

FAWLEY PARISH COUNCIL

28<sup>TH</sup> NOVEMBER 2007

POLICY, RESOURCES AND PERSONNEL COMMITTEE

Minutes of a meeting of the Policy, Resources and Personnel Committee held on Wednesday 28<sup>th</sup> November 2007 in the Jubilee Hall, Fawley.

p Cllr L Dunsdon (Chairman)  
p Cllr R Lewis (Vice-Chairman)

**Present:**

p Cllr Mrs S Courtney  
p Cllr M Fidler  
p Cllr E Holtham  
p Cllr Mrs B Maynard  
p Cllr R Wappet

**Also Present:**

Cllr B Hall  
Cllr A McDowall (from Item 75)

**In Attendance:**

Margaret Bernard, Clerk to the Council  
Pauline Coombs, Finance Assistant  
Kevin Lobley, Centre Manager

**62. Apologies**

No apologies were received.

**67. Declarations of Interest**

Cllr Wappet declared a non-prejudicial interest in Minute 69 Planning, as he is a member of New Forest District Council Planning Committee. He stated that he would consider applications on the evidence in front of him. Cllr Wappet further declared a personal interest in grant applications received from Girl Guides New Forest Waterside and U3A (University of Third Age)

**68. Minutes**

It was **RESOLVED** that the minutes of the meeting held on 3 October 2007 be signed as a correct record, subject to the following amendments: Item 42, line 6, delete 'the Administrators' and insert 'Jon & Jackie Brown'. Item 60, line 6, delete 'Cllr R Wappet' and insert 'Cllr A Glass'.

**69. PLANNING**

It was **RESOLVED** that the comments made on the following planning applications be submitted to New Forest District Council.

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| 07/90962 | Waterside Sports & Social Club Ltd Temporary siting of a steel container.<br>The Council <b>SUPPORTS</b> this application.   |
| 07/91180 | 3 The Warren, Holbury. Two-storey side extension<br>The Council <b>SUPPORTS</b> this application.  |
| 07/91231 | 3 Springfield Grove, Holbury. 4 roof lights<br>The Council <b>AGREE</b> to accept the opinion of the planning officers.  |
| 07/91252 | 1 Newlands Copse, Fawley. Rear dormer<br>The Council <b>SUPPORT</b> the application and recommend that non-opening windows be suggested as more suitable for the proposal. |

**70. To Agree the Monthly Schedule of Payments and receive the monthly accounts for September and October 2007.**

Following discussion it was **RESOLVED** to accept the Schedules and accounts.

**71. To Consider and Agree the Amenities and Public Services Budgets for 2008/2009.**

Cllr Holtham reported on the proposals for change as discussed by the Budget Working Party, including removal of the renewals contingency and usage made of existing budgets available from earmarked reserves, plus the additional income now to be received by grant. Some increase was proposed for the holiday activities and outside catering provision. Following discussion it was agreed to recommend the budgets as amended.

**72. To Agree a Policy Resources and Personnel Budget for 2008/2009**

Following discussion it was agreed to recommend the budget as presented.

**73. To Recommend the Budget 2008/2009 to Council and to Recommend a Precept.**

Following discussion it was agreed to recommend the budget as presented to Council and that a Precept of £436,349 be levied for the Council year 2008/9.

**74. Future management of Gang Warily Working Party**

It was agreed that the Parish Council retain responsibility for the management of the facility and that this be reviewed in 1½ to 2 years time. The Working Party, to meet quarterly and report progress.

**75. Applications for Grants** (including those under Section 137 of the Local Government Act 1972 as amended by Schedule 2 of the Local Government and Housing Act 1989) Following discussion it was **RESOLVED** that the following grants be made:

- i) Citizens Advice Bureau £300
- ii) Fawley A.F.C. £200, to be paid upon start of construction.
- iii) Girl Guides New Forest Waterside £330
- iv) U3A (University of Third Age) £250
- v) Waterside Heritage £250
- vi) Victim Support Hampshire and IOW £250

**76. Correspondence**

- (a) National Association of Local Councils: Invitation to 'Local Leadership in Action' event, London, 30<sup>th</sup> January, focusing on community governance, leadership and empowerment. Cost: £141 per attendee: Noted.
- (b) Hampshire Association of Local Councils: Invitation to Planning Workshop, 10am – 4.30pm, Chilworth Manor, 7<sup>th</sup> February 2008. Cost: £40 per delegate: Noted.
- (c) New Forest District Council: Core Strategy Development Plan consultation document. Deadline for comments: 10<sup>th</sup> December 2007. It was AGREED that this be discussed at the meeting of the Council to be held on 12<sup>th</sup> December, provided that an extension to the deadline for comments was confirmed. A copy of the plan would be available in the Parish Council office, or could be viewed on the New Forest District Council website ([www.newforest.gov.uk](http://www.newforest.gov.uk)).
- (c) Hampshire Constabulary: Partnership Funding regarding dedicated PCSOs: Following discussion it was AGREED that the Committee recommended to refuse this request and that the provision for this in the budget be discussed at the next meeting of the Council.
- (b) Hampshire County Council: Notification of temporary closure for drainage, surfacing and fencing works, to be carried out on Hart Hill, Hythe right of way, starting in December and likely to complete in mid to late January 2008. Noted.
- (c) Audit Commission: The Annual Audit Letter 2006/7 confirming satisfactory completion of Audit had been circulated to all members, as required. Noted.
- (d) New Forest District Council: Help with home repairs and availability of renovation grants up to £5,000. Helpline: 023 80285151: Noted.
- (e) Hampshire County Council: Response to request for upgrade of zebra crossing, Hampton Lane: Members discussed a scheme in place in another county where 20mph signs flash on the approach to the crossing when a warden is in attendance. It was RECOMMENDED that the County Council be asked to consider this provision for the Hampton Lane site, plus other pelican and zebra crossings in the district.

**77. Chairman's Announcements**

The Chairman reported on the successful tree planting, in memory of Gregory Fernandes, which had been organised by local residents and taken place on Thursday of the previous week.

Following a liaison meeting with local police officers, it was suggested that the Parish Council be invited to appoint a representative to serve on a committee to be formed to consider aims and objectives for the benefit of the community, that the Parish Council also be asked to consider the provision of office accommodation at Gang Warily, that PC Woodhead's reports be included in the parish web-site. These items to be considered at the Council meeting on 12<sup>th</sup> December.

**78. Date of Next Meeting - Wednesday 30 January 2008**

**79. Exclusion of the Public and Press**

**RESOLVED:** That, given the confidential nature of the business to be transacted, the public, including the press, be excluded from the remainder of the meeting.

**80. CRB agreement and policy relating to all employees.** It was **AGREED** that this be included in the Council's policy, the Clerk to obtain advice on which available agency can undertake this on the Council's behalf.

**81.** The Centre Manager reported the current situation regarding Gym Tots and it was **AGREED** that, following further research, no further action be taken to outsource provision at present, this now to be reviewed at the end of the financial year.

**82. To consider for adoption** an updated version of Grievance Procedure and Model Discipline Procedure. It was **AGREED** that this be adopted, subject to minor amendments, the revised version to be circulated. Cllr Holtham drew members attention to the need for appointments of Disciplinary, Grievance and Appeals sub-Committees, as referred to in Standing Orders. It was further **AGREED** that Cllrs A McDowall, Mrs S Courtney and R Lewis serve on the Disciplinary-Committee.

**83.** Salary increases from April 2007, were **NOTED** at 2.475%.

**84.** The retitling of the Finance Assistant to Finance Officer was **AGREED**, in recognition of the level of responsibility and hard work undertaken.

**85.** An additional salary Spinal Column Point for the Secretary was **AGREED**, with effect from April 2008.

**86.** Members discussed the current temporary arrangements for employment of a security company on Friday and Saturday nights, to reduce vandalism problems and it was **AGREED** that it be recommended for this arrangement to continue for Friday and Saturday events, to be reviewed on a six-monthly basis.

- 87. Members discussed the Centre Manager's proposal for the restructuring of staff, including the appointment of an Operations Manager and reduction of the number of Operations Assistants. This would also enable the Centre Manager to concentrate on the QE2 project. It was **AGREED** that the Centre Manager be given delegated authority to apply the recruitment process for the new post, implementation to be following natural staff reduction.
  
- 88. Members reviewed the salary of the Centre Manager and it was agreed that the increase be for 2 additions within the existing Spinal Column Points range, with effect from April 2008.

There being no further business, the meeting closed at 9.15pm.

.....Chairman

## CHAIRMAN'S ANNOUNCEMENTS

Tree planting on 22<sup>nd</sup> November.

Police liaison meeting – suggestions.

That regular quarterly meetings with the Parish Council's Police Committee will be re-instated. First meeting to be held at 7pm on 5<sup>th</sup> December, at Gang Warily.

That the Parish Council be invited to appoint a representative to serve on a committee to be formed to consider aims and objectives for the benefit of the community.

That the Parish Council be asked to give consideration to providing office accommodation for police officers, to be based at Gang Warily.

That PC Woodhead's reports be included on the parish web-site.

These items to be considered and reports received at the next meeting of the full Council on 12<sup>th</sup> December.

NFDC Officer Stephanie Sutton will also be at Gang Warily on 5<sup>th</sup> December, this to be at 3pm and open to all members, to discuss further issues of community safety.