

Romsey Town Council

Chief Officer: Helen Klaassen PSLCC

Town Hall
1, Market Place
Romsey
SO51 8YZ



MINUTES of the ANNUAL MEETING OF THE FULL COUNCIL held on 13th May 2025 at Romsey Town Hall.

Attendance:

Present:

Councillor J. Burnage
Councillor M. Cooper
Councillor S. Gidley
Councillor J. Parker
Councillor J. Ray

Councillor S. Wilkinson
Councillor C. Burgess
Councillor J. Urquhart
Councillor C. Birkett
Councillor R. Kohli

Councillor I. Culley
Councillor R. Theron

Absent:

Councillor A. Goddard (Apologies)
Cllr N. Gwynne (Apologies)
Cllr J. Critchley (Apologies)

Also in Attendance:

Helen Klaassen – Chief Officer
Invited Guests

Councillors entered and were seated, followed by the Mayoral Party; Senior Macebearer, Chief Officer, Mayor Elect, Mayor and Junior Macebearer.

Mayor, Cllr John Parker, opened the meeting.

TC064 PRAYERS

Led by Revd Sally Womersley.

TC065 WELCOME

The Town Mayor, Cllr. John Parker welcomed the assembly.

TC066 APOLOGIES

Apologies were received from Cllr Critchley, Cllr Gwynne and Cllr Goddard.

TC067 DECLARATION OF INTERESTS

None.

TC068 MACE BEARERS – THANK YOU

Thanks were given to new Senior Macebearer Ian Richards and Junior Macebearer Joe Biondani, and to Bertie Green the previous Macebearer, who had stepped down halfway through the year.

TC069 ELECTION OF CHAIRMAN AND TOWN MAYOR

Cllr. Sandra Gidley PROPOSED and **Cllr. Colin Burgess SECONDED** and it was **RESOLVED** that Cllr Russell Theron be elected as Chairman of the Council and Town Mayor for the ensuing year until the next Annual Meeting.

The Outgoing Town Mayor, the Incoming Town Mayor and the Chief Officer, together with the Senior and Junior Mace Bearers retired from the Council Chamber for the Incoming Town Mayor to robe.

TC070 DECLARATION OF ACCEPTANCE OF OFFICE

On return of the Mayoral Party, Cllr Theron made and signed the Declaration of Acceptance of Office and was invested with the Badge and Chain of Office by the Outgoing Town Mayor Cllr John Parker.

TC071 ELECTION OF VICE-CHAIRMAN AND DEPUTY TOWN MAYOR

Cllr. John Critchley PROPOSED and **Cllr. John Parker SECONDED**, and it was **RESOLVED** that Cllr Colin Burgess be elected as Vice-Chairman of the Council and Deputy Town Mayor for the ensuing year until the next Annual Meeting.

TC072 DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Burgess made and signed the Declaration of Acceptance of Office and was invested with the Badge of Office.

TC073 THE TOWN MAYOR TO ADDRESS THE COUNCIL

The Mayor addressed the Council and those assembled detailing his objectives for the coming year. The Mayor invested the Town Mayor's Consort, with the chain.

TC074 VOTE OF THANKS TO THE RETIRING TOWN MAYOR

Cllr. Mark Cooper PROPOSED and **Cllr Russell Theron SECONDED** giving a vote of thanks for the past Town Mayor's term of office.

TC075 THE RETIRING TOWN MAYOR TO REPLY

Cllr John Parker responded giving thanks for the support he had received throughout his Mayoral year.

TC076 PAST MAYOR'S BADGE

Cllr Theron presented Cllr Parker with the Past Mayor's Badge.

TC077 VOTE OF THANKS FOR THE RETIRING TOWN MAYOR'S ESCORT

Cllr Janet Burnage PROPOSED and **Cllr John Ray SECONDED** giving a vote of thanks for the support given by the Mayoress, Mrs Tessa Parker. Mrs Parker was presented with a bouquet of flowers.

TC078 MAYORAL ANNOUNCEMENTS

None.

TC079 COUNCIL ADJOURNMENT

Cllr Parker **PROPOSED** and Cllr Burgess **SECONDED**, and it was **RESOLVED**, that the meeting be adjourned until **Tuesday 20th May 2024** in The Council Chamber of the Town Hall at 7.30p.m.

The Town Mayor explained the arrangements for the remainder of the evening.

Minutes of Reconvened Annual Town Council Meeting, held on 20th May 2025 at 7.30pm in the Council Chamber, Romsey Town Hall.

The Mayor opened the meeting.

TC080 APOLOGIES

Apologies were received from Cllr Birkett and Cllr Goddard.

TC081 DECLARATIONS OF INTEREST AND DISPENSATIONS

None.

TC082 COMMITTEE TERMS OF REFERENCE

To review the Terms of Reference for:

a. Buildings and Community Committee

It was agreed to add a statement regarding monitoring of the public realm.

Cllr Gwynne **PROPOSED** and Cllr Critchley **SECONDED**, and it was **RESOLVED** to approve the Terms of Reference for the Buildings and Community Committee.

b. Finance and Resources Committee

Cllr Burnage **PROPOSED** and Cllr Wilkinson **SECONDED**, and it was **RESOLVED** to approve the Terms of Reference for the Finance and Resources Committee.

c. Planning Committee

It was agreed to remove point 'd'.

Cllr Ray **PROPOSED** and Cllr Parker **SECONDED**, and it was **RESOLVED** to approve the Terms of Reference for the Planning Committee.

TC083 MEMBERSHIP OF COMMITTEES

The committees were reviewed. Cllr Critchley joined B&C but left F&R. Noted for the Neighbourhood plan were Cllr Critchley, Cllr Cooper, Cllr Burgess, Cllr Parker and Cllr Wilkinson.

Cllr Parker **PROPOSED** and Cllr Critchley **SECONDED**, and it was **RESOLVED** to approve the Committee Memberships.

TC084 MEMBERSHIP OF OTHER BODIES

Cllr Kohli declared an interest for the Chamber of Commerce appointment, as an existing member of the CoC. Cllr Burgess was appointed as representative to the CoC.

Cllr Kohli **PROPOSED** and Cllr Critchley **SECONDED**, and it was **RESOLVED** to approve the Membership of other bodies.

TC085 FINANCIAL MATTERS

a. Approval of Bank Signatories.

i. CCLA

- Chief Officer
- Cllr Parker
- Cllr Gwynne

ii. Lloyds

- Chief Officer
- Cllr Gwynne
- Cllr Burnage
- Cllr Cooper

iii. TSB – Mayor's Account and Treasurers Account

Mayor's Account:

- Cllr Cooper
- Chief Officer
- Civic Administrator

Treasurer's Account:

- Chief Officer
- Events Manager

Cllr Kohli **PROPOSED** and Cllr Burnage **SECONDED**, and it was **RESOLVED** to approve the Bank signatories list.

TC086 GENERAL POWER OF COMPETENCE

Cllr Parker **PROPOSED** and Cllr Gwynne **SECONDED**, and it was **RESOLVED** that the Council and Clerk still met the requirements and would continue to use the General Power of Competence.

TC087 POLICY AND PROCEDURE REVIEW

a. Standing Orders

Amendment: to remove 'Standing Committee' from item 4, vii.

Cllr Burnage **PROPOSED** and Cllr Gwynne **SECONDED**, and it was **RESOLVED** to adopt the Standing Orders subject to the amendment.

b. Delegation Scheme

Cllr Ray **PROPOSED** and Cllr Gidley **SECONDED**, and it was **RESOLVED** to approve the Delegation Scheme.

c. Data Protection Policy

Cllr Burnage **PROPOSED** and Cllr Critchley **SECONDED**, and it was **RESOLVED** to approve the Data Protection Policy.

d. Document Retention Scheme

Cllr Kholi **PROPOSED** and Cllr Wilkinson **SECONDED**, and it was **RESOLVED** to approve the Document Retention Scheme.

e. Publication Scheme

Cllr Critchley **PROPOSED** and Cllr Cooper **SECONDED**, and it was **RESOLVED** to approve the Publication Scheme.

TC088 MINUTES

(a) To receive and approve as a true and accurate record the Minutes of the Full Council Meeting held on 11th March 2025.

Cllr Gidley noted that it was Southampton University not South London. CO to change. **Action CO.**

Cllr Parker **PROPOSED** and Cllr Wilkinson **SECONDED**, and it was **RESOLVED** to accept the Minutes as a true and accurate record.

(b) Matters Arising from those minutes.

- The Bus Station Options Paper would be out in July.
- The Minister had refused an extension to the options proposals for the county.
- There was no response to the bridge issue.

PUBLIC PARTICIPATION

None.

TC089 COUNCILLOR REPORTS

To receive verbal reports from Borough and County Councillors regarding matters of interest to Romsey Town Councillors, followed by:

- a) Questions for County, Borough and Town Councillors
- b) Any other matters Councillors might like to raise.

Cllr Gwynne report that a cross-party group of TV Borough Councillors had been formed to look at potential asset transfers as part of Devolution and LGR.

Cllr Cooper noted that the Annual Meeting of Hampshire County Council would be on Thursday 29th and that he would likely be proposed as Chairman of HCC.

Cllr Burnage noted that within the conservation zone there was house that had painted its door yellow. Discussion took place regarding other yellow doors past and present, and Cllr Gidley would look into the matter to see if there were any issues with planning. **Action Cllr Gidley.**

Cllr Wilkinson reported that he had attended a meeting of the Bartlett Almshouses and that among matters to note was that improvements had been made to the financial arrangements; the security lights had been upgraded, some minor issues had been addressed, and some larger ones were being looked into such as kitchen refits. Good news was that electricity and gas costs had dropped.

Cllr Culley reported that the canal path walk was disintegrating and that getting it repaired was causing some issues as it had been incorrectly designated as a rural path when in fact it was an emergency access route and HCC would not assist with repairs. Cllr Cooper would pursue the matter and asked Cllr Culley to email the details to him. **Action Cllr Culley/Cllr Cooper.**

Cllr Parker reported that the TVBC Business Awards were open and encouraged small businesses in Romsey to apply and that the food waste caddies had arrived with the Borough Council and would be given out to residents starting August. The service would go live on 13th October. TVBC would be promoting the service through the usual channels.

Cllr Parker also attended the Chamber of Commerce and Industry's Brew and Business event, in the absence of the B,E,T Manager he gave an update on RTC and town matters.

It was noted that the benches by the Former Magistrates Court were covered in bird poo and unusable. TVBC had agreed to clean them once a week, but they would benefit from being moved. The matter would be referred to B&C. **Action CO.**

TC090 MINUTES OF COMMITTEE MEETINGS

To receive and note the minutes of:

- i. Planning Committee meetings held on 13th March, 3rd April, and 24th April(draft)

It was noted that the April minutes had not been received at TVBC. The CO was asked to check and also to request that the Planning Committee Chair be copied into the emails to TVBC. **Action CO.**

- ii. Buildings and Community Committee meeting held on 15th April(draft)
- iii. Finance & Resources Committee meetings held on 22nd April(draft).
- iv. The Allotment Committees:
 - i. **Southampton Road**
 - ii. **Kings Chase**

Cllr Parker **PROPOSED** and Cllr Wilkinson **SECONDED**, and it was **RESOLVED** to accept the minutes of the committee meetings.

TC091 FINANCE AND ADMINISTRATION MATTERS

- i. **To receive and approve the payments lists for March and April 2025**

Cllr Parker **PROPOSED** and Cllr Wilkinson **SECONDED**, and it was **RESOLVED** to approve the Payment Lists.

- ii. **To receive and approve the bank reconciliation for March and April 2025.**

Cllr Critchley **PROPOSED** and Cllr Burnage **SECONDED**, and it was **RESOLVED** to approve the Bank Reconciliations.

- iii. **To note items approved by F&R Committee:**

- a. **SID Purchase - total cost £4749.99, from CIL.**
- b. **Street Greening planters - total cost £3326, from reserves.**
- c. **Winterbourne Road Planting Scheme – total cost £1400, from reserves**
- d. **Recruitment of new attendants – to start the recruitment process for new TH attendants.**

Cllr Wilkinson **PROPOSED** and Cllr Gwynne **SECONDED**, and it was **RESOLVED** to endorse the items approved by the F&R Committee.

TC092 MAYOR'S CHARITY TRUST

Cllr Theron expressed that he was giving the Community Chest a rebrand and rename to Community Trust and would like to start a charity to support it. The matter was discussed and it was **AGREED** to refer it to F&R to review the matter fully and make a decision. The Mayor and CO were asked to provide full information regarding how the trust/charity would work and the benefits of doing it this way. **ACTION RT/CO.**

TC093 TOWN CENTRE HIGHWAY ISSUES

Cllr Burgess **PROPOSED** and Cllr Critchley **SECONDED** and it was **RESOLVED**, that the Chief Officer requests, through the Portfolio holder for Hampshire County Council Highways, that HCC urgently undertakes all necessary remedial work to the Town Centre pavements and highways. Their objective must be to drastically reduce the risk of further injuries being sustained by pedestrians tripping and falling because of badly damaged and neglected surfaces. Church, Portersbridge and Latimer Streets along with The Hundred are of particular concern.

Cllr Cooper supported the motion, and it was agreed that some of the issues came from improper repairs following works. **Action: CO.**

TC094 NEIGHBOURHOOD PLAN AREA

To confirm:

v. **The Neighbourhood Plan Area as agreed at the B&C Committee meeting on 15th April**
Cllr Parker **PROPOSED** and Cllr Critchley **SECONDED**, and it was **RESOLVED** that the Neighbourhood plan area would be the entire Romsey Civil Parish.

vi. **The Terms of Reference for the Steering Group.**

The membership was discussed with emphasis placed on the fact that the group should be as diverse as possible and that input should be sought from all parts of Romsey's community.

Cllr Critchley **PROPOSED** and Cllr Parker **SECONDED**, and it was **RESOLVED** to approve the Terms of Reference for the NHP Steering Group.

TC095 MAYORAL ANNOUNCEMENTS

Cllr Theron spoke about One Romsey, noting that there were plenty of opportunities for councillors to volunteer to help out.

Mayor's Picnic; Cllr Theron wanted to improve attendance, therefore a rota of councillors would be set up for the day, giving everyone an opportunity to be present at the Mayor's/Town Council stand.

TC096 CORRESPONDENCE

Cllr Parker raised that the PO would be closing, no later than September, with a plan to transfer to a franchisee. The Sorting Office would remain as that was a Royal Mail owned building.

The CO was asked to write to the Post Office CEO asking for clarity and expressing the TC's displeasure at losing valuable services and to guarantee favourable terms for those being made redundant or TUPE'd.

Action CO.

There being no further business the Mayor closed the meeting.

The meeting concluded at 9.04pm.

Signed: _____



Date: _____