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Date: 15<sup>th</sup> March 2024

Clerk to the Council: Karen Seear

You are summoned to attend the **FULL COUNCIL MEETING** of NEWLANDS PARISH COUNCIL as detailed below:



**Clerk to the Council**

TIME, DATE AND LOCATION	<b>7.30 pm THURSDAY 21st MARCH 2024 NEWLANDS COMMUNITY HALL, NEWLANDS AVENUE, WATERLOOVILLE, PO7 3BX</b>
MEMBERS:	Cllrs Olivia Barneveld, Paulette Bennett, Tony Berry, Caroline Brook, Adam Carden, David Crichton, Andrew Kirby, Lewes Price and Mike Read.

- 1 **Apologies:** To receive any apologies for absence.
- 2 **Declarations of Interest:** Arising from this Agenda, Members and Officers are invited to declare any relevant interests. Notwithstanding this item, Members may subsequently declare an interest at any point during the meeting.
- 3 **Public Participation:**  
The meeting will recess for not more than 15 minutes so as to allow any members of the public to address the meeting.
- 4 **Minutes:**  
To receive and agree and sign the Minutes of the last Full Council Meeting held on 25<sup>th</sup> January 2024.
- 5 **Outstanding Matters and Matters arising:** To deal with any outstanding matters and matters arising.
- 6 **County and District Councillors Reports:**
  - (a) Receive a report and any apologies from the County Councillor.
  - (b) Receive a report and any apologies from the District Councillors.
- 7 **Parish Matters:**  
Development and Adoptions:
  - (a) To receive any update on building progress and road adoptions. **To consider and agree any action.**
  - (b) HBC Land: To receive a verbal update on Havant Borough Council land in Wellington Park. **To consider and agree any action.**
  - (c) Bi-monthly Grainger Meetings: To receive any update. **To consider any action.**
- 8 **Communications:**
  - (a) **Website:** To receive any update to the Parish Website. **To consider action.**
  - (b) **Correspondence:** To receive any items of correspondence. **To consider action.**
    - Hampshire Highways, regarding parking enforcement in Wellington Park.
- 9 **Outside Bodies:** To receive any updates from outside bodies, Southern Parishes, West of Waterlooville, Joint Planning Committee and/or WACA. **To consider any action.**

- 10 Street naming: Following on from correspondence (previously circulated from WCC) regarding street names. An approach to deciding street names requires determining. **To consider and determine action.**
- 11 Vandalism: Cllr Berry had noted an incident of vandalism within the development. (Correspondence previously circulated.) **To consider and determine action.**
- 12 Financial Matters:
- a) Orders for Payment: **To consider and approve the Orders for Payment** (List 15 previously circulated).
  - b) Bank Statements: To receive and agree the bank balances The Parish Council of Newlands (previously circulated) as at 29<sup>th</sup> February 2024. **To confirm the balances and for the Chairman to sign the statement.**
  - c) Accounts: To receive the Accounts for February 2024 (previously circulated). **To consider and determine any action.**
  - d) Clerk's laptop: A budget of £2,000 has been determined by the Finance and personnel committee. **To consider and agree action.**
- 13 Media and communications committee: To discuss matters and or actions relating to the committee. **To discuss and determine action.**
- 14 Amenities Storage/Office Facility: To receive any update. **To consider and agree any action.**
- 15 Events: To discuss any update to Parish Council events. To agree flag-flying days. **To discuss and consider action.**
- 16 Internet Access for community hall: To receive any update. **To consider action.**
- 17 Community Hall lease: To receive any update. **To consider any action.**
- 18 Annual Parish Assembly: The Annual Parish Assembly is due to be held on the 11<sup>th</sup> April 2024, to discuss matters relating to the event. **To discuss and determine action**
- 19 **Any other report which the Chairman deems urgent or for inclusion on the next agenda – NO DECISIONS can be made.**
- 20 Exempt Business:  
To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion of the following personnel or confidential matters where publicity might be prejudicial to the special nature of the business.
- There are exempt matters relating to conduct at meetings.

## **Public Participation at Parish Council Meetings**

Members of the public have a legal right to attend meetings of a parish council and its committees, except where they are excluded (by a resolution of the meeting) for specific items which need to be discussed in confidence, for example, staffing matters or tenders for contracts.

### **They have no legal right to speak at meetings of the council or its committees.**

However, as part of its community engagement the parish council will set aside time for public participation at meetings.

The Parish Council provides for public participation and it is not a good use of time for members of the public to complain about hedges, street lights, pot-holes and so forth during public participation. The best contact is the clerk about such issues on the principal authority. Participation is best used for issues where a decision will or could be made by the council, or for comments on items already on the agenda.

Principal authority councillors have no special rights at local council meetings, but it may be courteous to set aside time for them to report on current issues.

It is undesirable to allow members of the public to speak throughout the meeting as this runs the risk of confusing the roles of councillors, who participate in the meeting, and members of the public who observe it. A specific time is set aside for public participation and standing orders should say that the time will not exceed 15 minutes, with individual contributions being limited to 3 minutes. If there is a possibility that a large number of people will wish to speak, the chairman could encourage people not to repeat comments made by earlier speakers, or even ask for a single representative to be appointed. Even a large number of people will run out of original things to say quite quickly.

It is up to the council when to allow public participation. A good place is near the start of the meeting immediately after declaration of interests, so that everyone is aware if a member has a prejudicial interest.

Comments made during public participation could be (very briefly) minuted; there is certainly no need for a verbatim record. There is no need to minute the names of members of the public who speak but many councils do so (the names of councillors with a prejudicial interest speaking should however be recorded). Libellous, offensive and discriminatory comments should not be minuted as the council is liable for what is in its minutes even if someone else said it.

Neither councillors nor the clerk are under pressure to respond immediately to comments made during public participation other than those which relate to items on the agenda. A comment could be referred to the clerk to write to, or meet the speaker, or could form the basis for an agenda item at a future meeting. Members of the public do not have a right to force items onto the council agenda but a good council will want to respond to public concern in some way.

The public have a legal right to attend council and committee meetings but they don't have a right to disrupt them. Members of the public should not heckle or otherwise disrupt and should respect the rulings of the chair. The chairman of any meeting has an inherent right to exclude a disorderly person. The public have a legal right to be present so excluding one or more of them should be a last resort. Alternatively if there is serious disorder the chairman could adjourn the meeting for a short time to allow people to calm down. If the clerk or chairman knows that a meeting will be very contentious the police could be asked to attend.

