

## FAWLEY PARISH COUNCIL

Minutes of a meeting of the Policy, Resources and Personnel Committee held on Wednesday 5 August 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, Cllr D Walker.

**Also present:** Cllr Mrs B Maynard, Cllr A McDowall, Cllr R Wappet, Youth Worker Debbie Elliott and 2 members of the public.

**In attendance:**

Mrs P Coombes: Finance Officer.

Mrs S Markides: Clerical Assistant.

Mr K Loble: Centre Manager.

- 1. Apologies:** None.
- 2. Declarations of Interest:** Cllr Wappet declared a non-prejudicial interest in Item 7 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 10 June 2009 be confirmed as a correct record.

**PUBLIC SESSION:** A member of the public apologised for being unable to attend a recent committee meeting where a planning application relating to his property was discussed. He hoped that a letter forwarded to Councillors and his attendance would address the concerns raised.

- 4. Chairman's Remarks:** The Chairman requested members to consider the colour options available for the weather shield sealant to be painted on the exterior of the QEII pavilion to assist in the prevention and removal of any future graffiti damage. The choice made was grey, the Senior Groundsman to proceed as previously agreed at the Public Services meeting 21 January 2009.
- 5. A presentation on the setting up of a Charitable Trust from Mr R Taylor, Hedleys Solicitors.** Members received an informative talk on the advantages and disadvantages of setting up a Charitable Trust and how the trust would be expected to run. Questions raised included whether council tax reductions could be available within a trust for community buildings within the parish and how trustee membership was decided
- 6. To consider pursuing Charitable Trust Status for amenities of the Council:**

**RESOLVED:** To proceed with the setting up of a Youth Trust as previously agreed at the Parish Council meeting 12 December 2007. Quotes for work involved to be advised to the next meeting of the Parish Council on 19 August 2009.

To obtain quote for the undertaking of a feasibility study regarding the setting up a charitable trust for amenities within the parish.

**7. Planning:**

**a) Parish List:**

09/94294

Sunnyside, 6 Blackfield, Road, Fawley, SO45 1ED

Replacement garage

**(No 3)** We recommend permission

09/93731

1 Rollestone Road, Holbury, Fawley SO45 2GD

Single-storey replacement nursery school (AMENDED PLANS)

**(No 2)** We recommend refusal due to concerns that the entrance is too near to the crossroads but would accept the decision reached by the District Council's Officers under their delegated powers.

09/94309

The Rest, Kings Copse Road, Blackfield, Fawley, SO45 1XF

Rear orangery

**(No 3)** We recommend permission

09/94327

16 Dane Close, Blackfield, Fawley, SO45 1ZY

Single-storey front extension

**(No 1)** We recommend permission but would accept the decision reached by the District Council's Officers under their delegated powers.

09/94354

15 Sherringham Close, Fawley, SO45 1SQ

Two-storey rear extension

**(No 3)** We recommend permission

09/94357

43 Heather Road, Fawley, SO45 1ER

Single-storey rear extension

**(No 1)** We recommend permission but would accept the decision reached by the District Council's Officers under their delegated powers.

**b) New Forest National Park:**

09/94266

Stone Farm House, Stanswood Road, Fawley, Southampton SO45 1AB

Single-storey rear extension

**(No 3)** We recommend permission

09/94267

Stone Farm House, Stanswood Road, Fawley, Southampton SO45 1AB

Demolition of 1930's Single-Storey Extension and Replacement New Extension; Removal of Internal walls; Roof Alterations; External Alterations (Application for Listed Building Consent)

**(No 3)** We recommend permission

09/94193

Eaglehurst East, Stanswood Road, Fawley, Southampton, SO45 1BT

Extension to Existing Garage (Application for Listed Building Consent) – Revised scheme

09/94194

Eaglehurst East, Stanswood Road, Fawley, Southampton, SO45 1BT

Extension to Existing Garage – Revised scheme (see attached)

**(No 1)** Comment on both applications. We recommend permission subject to the agreement of English Heritage and the report of archaeologists to ensure that the historical elements of the site are preserved but we would accept the decision reached by the National Park Authority's Officers under their delegated powers.

**c) Tree Works:**

09/0175

1 Forest Edge, Fawley, SO45 1FN

7 X Birch - Crown thin by 25% and crown lift over footpath by 2.5m

1 X Maple – Crown thin by 25% and crown lift over footpath by 2.5m

Comments as previous application: Members support the application and would even support the removal of one or two of the birch trees if so required subject to the advice of the District Council's arboriculturist.

**8. To receive Monthly Schedule of Payments: June 2009**

**RESOLVED:** To accept the monthly schedule of payments for June 2009 (see attached Appendix A)

**9. Internal Audit Report (Final) 2008/09 and recommendations.** Members thanked the Finance Officer for her hard work in completing the Final Internal Audit Report and noted the recommendations made (see attached Appendix B).

**RESOLVED:** Recommendation one made by the Auditor was a review of Standing Orders; this was to be considered as item 11 on the agenda.

Recommendation 2 was discussed at the Policy, Resources and Personnel Committee meeting 10 June 2009 where it was decided to review the Fidelity Guarantee Cover when budget setting in October 2009 (Minute No 9).

**10. Changes in Banking Arrangements for the Parish:** Members discussed and noted changes.

**RESOLVED:** To continue with present banking arrangements for the Parish Council until the next review date.

**11. Adoption of revised Standing Orders and to consider amendments to current Financial Regulations**

**RESOLVED:** To adopt the revised Standing Orders as presented and to amend current Financial Regulations as follows:

**5.3** To add In the Clerk's absence the Finance officer.

**9.3** To read the Council will review all fees, charges and discounts annually, following a report of the Clerk.

**12. To consider preferred method of consultation for the new offsite emergency plan for Fawley.**

**RESOLVED:** To request two copies of the new offsite emergency plan for Fawley to be forwarded to the council offices, Cllrs Holtham and Wappet to review.

**13. Fawley Fun Day:**

**RESOLVED:** To continue holding the Fawley Fun Day annually but to ensure that the event is supported and run by multi agencies.

**14. An update report regarding energy supply to the QEII Pavilion: Matter referred from Public Services Committee meeting 22 July 2009:** Monitoring of energy costs at the QEII Pavilion was currently taking place and a query had been raised with the architect as to why the unexpectedly high costs were being experienced. The Centre Manager to report back to Council as soon as a response was received.

**15. Office Accommodation at Gang Warily: Matter referred from Amenities Committee meeting 8 July 2009**

**RESOLVED:** To continue with the proposed alteration of office space at Gang Warily. This to enable the on site physiotherapist to rent the old conference room at a cost of £3500 per annum for the first year after which the arrangement would be reviewed.

**16. Correspondence:**

**a) For response:**

i) Request from local person for discounted gym membership for 16wks before climbing Mount Kilimanjaro in aid of Macmillan Cancer Support

**RESOLVED:** Cllr Mrs Lord to liase with Hythe and Dibden Parish Council to see if a joint sponsorship arrangement could be reached.

**b) For information:**

i) NFDC The new Chairman's first fundraising event - Swing into Summer Sunday 16 August 2009 2-6pm. A Big Band Event to be held in the grounds of Appletree Court. To note that Cllr L Puttock is willing to attend events within the Parish. Noted.

To invite the Chairman of NFDC to the next Fawley Fun Day.

ii) NFDC Advice of Speed Indicator Device deployment Hampton Lane, Blackfield, (near Thornbury Avenue) week beginning 3 August. Noted.

iii) HCC: Prepare your teens to be safe and experienced drivers with pass plus. Noted. To also place on the website of the Parish Council.

**c) Available from the office:** Hampshire Action Team New Forest Directory of Highway Works August 09, HCC Environment Department Annual Report 2008/09, South East Employers SEENEWS Summer 09, HCC Inroads Summer 09, Community First New Forest Volunteering Changed my Life, The Playing Field, Summer 2009.

**Exclusion of public and press.**

At the conclusion of this part of the agenda, the Chairman will move the following resolution: That, considering the confidential nature of the business to be transacted, the public, including the press, be excluded from the remainder of the meeting.

**17. To discuss Staffing Matters:**

Members discussed the recent ill health of a staff member.

**RESOLVED:** To refer the employee to Occupational Health.

Members discussed a request for an increase in salary from a staff member.

**RESOLVED:** Whilst members recognised the efforts of the staff member a salary increase was considered to be premature at this time.

**18. A report from the Centre Manager regarding access to downstairs bar: Matter referred from Policy, Resources & Personnel Committee meeting 10 June 2009.**

**RESOLVED:** To note that disabled access to the downstairs bar met current regulations but to consider including costs for improvements when setting the budget for 10/11.

**19. Training of Groundsman to operate a Chainsaw from Rope and Harness:** The Public Services Committee meeting held on 22 July 2009 had agreed that the Groundsman could attend a course to operate a Chainsaw from Rope and Harness, however it had since been discovered that in order to complete the training and gain the qualifications he would also need to attend a Fell Small Trees course.

**RESOLVED:** The Groundsman to attend the additional course to enable him to gain the qualification to operate a Chainsaw from Rope and Harness. The additional course cost of £687 and expected equipment costs of £500 to be met from budget code 7714 with the proviso as before – if the Groundsman were to leave the employment of the Council course costs to be repaid on a sliding scale.

**20 Date of next meeting 30 September 2009**

There being no further business the meeting closed at 9.12 pm.

.....

Chairman