

**Minutes of the Annual General Meeting  
held on Monday, 19 May 2025 at 19:30  
held in Kings Worthy Community Centre, Fraser Road**

**Attendees**

Councillors Signe Biddle, Colin Cossburn (Chairman), Ray Elliott, Emily Fish, Ian Gordon, Mandy Hallisey, Dorry Lawlor, Charlotte Smith & Mark Sullivan

**Clerk(s)**

Parish Clerk (Christopher Read)

**Apologies**

Cllr Philip Horne (the council resolved to approve Cllr Horne's reason for absence)

**County & City Councillor(s)**

None.

**Members of the public**

None.

**AGM/25/001 – Nominations and voting for Chair of the Council**

Voting was undertaken by show of hands.

Cllr Cossburn was proposed by Cllr Biddle and seconded by Cllr Lawlor.

A vote was held with 7 votes in favour, 1 against and 1 abstention.

Cllr Cossburn was duly elected as Chair of Kings Worthy Parish Council.

**AGM/25/002 – To receive the Chair's Declaration of Acceptance of Office**

Cllr Cossburn completed his declaration of acceptance of office form.

**AGM/25/003 – Nominations and voting for Vice-Chair of the Council**

Voting was undertaken by show of hands.

Cllr Biddle was proposed by Cllr Cossburn and seconded by Cllr Lawlor.

A vote was held with 8 votes in favour, 0 vote against and 1 abstention.

Cllr Biddle was duly elected as Chair of Kings Worthy Parish Council.

**AGM/25/004 – To receive the Vice-Chair's Declaration of Acceptance of Office**

Cllr Biddle completed her declaration of acceptance of Office form.

**AGM/25/005 – Public Question Time [Please note that this is the only time that the public are able to speak and is limited to 5 minutes per subject]**

A member of public representing a community bench app gave the Parish Council an update

on the app and requested assistance in marketing it to the community.

**Action – It was agreed to add this to the agenda for the next full council meeting.**

**AGM/25/006 – Review and approve terms of reference for the committees**

A copy of terms of reference had been published with the agenda and circulated to all Councillors.

It was unanimously agreed to adopt the terms of reference (TOR) for all three committees with the following change to the R&A TOR:

Under Open Spaces - To oversee all matters relating to the Parish Council's allotments."

**AGM/25/007 – Appointments to Committees**

- Finance, Administration & Remuneration – Cllrs Biddle, Cossburn, Fish, Gordon, Hallisey & Sullivan
- Planning & Highways – Cllrs Biddle, Cossburn, Elliott & Lawlor
- Recreation and Amenities – Cllrs Fish, Hallisey, Lawlor, Sullivan & Smith

**AGM/25/008 – Appointment of representatives**

- Neighbourhood Watch – Cllr Gordon
- Parochial Church Council – Cllr Smith
- Scouts (including Squirrels, Beavers & Cubs) – Cllr Horne (in his absence)
- Guides (including Rainbows, Brownies & Rangers) – Cllr Smith
- Tubbs Hall Management Committee – Cllrs Fish & Hallisey

**AGM/25/009 – Review & Approve the Council IT policy**

A copy of IT policy had been published with the agenda and circulated to all Councillors.

Cllr Sullivan had some queries with regards to policy and was agreed for the Clerk to query these with our IT provider(s).

**Action – Clerk to raise queries as above.**

**AGM/25/010 – Local connection criteria for shared ownership property in Blackberry Fields**

As per the sites Section 106 agreement, Winchester City Council had contacted the Parish Council to ask if were aware of anyone with a suitable local connection that may wish to purchase a shared ownership property in Blackberry Fields.

It was unanimously agreed to not extend the local connection criteria and offer the Parish Council's social media channels to help promote the site to local people.

**AGM/25/011 – To consider the purchase of tree irrigation bags for the recently planted trees**

Due to the warm spring we are experiencing, the Clerk had obtained a price for the purchase of 16x tree irrigation bags (including filling hose) for the recently planted trees. The total cost of £408.44 (ex. VAT) was unanimously approved.

**AGM/25/012 – Clerk's Notices**

Adult Exercise Equipment – The surfacing has been delayed pending a site check by the

contractor to ensure all the posts are plumb.

**AGM/25/013 – Chairman’s Notices**

None.

**AGM/25/014 – Items for discussion at the next meeting – 30 June 2025**

Review of Standing Orders

Document review schedule for 2025/26

Date for the litter pick

Cllr Fish gave her apologies for the next meeting.

Meeting closed at 20:02.

DRAFT