

## FAWLEY PARISH COUNCIL

Minutes of a meeting of the Policy, Resources and Personnel Committee held on Wednesday 3 February 2010 at 7pm in the Jubilee Hall, Fawley.

**Present:** Cllr M Fidler (In the Chair), Cllr L Dunsdon, Cllr E Holtham, Cllr D Walker.

**Also present:** Cllr Mrs M Alderman, Cllr A Glass, Cllr B Hall.

**In attendance:**

Mr G Richardson, Acting Clerk to the Council.

Mr K Lobley, Centre Manager.

Mrs S Markides, Clerical Assistant.

1. **Apologies:** None.

2. **Declarations of Interest:** None.

3. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 25 November 2009 and the Extraordinary meeting also held on 25 November 2009 be confirmed as a correct record.

**PUBLIC SESSION:** There were no members of the public present.

4. **Chairman's Remarks:** NFDC had advised that planning application 09/94933 Holbury Post Office, Holbury would be considered by the Planning Development Control Committee on Wednesday 10 February 2010. Any member wishing to attend to advise the office by Monday 8 February 11am.

A meeting to discuss the possible reintroduction of passenger trains on the Waterside Line is to be held on Thursday 11 February 2010 at the Hythe Parish Offices, 2pm. Any member wishing to attend please let the office know.

The Chairman informed the meeting that the Dibden Allotments Charity would be providing Age Concern with shoe vouchers for distribution.

The Police Beat Report would continue to be issued fortnightly to members.

5. **Planning.**

**a) Parish List:**

09/95037

Land rear of 1 Copthorne Cottages, Copthorne Lane, Fawley, SO45 1DP

Attached house (Extension of time limit 05/86065)

**(No 3)** We recommend permission.

09/95039

Land rear of Rhodanthe, Blackfield, Fawley, SO45 1WD

Bungalow; access on to New Road

**(No 4)** We recommend refusal due to the loss, once again, of a large garden, concerns relating to surface drainage of a large building on a small plot, over development of the site and overlooking of property. If permission should be granted a commuted sum be provided through Section 106 for the provision of new allotment sites within the parish.

**b) New Forest National Park**

09/94633

Land adjacent to 8 Langley Lodge Gardens, Langley, Southampton. SO45 1FZ

All Weather Menage

(No 5) We are happy to accept the decision reached by the National Park Authority's Officers under their delegated authority.

**c) Tree Works:**

10/0012

11 Meadow Way, Fawley, Southampton, SO45 1FP

T22 Cedar – Fell

The Parish Council has no objection to this application.

**6. Monthly Schedule of Accounts November & December 2009.**

**RESOLVED:** To accept the monthly schedule of payments for November and December 2009 (see attached Appendices A & B).

**7. Bye Election Holbury ward:** Members were advised that an election was to take place with polling cards provided, the cost of these approximately £1800.00.

**8. Appointment of two Policy, Resources and Personnel committee members to sit on the Newlands Park Sub Committee:**

**RESOLVED:** Cllrs Dunsdon and Walker to sit on the Newlands Park Sub Committee.

**9. Correspondence:**

a)

i) The Parish of Fawley:

**RESOLVED:** To sponsor Christmas Carol Concert at cost of £250.00.

**b) For information:**

i) Local Government Employers: Advice of no annual pay increment for local government workers. Noted.

ii) Advice of new web site for Gang Warily Recreation Centre [www.newforestfitness.co.uk](http://www.newforestfitness.co.uk)  
Cllrs requested that thanks be passed on to the staff member for the hard work involved in setting up the new web site. The Parish Council website to be an agenda item at the meeting to be held on 17 February 2010.

iii) St Francis Pre-School: Thank you letter for recent raffle prize. Noted.

iv) Waterside Heritage: Thank you letter for recent grant payment. Noted.

**c) Available from the office:** Hampshire County Council New Forest Directory of Highway Works February 2010, Press Release Community First New Forest How to get involved in volunteering, HCC Countryside Service Small Grants Newsletter & Newsletter of the Hampshire Countryside Access Forum.

Cllr Hall informed the meeting that he had recently reported potholes in School Road, Fawley direct to Hampshire County Council and these had been repaired the same day.

**RESOLVED:** From HCC Directory of Highways Works: To write to Hampshire Highways and raise concerns regarding the proposed alternative route through Falconer Court, Hardley during temporary road closures.

## **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.

### **10. Staffing Matters:**

**a) Trial Working Period:** Members were advised of a scheme offered by Job Centre plus.

**RESOLVED:** To decline the offer of a trial working period.

**b) Contracts of employment and Staff Appraisals:**

**RESOLVED:** To rewrite the job descriptions of all staff members as the first step towards the updating of staff contracts and the setting up of a staff appraisal system, these costs to be taken into consideration when budget setting. Job descriptions to be presented to Council.

**c) Staff retirements:** Members were advised of the retirement of the part time Maintenance Assistant with effect from 31 March 2010.

**RESOLVED:** To place an advertisement for a full time Maintenance Assistant.

**RESOLVED:** To note that two staff members who have reached the age of 65 years had been requested to advise the Acting Clerk whether they wished to continue in the employment of the Council.

**d) Update Clerk:** Members were advised that the Occupational Health report had not yet been released.

**e) HR update:** The Chairman advised that the recent grievance submitted by a staff member had been amicably resolved. New procedures were now in place to ensure that a contract of employment was issued to all staff before they commenced work and that inductions were given to leisure staff within two working days of the start of their employment.

**RESOLVED:** Legal fees of £904.75 relating to this grievance to be settled.

**f) Contract Amendment:**

**RESOLVED:** To note the month by month continuous contract of the Acting Clerk to the Council, this to be extended for a further month.

**g) Work placement:** Members noted the letter of thanks regarding a work placement.

**h) Staffing structure:** Members were advised that following maternity leave an Operations Assistant had requested to return to work part time. It was noted that the reduction in hours of the NFDC Information Office in Jubilee Hall, Fawley had resulted in extra staff costs to the Parish Council of £1000.

**RESOLVED:** To increase the hours of a part time Leisure Assistant in the role of full time Operations Support Assistant to meet operational requirements, starting salary scale SCP 9.

**RESOLVED:** The Acting Clerk to clarify the Criminal Records Bureau checks required for Leisure Centre staff and report back to the Parish Council meeting on 17 February 2010.

**11. Renewal of Lease of Land at Gang Warily to Venturers:** This matter had been resolved prior to the meeting.

**12. To consider presentation to local resident:**

**RESOLVED:** To discuss this matter at the Parish Council meeting to be held on 17 February 2010.

**13. Date of next meeting:** 31 March 2010.

There being no further business the meeting closed at 8.23 pm.

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Chairman