

**PETERSFIELD TOWN COUNCIL**

A meeting of the Petersfield Town Council was held at the Town Hall, Petersfield on 5 December 2005.

**PRESENT:** Mr V Clarke (Town Mayor)  
Mr R Ayer  
Mr A Baird  
Mr B Dutton  
Mr K Hick  
Mr C Jenner  
Mr P Molloy  
Mr H Sandeman  
Ms M Vincent  
Mr G Watkinson

**Also in attendance:** Mrs B Macken (Town Clerk)  
Mrs S McMorran (Deputy Town Clerk)  
Mr M Cartwright (HCC Councillor)  
Petersfield Herald  
Petersfield Post

and 8 members of the public

**C 0533 TOWN MAYOR'S REMARKS**

The Town Mayor informed everyone with deep sadness that Mrs Barbara Macken had decided to resign her post as Town Clerk to Petersfield Town Council with effect from 23 December 2005. The Town Mayor paid tribute to Mrs Macken, a copy of his statement is attached to these minutes for information and thanked Mrs Macken for all her excellent work and wished her every success and happiness for the future.

The Town Mayor congratulated Petersfield Marketing Limited on the quality of the Christmas Lights in the Town.

He also advised those present that the Chairman of East Hampshire District Council would be attending the Council meeting due to be held on 6 February 2006.

Finally the Town Mayor invited everyone present to join him at the end of the meeting for mince pies and wine.

**C 0534 APOLOGIES FOR ABSENCE**

No apologies were received.

**C 0535**      **DECLARATIONS OF INTEREST**

No interests were declared.

**C 0536**      **APPROVAL OF MINUTES**

**RESOLVED** that the minutes of the meeting of the Petersfield Town Council held on 7 and 14 November 2005 be approved and signed.

**C 0537**      **PLANNING COMMITTEE REPORT**

**RESOLVED** that the minutes of the Planning Committee meetings held on 8 and 22 November 2005 (previously distributed) be received.

**P 0514 RESOLVED** that the hall part of Love Lane Pavilion be actively marketed for six months.

Mr Baird joined the meeting at 6.35pm.

**C 0538**      **EXTRACTS**

**RESOLVED** that the extracts from the decisions of the East Hampshire District Council's South Planning Committee, notified during November 2005 be received.

It was then

**RESOLVED** that the meeting be adjourned, in order for members of the public to discuss matters of interest with Councillors.

Miss Katie Pitt (ex Town Councillor and past Town Mayor) thanked Mrs Macken for all her work and for all the help she gave her during her time in office. Miss Pitt also congratulated Petersfield Marketing Limited on the Christmas Lights in the Town.

The meeting was re-convened.

**C 0539**      **COUNTY COUNCILLOR'S REPORT**

Mr Cartwright informed those present that as part of the safe routes to school it was intended to provide a footway along School Lane at Sheet along with traffic calming. A pedestrian crossing would also be provided at Moggs Mead for access to Herne Junior School.

Mr Dutton joined the meeting at 6.40 pm.

Mr Cartwright also advised that Herne Junior School had been placed into special measures by Ofsted.

There had been an appeal regarding this decision but the Chief Inspector for Schools had upheld the original judgement. The school would receive support from the County Council during this difficult time. A public meeting would be held on Thursday (8 December).

Mr Dutton voiced his support for Herne Junior School.

Questions were taken regarding the road surface of Dragon Street and Station Road. It was noted, with thanks, that the road surfaces of St Peter's Road, Harrier Way and Pulens Lane were/had received repairs.

**C 0540**      **DISTRICT COUNCILLOR'S REPORT**

Mr Ayer advised that the very impressive new lavatories in Central Car Park had been opened that morning by Cllr. Mrs Ayer.

**C 0541**      **COMMITTEE REPORTS**

**RESOLVED**

**(a)    Grounds Committee**

that the minutes of the meeting held on 17 November 2005 be received

**(b)    Public Halls Committee**

that the minutes of the meeting held on 21 November 2005 be received

**(c)    Finance and General Purposes Committee**

that the minutes of the Finance and General Purposes Committee held on 24 November 2005 be received

The Chairman advised that the budget/estimates for 2006/2007 had not been tabled at this (Full Council) meeting as the budget timetable because many changes had been made. It was felt that Finance and General Purposes needed more time to study the amended budget before making a recommendation to Full Council in January 2006. This was noted.

F0523 Visit to CAB in Petersfield members were advised that the CAB would prefer a visit in the evening. Following which it was

**RESOLVED** that visit to the CAB would take place on 18 January 2006 commencing at 6pm.

**C 0542**      **REPRESENTATION ON OUTSIDE BODIES - MEMBERS' REPORTS**

Mr Molloy -      Petersfield Air Training Corps

Mr Watkinson -      Petersfield Marketing Limited

Mr Hick -      Petersfield Museum

**C 0543**      **SCHEDULE OF PAYMENTS MADE IN NOVEMBER 2005**

**RESOLVED** that the Schedule of Payments made in November 2005 be received (approval to take place at January 2006 meeting due to late distribution of the schedule).

**C 0544**      **CO-OPTION FOR VACANCY ON THE TOWN COUNCIL**

Mr Dutton voiced his concern at the procedure for the co-option. He felt the co-option should be in confidential session.

The Town Mayor advised the meeting of the correct procedure (copy attached to these minutes for information).

Mr Ayer nominated Mrs Linda Daubney and was seconded by Mr Hick.

Following which it was

**RESOLVED** that Mrs Linda Daubney be co-opted onto the Town Council to fill the vacancy in the Rother Ward.

Mr Ayer left the meeting at 7.05 pm.

**C 0545**      **ACTIVE LEISURE PROVISION SURVEY**

Members were asked to consider an offer of a presentation on the role of the Active Lifestyle Officer (EHDC). Following consideration it was

**RESOLVED** that the offer of a presentation on the role of the Active Lifestyle Officer be accepted and that the presentation be given at 6 pm on 6 February 2005 (prior to the Full Council meeting).

C 0546

**PLANTING SCHEME IN PETERSFIELD**

Pursuant with Standing Order 47a (rescission of previous resolution) members discussed if the resolution from Grounds committee (G0483 A refers) should have been a recommendation to Council. Following consideration it was

**RESOLVED** that the resolution made at G 0483A should have been a recommendation

**RESOLVED** that standing orders be suspended to allow Mr Dupont from Philip Voice Limited to address the meeting. Mr Dupont stated that option one would be less expensive in the longer term and that Regional Judging for "In Bloom" gave higher marks for shrub planting. He did not personally have a preference for one option over the other.

The meeting was re-convened.

Members then discussed the recommendation and following consideration it was

**RESOLVED** that Option One be agreed (mixture of shrubs and bedding plants).

It was also

**RESOLVED** that a planting scheme be presented to the Grounds committee, which they would be able to resolve to accept or reject, and that pruning of the shrubs be kept under review.

Discussion then took place regarding the placing of the contract. Concern was raised that a formal quotation had not been received. The MCO (attending in the public gallery) assured those present that the quotation from Philip Voice Ltd was a fixed price quotation. He also advised those present that this was the only quotation that had been received in time for the Grounds committee meeting.

Following which it was

**RESOLVED** that the contract for planting in Petersfield for 2006/2007 be awarded to Philip Voice Limited.

There being no further business the meeting closed at 7.43 pm.

## **MAYOR'S REMARKS – DECEMBER 2005**

### **Resignation of Town Clerk**

**It was with deep sadness that I have to inform you that Mrs Barbara Macken has decided to resign her post as Town Clerk to Petersfield Town Council for personal reasons with effect from 23<sup>rd</sup> December 2005.**

**The last two years have been very stressful ones for many of those within the Town Council, and I have been acutely aware of the pressures that have occurred, and the difficulties of working within such pressures. I fully understand her position and the very difficult decision that she has reached.**

**In the nine years that she has been Town Clerk the town has advanced dramatically in the professionalism with which it conducts its affairs, and this is, in large part, due to her efforts in improving the day to day running of the Council, and for the quiet help that she has given to numerous councillors over that time. The task of being a Town Clerk cannot be easy when there is such a large change in personnel every 4 years, those personnel taking on the task for a wide variety of reasons.**

**As a Town Clerk her position has been made even more complex in that she has been between the Council Members and the Staff, and, on occasions it must have been very difficult to reconcile their different interests.**

**I should like, on behalf of us all, to thank her for all the excellent work she has achieved over the years and to wish her every success and happiness for the future.**

### **Petersfield Christmas Lights**

**My congratulations to Petersfield Marketing for the quality of this year's Christmas Lights which are a welcome addition to the festive scene in Petersfield, and will, I hope attract more shoppers to our town. I hope that in the future, as their budget allows, they will be able to move a greater volume of shoppers out to the shops in Lavant Street and the Folly Market, where there are some real gems to be found.**

**Petersfield Town Council**  
Schedule of Payments for November 2005

FOR APPROVAL  
AT JANUARY  
MEETING.

Purchase Number	Supplier	Description	Net	VAT	Gross
P 510022	Waldrons	Window cleaning - Town Hall, SVH, Avenue Pav	350.00	61.26	411.26
P 510034	Playsafe Playgrounds Ltd	Repairs to Skate Board Park	50.00	8.75	58.75
P 510035	Playsafe Playgrounds Ltd	Repairs to Skate Board Park	150.00	26.25	176.25
P 510036	Playsafe Playgrounds Ltd	Repairs to Skate Board Park	570.00	99.75	669.75
P 510037	SAS	Repairs to play equipment	320.00	56.00	376.00
P 510039	SAS	Repairs to play equipment	1022.90	179.01	1201.91
P 510040	N Taylor	Repairs to chainlink fence -near Barnfield Rd	270.00	0.00	270.00
P 510041	Aluminium Access Products Ltd	Service & certificate telescope	200.00	35.00	235.00
P 510042	Johnston Newspapers South	Public Notices	76.80	13.44	90.24
P 510043	UK Office Systems	Black Toner for photocopier	35.00	6.13	41.13
P 510044	JMS Janitorial Supplies	Cleaning supplies	68.90	12.07	80.97
P 510052	IPF	CIPFA VAT reference manual - subscription renewal	105.00	0.00	105.00
P 510054	Philip Voice Ltd	Grounds Maintenance - The Heath	825.05	144.38	969.43
P 510054	Philip Voice Ltd	Litter Collection - The Heath	1626.42	284.62	1911.04
P 510055	Philip Voice Ltd	Litter Collection - Misc Grounds & open spaces	496.88	86.95	583.83
P 510055	Philip Voice Ltd	Grounds Maintenance Misc Grounds & open spaces	3314.23	579.99	3894.22
P 510056	Philip Voice Ltd	Extra litter collections + removal of fly tipping	50.00	8.76	58.76
P 510056	Philip Voice Ltd	Marking Running Track - Penns	220.00	38.50	258.50
P 510058	M Way	Re-decoration Town Hall foyer + work to SVH	3275.00	0.00	3275.00
P 510059	Business Gas	Supply to Town Hall	83.61	4.18	87.79
P 510060	Acorn Office Supplies	Stationery supplies	32.04	5.62	37.66
P 510061	JMS Janitorial Supplies	Cleaning supplies	46.00	8.05	54.05
P 510062	JMS Janitorial Supplies	Cleaning supplies	40.41	7.07	47.48
P 510063	PHS Group plc	Sanitary disposal - Festival Hall	39.40	6.90	46.30
P 510064	Mercury Fire Alarm Ltd	Recharge vandalised fire extinguishers - A. Pav	29.44	5.15	34.59
P 510065	Mr J Ball	Returned Deposit	60.00	0.00	60.00
P 510066	Acorn Office Supplies	Stationery supplies	277.06	48.49	325.55
P 510067	Cluson Engineering Ltd	Safety clothing FH Caretaker & Assistant	98.00	17.16	115.16
P 510068	HCC	Batteries for digital camera	10.25	1.79	12.04
P 510069	Tempo Employment Agency	Temp cleaner	67.50	11.81	79.31
P 510070	Tempo Employment Agency	Temp cleaner	67.50	11.81	79.31
P 510071	Mrs D Hariton	Returned Deposit	65.41	0.00	65.41
P 510072	Mrs S Dimbleby	Returned Deposit	100.00	0.00	100.00
P 510073	EHDC	Returned Deposit	200.00	0.00	200.00
P 510074	HCC	Returned money paid to PTC in error	24.84	0.00	24.84
P 511015	BT	Telephone bill for Town Hall	165.28	28.91	194.19
P 511014	BT	Telephone bill for Town Hall	41.15	7.20	48.35
P 511013	BT	Telephone bill for Avenue Pavilion	41.53	7.26	48.79
P 511011	BT	Telephone bill for Sheet Village Hall	41.57	7.27	48.84
P 511032	Denise Curtis-Raleigh	Returned Deposit	100.00	0.00	100.00
P 511020	Petersfield Orchestra	Returned Deposit	200.00	0.00	200.00
P 511030	EHDC	Returned Deposit	200.00	0.00	200.00
P 511021	EHDC	Returned Deposit	200.00	0.00	200.00
P 511028	Eden Springs UK Ltd	Water supply - Town Hall	7.80	1.37	9.17
P 511026	HAPTC	Training for Town Councillors (HS & PM)	35.00	0.00	35.00
P 511034	Lion & Unicorn Players	Returned Deposit	200.00	0.00	200.00
P 511031	Mrs Karen Lamont	Returned Deposit	100.00	0.00	100.00
P 511003	Playdale Playgrounds Ltd	Staff Training	41.70	7.30	49.00
P 511027	PRS	Royalties (to be recharged)	509.06	89.09	598.15
P 511022	PYT	Returned Deposit	2.45	0.00	2.45
P 511033	Mr N Stride	Returned Deposit	50.00	0.00	50.00
P 511017	Southern Electric	Supply to Festival Hall	991.24	0.00	991.24
P 511023	Southern Electric	Supply to Festival Hall	403.67	70.64	474.31
P 511012	Southern Electric	Supply to Festival Hall	173.30	9.82	183.12
P 510057	Seismic Environmental Services Ltd	Repairs to Heath Toilets	116.98	20.47	137.45
P 511000	Safety Glazing Ltd	Repairs to Avenue Pavilion	84.34	14.75	99.09
P 510053	Safety Matters	Health & Safety Report	150.00		150.00
P 511002	Stage Services	Inspet temprary power installation - Festival Hall	60.00	10.50	70.50
P 511019	Swaythling Housing Society	Returned Deposit	200.00		200.00
P 511029	Tempo Employment Agency	Temp cleaner	77.50	13.56	91.06
P 511025	Mr V C Clarke	Mayor's Reception - reimbursement from Mayor's Allowance	110.83		110.83
P 511048	HMCS	Issuing fee for court order	120.00		120.00
P 511045	Salaries November 2005 inc. expenses	Payroll November 2005	12438.43	0.00	12438.43
P 511047	Hampshire County Council	Superannuation	2553.56	0.00	2553.56
P 511046	Inland Revenue	NI and PAYE November 2005	5027.94	0.00	5027.94
		<b>TOTAL PAYMENTS NOVEMBER 2005</b>	<b>38710.97</b>	<b>2057.03</b>	<b>40768.00</b>

*SAN*

### 3. CO-OPTION PROCEDURE AT COUNCIL MEETING

- 3.1 **Only councillors present at the meeting** may nominate, second or vote upon a person to fill the vacancy.
- 3.2 At the meeting, members should be informed of the names and addresses of anyone wishing to be considered or who has been nominated for consideration as a Councillor. Councillors present at the meeting must then decide if they wish to **nominate** any of the persons named at the meeting or any other person known to them.
- 3.3 There is no obligation upon any Councillor to nominate any of the persons named, **nor should s/he do so if s/he does not know the person or considers the person unsuitable** for Parish Council office.
- 3.4 Any Councillor may nominate someone for the vacancy and, provided the nomination is seconded, that name may be voted upon.
- 3.5 There is no rule that unsuccessful candidates at previous elections should be chosen first.
- 3.6 Voting for the new Councillor is by a show of hands unless the Council has adopted Standing Orders which allow any other form of voting in Council.
- 3.7 If there is only one vacancy:
  - 3.7.1 A Councillor may only nominate or second one candidate.
  - 3.7.2 The Chairman puts the names of those properly nominated into alphabetical order and takes a vote. Councillors have only one vote each. The first candidate to receive an absolute majority of those present and voting is declared elected.
  - 3.7.3 In the event of no single candidate receiving a majority on the first vote, the person with the lowest number of votes is eliminated, and voting takes place on the remainder, one vote per Councillor. This continues until one person receives an absolute majority.
- 3.8 If there is more than one vacancy:
  - 3.8.1 A Councillor may nominate **one person for each seat**.
  - 3.8.2 Each Councillor has one vote per seat, i.e. two votes or three votes according to the number of vacancies.
  - 3.8.3 The same procedure is adopted as in 3.7.3 above to fill each separate vacancy.
- 3.9 The successful candidate is then declared co-opted to the Council and summoned to attend the next Council meeting.
- 3.10 The above procedure takes place in open Council. If one or any of the candidates wish to be present in the public gallery, there is no reason to prevent this.
- 3.11 It is important for Clerks to consult the Borough/District/City Council or Unitary Authority Returning Officer throughout this procedure.