

FAWLEY PARISH COUNCIL

POLICY, RESOURCES AND PERSONNEL COMMITTEE

Minutes of a meeting of the Policy, Resources and Personnel Committee held on Wednesday 8 June 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 B Thorne.

Also Present: Cllr B Coyston, Cllr M Fidler, Cllr T Joof.

In attendance:

Stephen Nash, Parish Clerk.

Mrs S Markides, HR & Admin Officer.

1. **Apologies:** Cllr A McDowall, Cllr K Smith.
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 Alvey declared a prejudicial interest in item 18ai, as he is a member of the Church Fete Committee.

3. **Minutes:**

RESOLVED: That the minutes of the meeting held on 30 March 2011 be confirmed as a correct record.

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

4. **Chairman's Remarks:** Cllr Wappet welcomed members to the meeting and advised that the timing system currently displayed would be in place at future meetings to make sure that speeches stayed within set time limits ensuring that meetings ran smoothly and efficiently.

As Armed Forces Day was fast approaching the Chairman requested an up date on the plans and costs incurred so far, for the day.

The Clerk advised that all costs would be met from funding received from the Ministry of Defence and local sponsorship. Copies of the programme would be circulated in the local press with events planned from 10am – 10pm. As the events were outside the day was dependent on the weather. The Chairman of the Council would perform the opening ceremony and letters had been sent to nearby residents advising them of the event and possible noise on the day but asking for their support.

5. **Planning:**

a) Parish List: RESOLVED: To submit the following observations:

11/96931

189 Long Lane, Holbury, Fawley, SO45 2PA

Two-storey front extension; single-storey rear extension

(No 1) We recommend permission although we are unhappy with the gable front, however we would accept the decision reached by the District Council's Officers under their delegated powers.

11/97109
173 Long Lane, Holbury, Fawley, SO45 2PA
Single-storey rear extension
(No 3) We recommend permission.

11/97161
21 Springfield Avenue, Holbury, Fawley, SO45 2LN
House; Juliette balcony; detached garage; demolition of existing
(No 3) We recommend permission as the Parish Council supported previous plans.

b) New Forest National Park Authority:

11/96339
Bethmeon, Kings Copse, Blackfield, Southampton. SO45 1XF
Two-storey side extension
(No 3) We recommend permission.

11/96355
Beach Hut 31 Calshot, Calshot Beach West, Calshot
Retention of extension to beach hut
(No 3) We recommend permission.

c) Hampshire County Council:

Tradebe Fawley Fawley Limited, Charleston Road, Hardley, Fawley, SO45 3NX
Construction of an external storage area for waste products prior to incineration
(No 3) We recommend permission.

6. **Monthly Schedule of Accounts March and April 2011:** Members requested that in future the Policy, Resources and Personnel meeting receive a breakdown of expenditure on all grants received.

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

RESOLVED: The Finance Officer to provide a report showing the breakdown of expenditure on all grants received to future Policy, Resources and Personnel meetings.

7. **A report on Staff Training:** Members noted the training received by the Administration staff. The Clerk advised that volunteers and staff would be attending a Food & Hygiene Course on Monday 13 June 2011 at Gang Warily.

8. **Closure of the UK domestic Cheque Guarantee Card Scheme:** Members noted that the cheque guarantee scheme ended on 30 June 2011.

RESOLVED: To accept the recommendation of the Finance Officer that the Parish Council from 1 July 2011, no longer accepts personal cheques as payment.

9. **Annual Return for the year ended 31 March 2011.**

RESOLVED: To accept the Annual Return for year-end 31 March 2011. Cllr Wappet to sign as Chairman of the meeting where the return has been presented and Mr S Nash to sign as Clerk/Responsible Finance Officer (see attached Appendix C).

- 10. Final Accounts for year ended 31 March 2011:** Cllr Holtham advised the meeting that there are only 28 allotments within the Parish, not 29 as stated.

RESOLVED: To accept the Final Accounts for year-end 31 March 2011. Cllr Wappet to sign as Chairman of the Council and Mr S Nash as Clerk/Responsible Finance Officer (see attached Appendix D).

RESOLVED: That a letter of thanks to sent to the Finance Officer for her continued hard work in preparing accounts and the excellent manner in which she maintains the Council's financial records.

- 11. Renewals Contingency Fund:** Members considered the continuation of the Renewals Contingency Fund.

RESOLVED: That £14717.50 be carried over into current financial year 2011/12 and a further £20,000 be added to Renewals Contingency Fund 9989 with a virement made at the end of the financial year to carry forward the balance into 2012/13.

- 12. Purchase of Verti Drain:** Members noted the difficulties being experienced in using the Verti Drain part owned with NFDC and housed at Dibden Golf Course. Two quotes had been received so far with a machine demonstration taking place next week. It was proposed that budget code 7403 Plant Purchases be increased by £10,00 to enable a new machine to be purchased.

RESOLVED: To contact NFDC regarding the agreement relating to the Verti Drain part owned with them.

RESOLVED: To place £10,000 to budget code 7403 Plant Purchases to be ring fenced for the purchase of a Verti Drain, this matter to be brought again to the Public Services Committee when the choice of machine has been made.

- 13. Priority of work schedule for use of Developers' Contributions:**

RESOLVED: To proceed with the work schedule for Gang Warily (see attached Appendix E).

- 14. Nomination of Cllr B Thorne for the NFNPA Elections – Nomination for Quadrant Ballots.**

RESOLVED: To confirm Nomination of Cllr B Thorne for the NFNPA Elections – Nomination for Quadrant Ballots.

- 15. Future Standards of Conduct of Members of Local Authorities in England:** Noted.

- 16. Change in weekend opening hours for Jubilee Hall:** Members were advised that staff would be happy to change their working hours from Sunday to Saturday evening.

RESOLVED: To change the weekend opening hours of Jubilee Hall from Sunday evening to Saturday evening for a trial period of six months following some suitable advertising. If there is still no demand for bookings then to close Jubilee Hall at weekends except for hiring of the hall.

- 17. Café at Gang Warily:**

RESOLVED: To accept the donation of café equipment by the Parish Clerk.

18. Correspondence:

a) Cllr Alvey remained in the meeting but did not take part in the vote.

i) **The Parish of Fawley:** Request for prize for Annual Summer Fete Draw, Sat 2 July 2011.

RESOLVED: To offer a free gym induction at Gang Warily as a prize for the Parish of Fawley Summer Fete Draw.

Cllr Wappet apologised, as he should have asked earlier in the meeting regarding the provision of GP referrals at Gang Warily. The Clerk advised that there had been a shortage of staff to complete these but that 4 staff members were currently on a GP referral course after which a major promotional drive would take place and the centre would be better equipped to take the referrals.

b) For information:

i) **The Planning Inspectorate:** Notice of appeal dismissed. Planning Application 10/95992, Little Toller, Chapel Lane, Blackfield, house, bungalow, access, demolition of existing. Noted.

c) **Available from the office:** Community Action Hampshire, Action News Update June 11. Noted.

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.

19. Staffing matters: SEE CONFIDENTIAL MINUTE FILE.

20. Update of Banking Mandate:

RESOLVED: Cllr Wappet as Chairman to certify as true the information and instruction provided on the updated banking mandate.

21. Date of next meeting: 3 August 2011.

There being no further business the meeting closed at 8.58pm.

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Chairman