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Date: 24th May 2024

Clerk to the Council: Karen Seear

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



Clerk to the Council

TIME, DATE AND LOCATION	7.30 pm THURSDAY 30th MAY 2024 NEWLANDS COMMUNITY HALL, NEWLANDS AVENUE, WATERLOOVILLE, PO7 3BX
MEMBERS:	Cllrs Olivia Barneveld, Paulette Bennett, Tony Berry, Caroline Brook, Adam Carden, David Crichton, Andrew Kirby, Lewes Price and Mike Read.

Procedural

1 Election of Chairman

- (a) **The Clerk - Invites nominations and elect a Chairman of the Council for the ensuing municipal year 2024/25**
- (b) **Receive the Declaration of Acceptance of Office by the Chairman**

2 Election of Vice-Chairman

The Chairman - Invite nominations and elect a Vice-Chairman of the Council for the ensuing municipal year 2024/25.

3 Structure and membership of Committees and Sub-Committees for the ensuing municipal year (2024/25)

- a) **Elect a Chairman for each Committee, Planning, Amenities and Highways.**
- b) **Confirmation of Finance and Personnel Committee as Chair, Vice-Chair and Chairs of Amenities and Highways;** deputies to be Vice-Chairs of Amenities and Highways when elected by those Committees (Planning to elect Vice-Chair at or before first meeting).
- c) Election of further three members to Amenities and Highways.
- d) Election of deputies for Highways and Amenities.
- e)

Appointment of Parish Councillors – other duties in 2024/25

Election to outside bodies:

- a) West of Waterlooville Forum – two members
- b) Southern Parishes – two members
- c) WACA – one member
- d) Community Group – one member
- e) HALC – one member
- f) Joint Planning Committee – two members to represent Parish if required – (suggest Chairs of Council and Planning).

- 5 Apologies: To receive any apologies for absence.
- 6 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.
- 7 Minutes:
i) To receive and agree the Minutes of the last Full Council Meeting held on 18th April 2024.
ii) To approve minutes to date from the Amenities, Highways and General Purposes and Finance and personnel committees.
- 8 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.
- 9 Parish Matters:
Development and Adoptions: To receive any update on building progress and road adoptions. **To consider and agree any action.**
Community Plan: To receive any update. **To consider and agree any action.**
HBC Land: To receive a verbal update on Havant BC land in Wellington Park. **To consider and agree any action.**
- 10 Communications:
(a) Website: To receive an update on the Parish Website. **To consider any action.**
(b) Correspondence: To receive any items of correspondence.
- 11 Outside Bodies: To receive any updates/outstanding reports from outside bodies, Southern Parishes, West of Waterlooville, Joint Planning Committee and/or WACA. **To consider any action.**
- Financial Matters**
- 12 **Finance**:
a) Orders for Payment: **To consider and approve the Orders for Payment** (List 03 previously circulated).
b) Motor Insurance: To receive an update on insurance quotes regarding the renewal of the council's van insurance van policies, due in June. **To consider and determine action.**
c) Newlands Community Group Grant: The Finance and Personnel Committee agreed the grant request of £2,500 to be paid to the group. To agree and ratify this decision.
- 13 Newlands Parish Council Policies Review:
i) To review and check all policies required are in place. **To consider and determine action.**
ii) **To receive any update on the Hampshire pensions discretions policy. To consider and determine action**
- 14 Community Hall: To receive an update to any items related to the community hall. **To determine and agree action.**
- 15 Noticeboards: The Warden has written a report on noticeboards in the parish, previously circulated. **To consider action.**

16 Any other report which the Chairman deems urgent or for inclusion on the next agenda – NO DECISIONS can be made.

17 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.

To consider matters relating to the adoption of open space.