 21st July 2020** |
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**MEMBERSHIP OF COMMITTEES 2020-2021 Appendix 1**

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| **COMMITTEE** | **CURRENT COUNCILLOR**  | **PROPOSED COUNCILLOR** |
| **Planning** | Cllr. M. CooperCllr. I. CulleyCllr. N. GwynneCllr. S. LambCllr. J. ParkerCllr. J RayCllr. M. SoutheyCllr. S. WilkinsonCllr. N. DaasCllr. J. Burnage\*Cllr. K. Dunleavey\* | Cllr. M. CooperCllr. I. CulleyCllr. N. GwynneCllr. S. LambCllr. J. ParkerCllr. J RayCllr. M. SoutheyCllr. S. WilkinsonCllr. J. Burnage\*\*Cllr. K. Dunleavey\* |
| **Building & Town** | Cllr. D. BaverstockCllr. J. CairneyCllr. M. CooperCllr. I. CulleyCllr. J. CritchleyCllr. M. SoutheyCllr. C. WiseCllr. J. ParkerCllr. J. Burnage\*\*Cllr. K. Dunleavey\*\* | Cllr. D. BaverstockCllr. J. CairneyCllr. M. CooperCllr. I. CulleyCllr. J. CritchleyCllr. N. DaasCllr. M. SoutheyCllr. C. WiseCllr. J. ParkerCllr. S. WilkinsonCllr. J. Burnage\*\*Cllr. K. Dunleavey\*\* |
| **Finance & Resources** | Cllr. D. BaverstockCllr. J. CairneyCllr. J. CritchleyCllr. I. CulleyCllr. J. ParkerCllr. S. WilkinsonCllr. C. WiseCllr. J. Burnage\*Cllr. K. Dunleavey\*\* | Cllr. D. BaverstockCllr. J. CairneyCllr. J. CritchleyCllr. I. CulleyCllr. J. ParkerCllr. S. WilkinsonCllr. J. Burnage\*Cllr. K. Dunleavey\* |
| **Neighbourhood Plan** | Cllr. N. GwynneCllr. M. SoutheyCllr. C. WiseCllr. J. Burnage\*\*Cllr. K. Dunleavey\* | Cllr. N. GwynneCllr. M. SoutheyCllr. C. WiseCllr. N. DaasCllr. J. Burnage\*\*Cllr. K. Dunleavey\* |

All Councillors have a right to attend any Committee meetings but may not speak except with the Chairman’s permission and cannot vote.

The Town Mayor and Deputy Town Mayor are members of all Committees ex officio, unless they opt out.

Opted In\*\* **Judith Giles**

Opted Out\* **Town Clerk**

**MEMBERSHIP OF OUTSIDE BODIES APP 2**

**2020-2021**

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| **ORGANISATION** | **CURRENT CLLR.** | **PROPOSED CLLR.** |
| **ALLOTMENTS** | Cllr. J. Cairney | Cllr. J. Cairney |
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| **KENT ALMSHOUSES** | Cllr. M. Cooper Kate AllenCllr. J. Burnage | Cllr. M. Cooper Kate AllenCllr. J. Burnage |
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| **BARTLETT**  | Cllr. S. Wilkinson | Cllr. S. Wilkinson |
| **ALMSHOUSES** | Cllr. C. Wise | Cllr. C. Wise |
|  | Town Mayor | Town Mayor |
| **MONTFORT HALL COMMUNITY ASSOC.** | Cllr. M. Cooper | Cllr. M. Cooper |
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| **FRIENDS OF ROMSEY ABBEY** | The Town Mayor | The Town Mayor |
| **ROMSEY BANDSTAND** | Cllr. M. CooperCllr. D. BaverstockCllr. S. Lamb | Cllr. M. CooperCllr. D. BaverstockCllr. S. Lamb |