

## FAWLEY PARISH COUNCIL

### POLICY, RESOURCES AND PERSONNEL COMMITTEE

Minutes of a meeting of the Policy, Resources and Personnel Committee held on Wednesday 23 November 2011 at 7.00pm in the Jubilee Hall, Fawley.

**Present:** Cllr R Wappet (In the Chair), Cllr A Alvey (Vice-Chairman), Cllr A Glass, Cllr E Holtham, Cllr A McDowall, Cllr K Smith, Cllr B Thorne.

**Also Present:** Cllr B Coyston, Cllr M Fidler, Cllr O Foster, Cllr B Hall, 3 members of the public.

**In attendance:**

Stephen Nash, Parish Clerk.

Mrs P Coombes, Finance Officer.

Mrs S Markides, HR & Admin Officer.

- 1. Apologies:** None.
- 2. Declarations of Interest:** Cllr Wappet declared a non-prejudicial interest in minute 5 Planning, as he is a member of the New Forest District Council Planning Committee. He stated that he would consider the applications on the evidence in front of him at this point in time. Cllr Holtham declared a personal interest in item 18, a request to purchase a Brush Cutter by the Warren Copse & Holbury Manor Conservation Group, as he was Chairman of the group.
- 3. Minutes:**

**RESOLVED:** That the minutes of the meeting held on 28 September 2011 be confirmed as a correct record.

**PUBLIC SESSION:** The members of the public present wished to state their objection to planning application 11/97754, Saddlers Mews, The Lane, Fawley, SO45 1EY.

- 4. Chairman's Remarks:** The Chairman made the following announcements:

Npower had forwarded to the council, documents for public inspection of the application details for the Maintenance Hydro-Dredge, Fawley Power Station Intake Channel. These are available until further notice from the Parish Council Office or from Jubilee Hall.

New safety surfaces are currently being installed at the Churchfields, Renda Road & Warren play areas.

Banners advertising the Christmas lights switch on in The Square, Fawley on 10 December 2011 4-7pm will be being placed around the parish.

Requests made to councillors for grit bins within the parish were to be forwarded to the Clerk who would then pass them on to Hampshire County Council.

A Christmas Bazaar will be taking place on Sunday 4 December 10.30am- 12.30pm at Gang Warily with Santa in his grotto, a variety of stalls and minced pies and mulled wine.

**5. Planning.**

**a) Parish List:**

11/97754

Saddlers Mews, The Lane, Fawley, SO45 1EY (NB PROPOSED LEGAL AGREEMENT)  
One pair of semi-detached houses; 1 detached house; parking; demolition of existing (Outline application with all matters reserved)

**(No 4)** We recommend refusal to this application and consider three properties in this restricted space as over development. We note the existing condition of the building and may find a sympathetic application with a much lower density than that proposed acceptable, the development should take into account the enjoyment of close neighbours amenity space.

Cllr Hall asked the meeting to note that currently this building was used for regular fund raising efforts by a parishioner and asked if the council might help with providing a suitable venue once this was no longer available.

11/97881

109-111 Long Lane, Holbury, Fawley, SO45 2ND

Retention of external flue

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

**b) New Forest District Council Tree Works**

16 The Saplings, Holbury, Southampton, SO45 2QP

Oak – Make safe broken branch. Remove deadwood and crown thin 5%.

The Parish Council supports sympathetic maintenance subject to the advice of the District Council's Arboriculturist.

- 6. Monthly Schedule of Accounts September and October 2011:** Members discussed several budget codes and noted that £800 had been placed to budget code 7716, Plant Service Repair and £200 placed to budget code 8401, Open Space Safety Equipment as per the Public Services Committee meeting minutes 14 September 2011. £1000 had been transferred from budget code 7500, Admin stationery to budget code 7905, Cleaning materials.

**RESOLVED:** To accept the monthly schedule of payments for September and October 2011 (see attached Appendices A & B).

- 7. A report on Grant Sponsorship and Staff Training:** Members were advised that some courses could be sold to other parish councils to off set costs. The reports were noted (see attached Appendix C).

**8. Matters arising from the Amenities Budget:**

The Amenities budget figures are represented. The following budget codes have been amended.

Expenditure codes:

7311 Jubilee Hall Electricity

7331 Jubilee Hall Water Rates

7320 Gang Warily Gas

9989 Gang Warily Renewal Contingency – this item to be moved to the Administration section of the budget.

Income codes:

4010 Main Hall

4017 Outside Fishing

4019 Fitness suite

4111 Newlands Football

**Items 8, 9, 10 & 11 were discussed together and the following amendments to budget codes proposals were made:**

7500 Admin Office Supplies reduce to £2500  
7603 Admin Solicitors increase to £3000  
7908 Chairman's Allowance reduce to £200  
4159 Admin Lease increase to £2000  
7403 Open Space Plant Purchase reduce to £10,000  
7716 Plant Service/Repair reduce to £6000  
8403 Plant Hand Tools reduce to £500  
4217 Reimburse Transit Petrol increase to £200  
4010 Main Hall reduce to £42,000  
4106 Newlands Park Grazing increase to £5000

**9. To consider and agree the Amenities budget 2012/13:**

**RESOLVED:** To recommend the Amenities budget as amended (see attached Appendix D, pages 3,4,7 & 8).

**10. To consider and agree the Public Services Budget for 2012/13:**

**RESOLVED:** To recommend the Public Services budget as amended (see attached Appendix D, pages 5 & 6).

**11. To consider and agree a Policy, Resources and Personnel budget for 2012/13:**

**RESOLVED:** To recommend the Policy, Resources & Personnel budget as amended (see attached Appendix D, pages 1&2).

**12. To recommend the 2012/13 Budget to Council and to recommend a Precept:**

**RESOLVED:** To recommend the budget as presented and that a precept of £473,980 be levied for the Council year 2012/123 an increase of 0.031% (see attached Appendix D, pages 1-9).

Cllr Wappet suggested that in future a separate dedicated budget meeting might be held.

**13. The Internal Audit Report 2011-12 (First Interim) and to note comments of Auditor following purchase of Verti Drain.**

**RESOLVED:** To accept the Internal Audit Report 2011/12 (First Interim) and note the comments of the Auditor relating to the Verti Drain purchase (see attached Appendices E & F).

**RESOLVED:** The Chairman to write to NFDC following the recent enquiry relating to the value for the half share of a Verti Drain part owned with Dibden Golf Course, which had not been received.

**14. A report on the following grant payments received:** Members noted the reports on the grant payments listed below, which had been provided by the Finance Officer.

- a) Awards 4 All**
- b) Sport England**
- c) Heritage Lottery - Military History**
- d) Inspiring You**

**15. A report relating to costs of the following events held at Gang Warily:** Members noted the reports on the events listed below and considered the expenditure on music at the Hovercraft event, which had reduced the profit made. It was requested that in future any expenditure must be approved in the early planning stages of an event.

**a) Armed Forces Day**

**b) Hovercraft Event**

**c) Bonfire Night**

**16. A report on the Café at Gang Warily:** Members noted that the café was currently running at a loss. The Clerk advised that proposals for the future running of the café which included a local person taking it over or going out to tender locally would be brought to the Parish Council meeting to be held on 7 December 2011.

**17. A report on donations made to charities following events held at Gang Warily:** Members noted the report on charitable donations provided by the Finance Officer.

**18. A request to purchase a Brush Cutter by the Warren Copse & Holbury Manor Conservation Group:**

**RESOLVED:** To agree to the request by Warren Copse & Holbury Manor Conservation Group to purchase a brush cutter, costs to be met from budget code 7714, Warren Copse.

**19. To note Disclaimer Form for use by contracted instructors outside of the employment of Fawley Parish Council:** Members noted the Disclaimer Form now in use following concerns raised by the Finance Officer on receipt of invoices from people who may not be paying the appropriate amount to HMRC.

**20. To consider fee for hiring of Grotto and Trailer:**

**RESOLVED:** Fee for use of the Grotto and Trailer outside of the parish £100.00.  
Fee for use of the Grotto and Trailer within the parish £50.00.

**21. Quality Parish Council Status:**

**RESOLVED:** To recommend to the Parish Council meeting to be held on 7 December 2011 that the Council proceed with the application for Quality Parish Council Status subject to verification of funding being received.

**22. Correspondence:**

**a)**

i) Employee handbook: Members noted that the following policies have been readopted for a further 3-year period.

Appraisals Procedure

Employee Interests and Integrity

H&S Lone Working and General Policy

Probationary Period Procedures

Travel Expenses

Work Life Balance

Working Time Regulations 48 Hour Working Week Agreement

Working Time Regulations Additional Employment Form

Employee Suggestion Scheme

**b) For information:**

- i) To note a training rate of National Minimum Wage to be paid to staff when attending essential training. Noted.
- ii) To note December salary payment to staff to be made early on 22 December 2011. Noted.
- iii) NALC Legal Briefing: Code of Recommended Practice for Local Authorities on Data Transparency. Noted.

c) **Available from the office:** CCATCH draft adaptation plan.

**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.

**23. Staffing Matters: SEE CONFIDENTIAL MINUTE FILE**

- a) Consideration of additional expenditure to conclude grievance.
- b) Staff suggestion scheme: payment to staff members (see attached x 2).

**24. List of debtors.**

**25. Date of next meeting:** 2 February 2012.

There being no further business the meeting closed at 9.21 pm.

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Chairman