

FAWLEY PARISH COUNCIL

POLICY, RESOURCES AND PERSONNEL COMMITTEE

Minutes of a meeting of the Policy, Resources and Personnel Committee held on Wednesday 30 March 2011 at 7.00pm in the Jubilee Hall, Fawley.

Present: Cllr L McDermott Vice-Chairman (In the Chair), Cllr M Fidler, Cllr M Palmer, Cllr Mrs S Read.

Also Present: Cllr R Wappet.

In attendance:

Stephen Nash, Parish Clerk.

Mrs S Markides, HR & Admin Officer.

1. **Apologies:** Cllr E Holtham.

2. **Declarations of Interest:** Cllr Wappet declared a non-prejudicial interest in item 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 Palmer declared a prejudicial interest in item 14 Staffing Matters as his wife is employed at the Gang Warily Recreation Centre.

3. **Minutes:**

RESOLVED: That the minutes of the meeting held on 2 February 2011 be confirmed as a correct record.

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

4. **Chairman's Remarks:**

The Chairman reminded the meeting of the presentation being given at the Council Chamber, Hythe and Dibden Parish Council, (The Grove, 25 St John's Street, Hythe) on Friday 8 April at 10.30am on the Reintroduction of Passenger Train Services on the Waterside Line.

With reference to planning application 11/96580 144 Rollestone Road, Holbury, dropped kerb, Highways had advised that with 2 accesses the risk of an accident would be increased and so following consultation with the Chairman, the Parish Council recommendation made at the Amenities Committee on 2 March 2011 of (No3) We recommend permission had been amended to read (No1) We recommend permission but would accept the advice of the District Council Officers under their delegated powers.

5. **Planning: RESOLVED: To submit the following comments:**

a)

11/96767

Land rear of 74 Hampton Lane, Blackfield, Fawley SO45 1WN

Two-storey dwelling; parking; access

(No 5) We are happy to accept the decision reached by the District Council's Officers under their delegated powers.

11/96832

8 Redrise Close, Holbury, Fawley, SO45 2PT

Single storey front extension; extend front dormer

(No 4) We recommend refusal and concur with the Officer's initial assessment.

- 6. Monthly Schedule of Accounts January and February 2011.** Members queried the holding account 9997 with a balance of 61.07 in January and £36.07 in February. The Finance Officer has advised that this is money held in lieu of membership fees for British Gymnastics.

The cost of bank charges was discussed, however it was noted that the Finance Officer had recently reviewed these and was happy to confirm that Barclays were competitive on the services that were required. The bank charges paid included charges for Barclaycard, PDQ services, bank commission, use of the BACS system, cash handling, subscriptions and for the Fitness Suite Direct Debits scheme.

RESOLVED: To accept the Monthly Schedule of Accounts January and February 2011 (see Appendices A & B attached).

- 7. A report on Staff Training and Grants & Sponsorship:** Members noted the training received by the HR & Admin Officer and the Finance Officer on holiday entitlements and contract writing and updating. The Youth Worker and other Leisure Centre staff had recently attended an Inspiring Learning Workshop on Autism.

The Clerk further updated that the Centre Operation Managers were attending a course on Management and Supervision skills.

The Cadland Estate had kindly donated £250 towards the Armed Forces Day.

The Clerk reported that a grant application to Sport England had been successful with £9580 being awarded to purchase new gymnastic equipment and provide gymnastics coaching and other coaching within the community.

A further £5760 had been awarded through the Big Lottery fund and this would be used by the Youth Group, the Team That Just Happened to purchase equipment and meet costs incurred in the running of the Youth Club.

- 8. Poll Cards for Elections 5 May 2011.**

RESOLVED: To not request separate poll cards for the Elections on 5 May 2011.

- 9. Land at Pavilion Gardens, Blackfield:** The Clerk advised that this site was small and if an agreement were made to take it over this would be against the Open Space Policy of the Council adopted on 14 April 2010, which restricted the Council from taking over sites less than a 1/3 of an acre. However, as the estimated maintenance costs for the year for the site were less than £1000 his recommendation would be to accept Developers' Contributions offered at £3878 and use these funds to purchase equipment, which could then be used to provide an income to the Council.

Members welcomed the suggestion, as the hedge on site was not currently well-maintained and caused problems for residents using the pavement.

RESOLVED: To accept the freehold transfer of land at Pavilion Gardens directly from the developer with Developers' Contributions of £3878.55 and to use these funds to purchase equipment which would provide an income to the Council.

10. Redirection of Budget Allocation and Year End 31 March Transfers.

RESOLVED: To accept the Redirection of Budget Allocation and Year End 31 March Transfers (see attached Appendix C).

11. Internal Audit Report (Interim Update) 2010-11. Members thanked the Finance Officer, Pauline Coombes for her hard work in preparing the Audit report.

RESOLVED: To accept the Internal Audit Report (Interim Update) 2010-11 (see attached Appendix D).

12. Adoption of new Policies and Procedures: Members noted the amendment made to the Environment Policy previously presented to the meeting held on 24 November 2011. The Clerk advised that an agreement had been reached with NFDC, which permitted the Grounds staff to dispose of fly tipping found on the highway at the tip at Marchwood without charge.

RESOLVED: To adopt the Leavers Procedure, the Alcohol, Drug and Substance Abuse Policy and the Environmental Policy as presented.

13. Correspondence:

a)

i) NFDC Transportation Section: Request for temporary closure of the Pentagon, Fawley 29 April 2011 from 13.00 hrs to 21.00 hrs. No objection.

b) For information:

i) The Planning Inspectorate: Notice of Appeal dismissed - Planning application 10/95811 Land to the rear of 27 Hampton close, Blackfield, Southampton SO45 1WQ. 2-bedroom bungalow. Noted.

c) Available from the office: Local Councils Update March 2011. Noted.

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: Members were advised that this matter no longer needed to be discussed.

15. Date of next meeting: To be agreed at the Annual General meeting to be held on 11 May 2011.

There being no further business the meeting closed at 7.36pm.

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Chairman