

FAWLEY PARISH COUNCIL

Minutes of a meeting of the Policy, Resources and Personnel Committee held on Wednesday 10 June 2009 at 7.00pm in the Jubilee Hall, Fawley.

Present: Cllr M Fidler (In the Chair), Cllr R Lewis (Vice-Chairman), Cllr L Dunsdon, Cllr E Holtham, Cllr Mrs K Lord (from item 8 until item 20), Cllr D Walker.

Also present: Cllr A Glass (until item 18), Cllr R Wappet (until item 18).

In attendance:

Mrs P Coombes: Finance Officer.

Mrs S Markides: Clerical Assistant.

Mr K Lobley: Centre Manager.

1. **Apologies:** None.

2. **Declarations of Interest:** Cllr Wappet declared a non-prejudicial interest in Item 6 Planning, as he is a member of the New Forest Planning Committee. He stated that he would consider the applications on the evidence in front of him at this time.

3. **Minutes:**

RESOLVED: That the minutes of the meetings held on 1 April and 6 May 2009 be confirmed as a correct record.

PUBLIC SESSION: No members of the public were present.

4. **Chairman's Remarks:** The Chairman had received reports that rats had been a problem in the Holbury area.

The sponsor of the Lepe Memorial Plaque had unfortunately had to withdraw and the Chairman of the Council had responded to a request to assist with £70.00 being donated from his Chairman's allowance. The stonemason had volunteered to refurbish the plaque already on site, fit the new plaque on the face of the memorial stone and repaint the anchor.

5. **QEII Recreation Ground:** A complaint had been received from a resident of the recently built houses regarding anti social behaviour at the Recreation Ground. Members advised that when the planning application for the houses had been received these problems had been stated in the Council's objection to the application. The Youth Worker and the Police Community Safety Officer had been informed and it was suggested that a log of disturbances be kept.

6. **Planning: RESOLVED:** To submit observations on planning applications, as follows:

a) Parish List:

09/94048

Land adjacent Linden, Lepe Road, Langley, Fawley, SO45 1YT

Attached house

(No1) We recommend permission but would accept the decision reached by the District Officers under their delegated powers.

09/94053

Sandown, Chapel Lane, Blackfield, Fawley, SO45 1YY

Two-storey front extension, dormer, rear conservatory

(No1) We recommend permission but would accept the decision reached by the District Officers under their delegated powers.

09/94077

Land of Pavilion Gardens, Hampton Lane, Blackfield, Fawley

Display 2 non-illuminated freestanding signs

(No2) We recommend refusal due to the large size of signs, which would be distracting to drivers on an already dangerous stretch of road and add to clutter already present on street but would accept the decision reached by the District Officers under their delegated powers.

09/94066

Dryad Spinney, West Common, Langley, Fawley, SO45 1XP

Single-storey rear extension

(No3) We recommend permission.

b) New Forest National Park:

09/94016

Beach Hut 119 Calshot Beach East, Calshot

Beach Hut

(No3) We recommend permission.

09/94081

Stanswood Mews, Stanswood Road, Fawley, Southampton SO45 1AA

Single storey side extension; cellar; dormer window

(No1) We recommend permission but would accept the decision made by the National Park Authority's Officers under their delegated powers.

7) Monthly Schedule of Payments: At this point in the meeting members were advised that an appeal against the rateable value of QEII would hopefully be completed soon.

RESOLVED: To accept the Monthly Schedules of payments for March, April and May 2009 (see attached Appendices A, B & C).

8) Annual Financial Risk Assessment: Members considered and then completed the Annual Risk Assessment (see attached Appendix D), this to be forwarded to the Auditor. It was suggested that the possibility of ground staff attending ROSPA courses to enable them to carry out inspections be further investigated.

9) Review of Fidelity Guarantee Cover:

RESOLVED: To not increase Fidelity Guarantee Cover from £250,000 to £400,000 at the present time but to review this when budget setting in October 2009.

10) Booking Discounts: Members accepted the booking discounts with the addition of Scouts and Guides (see attached Appendix E).

11) Renewal of Licences to Occupy Land in Holbury:

RESOLVED: That in future Licences to Occupy Land at Shapton Close and Sycamore Drive will be issued for a period of 10 years.

12) Grant Applications from the following: (see attached)

a) Vitalise: No grant awarded.

b) New Hope Football Club: £100.00

c) Totton & Romsey Swimming Club: No grant awarded.

d) Hythe Dragons Kick Boxing Club: £300.00

e) Salterns Playscheme: No grant awarded.

13) Correspondence:

a)

i) NFNPA: Invitation to “Focusing on Future Access” Workshop. Tues 14 July 2009 Milford on Sea Community Centre 10 am – 3 pm. Cllr Holtham to attend.

ii) Hampshire Community Network: Invitation to “Planning Time for You” 7 July 2009 Winchester Guildhall 10 am – 3 pm. Noted.

b) For information:

i) NFNPA Meeting notes of South East Parishes meeting held on 30 April 2009. Noted.

ii) Hampshire County Council Pension Fund: Advice that employers’ contributions are now increased from 18.1 to 18.6 % and that employee pay records need to be retained for 11 years. Noted.

iii) Southampton Hospital Charity, Red & White Appeal: Letter of thanks for donation of £691.85 following Fawley Fun Day. Noted.

iv) Age Concern New Forest East: Letter of thanks for donation of £691.84 following Fawley Fun Day. Noted.

c) Available from the office: New Forest Community Newsletter Summer 09, NALC, Power of Well Being, Hampshire County Council Approved Trader Directory 2008/09, CPRE Fieldwork June 2009, Public Sector & Local Government Building may 2009, British Heart Foundation Thrive Magazine, Community Action Hampshire Action News Update, Action News Update Extra and Parish Plan News June 2009, Communique June 2009.

Exclusion of public and press.

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

14) Staffing Matters: The Council discussed the pay of the Clerical Officer and all agreed what a marvellous job was being done in the absence of the Clerk, and how well the office was being run. Acceleration of pay scales was agreed and following further discussion the Finance Officer to look into an honorarium or paid Lieu Time for the Clerical Officer, this to be considered at the next Parish Council meeting and would then be reviewed on the return of the Clerk.

RESOLVED: To accelerate the pay scales of the Clerical Officer from SCP 16 to SCP 18 and backdate payment to April 2009.

A further staffing matter was discussed with members receiving notes of an informal meeting with a staff member. It was considered that perhaps a mistake had been made in the terminology used in the recommendation made at the meeting.

RESOLVED: The recommendation that the staff member should undertake a capability and performance review on a probationary period of three months be amended to read that the staff member should undertake a capability and performance review. The Committee then accepted the notes of the meeting with the staff member. It was requested that the Clerical Officer in conjunction with the Chairman of the Council obtain legal advice on this matter.

See item 18 Parish Council minutes 24 June 2009.

15) Proposal to introduce system for recording of TOIL hours:

RESOLVED: To accept the proposal for a new system for the recording of TOIL hours. This to be run by the Clerical Officer and in her absence the Finance Officer. Current hours accrued to be carried forward into the new scheme.

16) Report from the Centre Manager regarding access to downstairs bar:

RESOLVED: The Centre Manager to further look into access of the downstairs bar and report back on any funding available for improvements to the next meeting of the Policy, Resources & Personnel Committee to be held on 5 August 2009.

17) Quote for fencing of Gang Warily Skate Park:

RESOLVED: To accept the estimate from New Forest Fencing for supply and installation of 55m approx of 3m high Expamet fast track system on posts and pair of gates to match clad with mesh at cost of £7316.43. As the budget has £3758.62 remaining extra funding of £3557.81 to be met from reserves, this to be replaced when the grant for the play equipment at Wessex Close is received from Developer's Contributions.

18) Report regarding development of Newlands Park site:

RESOLVED: To proceed with the Playbuilder application of the Newlands Road site. The Centre Manager to manage the project with regular reports back to Council.

19) New JNC pay scale for Youth Worker now agreed. Pay point 2 with backdated payment:
Noted.

20) Agreement between Parish Council and Jolly Sailor Ashlett Creek

RESOLVED: To accept the amendments made to the agreement between the Parish Council and the Jolly Sailor, Ashlett Creek and to send the revised agreement to the new tenant for signature.

21) Lease of Land at Gang Warily:

RESOLVED: To ensure that the Lease of Land at Gang Warily is updated and amended, this to be legally checked before issuing to new tenants once planning permission for change of use is approved. Legal costs to be met from solicitor's budget code 7603.

22) Date of next meeting 5 August 2009.

There being no further business the meeting closed at 9.34 pm.

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Chairman