

Draft awaiting confirmation at the next Parish Council meeting.

## FAWLEY PARISH COUNCIL

Minutes of the Parish Council meeting of Fawley Parish Council held on Wednesday 05 July 2017 at 7pm in the Jubilee Hall, Fawley.

Members	Present	Apologies	Absent
Bob Wappet Chairman	√		
Alan Alvey Vice Chairman	√		
Cllr S Carroll		√	
Cllr B Coyston		√	
Cllr A Glass	√		
Cllr Hall	√		
Cllr M Langdale			√
Cllr L Llewellyn		√	
Cllr S Milgate	√		
Cllr S Read		√	
Cllr C Reece			√
Cllr K Smith	√		
Cllr B Spearing	√		
Cllr B Thorne	√		
Cllr P Wappet-Madden	√		

**Also present:** 4 members of the public (2 members of the public until 7.12pm).

**In attendance:**

Steve Postlethwaite, Clerk to the Council

Sue Markides, Deputy Clerk

**17/20 Apologies for Absence:** Apologies were sent by Cllrs Carroll, Coyston, Llewellyn, Read and District and County Councillor McEvoy for personal reasons. These were accepted. Cllrs Langdale and Reece were absent.

**17/21 Declarations of Interest.**

- a. To receive declarations of interest from councillors on items on the agenda  
Cllrs Glass and Wappet declared a non-prejudicial interest in minute 17/25 Planning, as they are members of the New Forest District Council Planning Committee. They stated that they would consider the applications on the evidence in front of them at this point in time.
- b. To receive written requests for dispensations for disclosable pecuniary interests  
None
- c. To grant any requests for dispensation as appropriate  
None

**17/22 To approve as a correct record the minutes of the Annual Parish meeting held on 26 April 2017 and the Annual meeting held on 10 May 2017.**

Members noted the request of Cllr Coyston to no longer represent Fawley Parish Council at meetings of the New Forest Environmental Liaison Committee – the minutes of the Annual meeting of 10 May 2017 to be amended to reflect this. Cllr Thorne to replace Cllr Coyston

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on this committee.

**RESOLVED:** That the minutes of the meeting held on 26 April 2017 be signed as a correct record.

**RESOLVED:** That with the amendment to the Representatives and Nominees on Local Bodies, New Forest Environmental Liaison Committee, removal of Cllr Coyston, the minutes of the meeting held on 10 May 2017 be signed as a correct record.

**17/23 Chairman's Announcements:** First and foremost I would like to introduce the new councillor for the Calshot Ward, Shay Milgate and welcome him to his first meeting. I know he is looking forward to representing Calshot on the Council. I am sure that everyone will support him in his new role and wish him every success.

I would like to thank everyone who took part in Armed Forces Day from staff, to volunteers to sponsors, it was a very successful day and feedback has been very positive – we estimate in excess of 3,500 people attended. I have written a letter of thanks to the volunteers who assisted and it was great to see pictures of the day in the Lymington Times.

Can I please bring also to your attention the following?  
Blood Donations are requested to be given at the Fawley Royal British Legion on Wednesday 26 July 2017 between 12.45 – 15.30 and 16.20 – 19.00

And finally I attended the opening of the Sensory Cottage Garden at Lepe Point at the weekend. It is absolutely fabulous and a credit to the Friends of Lepe who have fund raised and worked hard to create this. I would like to ask Dave (member of the public present at the meeting) who is a leading member of the Friends of Lepe to please pass on my thanks and praise to the committee when he has a chance to do so.

Standing orders were suspended

**17/24 PUBLIC SESSION:** The architect for planning application 17/10717, 48 Crawte Avenue, Holbury brought to the attention of the meeting details of the design for the single storey extension. He considered that other bungalows in the street already had similar small extensions and this plan brings the property in line with the surrounding area. A question was asked regarding the roof design/windows relating to the objection to the application which had been entered on line.

Standing Orders were re-instated

**17/25 Planning: a) Parish List**

With the agreement of the meeting planning application 17/10717 was moved to this part of the agenda

Full Planning Permission

17/10717

48 Crawte Avenue, Holbury, Fawley SO45 2GQ

Proposal: Single storey rear extension; roof lights

Members acknowledged the objection that had been made online to this planning application.

**(No 3)** We recommend permission

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Full Planning Permission

17/10735

DSI, The Square, Fawley SO45 1DD

Proposal: Use of ground floor as 2 flats; remove shop front; single storey front extension; fenestration alterations; parking; bin and cycle stores

**(No 3)** We recommend permission

Full Planning Permission

17/10777

Homewood, Blackfield Road, Fawley SO45 1EG

Proposal: Two storey & single storey front and side extensions

**(No 3)** We recommend permission

Full Planning Permission

17/10717

48 Crawte Avenue, Holbury, Fawley SO45 2GQ

Proposal: Single storey rear extension; roof lights

SEE ABOVE

Two members of the public left the meeting.

**17/26 To receive an update from County Councillor:** Not present

**17/27 To receive updates from District Councillors:** The District Councillors present had nothing to report.

**17/28 To receive a verbal update from the Clerk relating to Youth Work within the Parish:**

The Clerk advised of the following work being undertaken by the Youth Worker:

Drop Ins at New Forest Academy - each Friday lunchtime to speak to all 320 students, on any topic. This time also serves well as a reminder for Youth Club in the evening.

Youth club - has now been split into 2 separate sessions;

Junior Club: 5 - 6.30pm. Senior Club: 6.30 - 8pm. Numbers have decreased recently, however we are still seeing 35-50 young people each week.

Targeted Youth Support - This is a project that The Handy Trust is working on in partnership with It's Your Choice, Totton. We offer 6 face to face sessions for 11 – 19 year olds. I am currently working with 3 clients.

Holiday Clubs - Easter holidays included a total of 4 sessions run at Jubilee Hall and the QEII. 61 people attended a range of activities put on by Fawley Parish Council and The Handy Trust. In the May/June half term we ran 2 sessions with an attendance of 20.

Junior Citizen Project - The Youth Worker delivered Internet Safety to local Primary Schools, as part of this project at Hardley Fire Station with Andy Butler and his team with the following schools attending: Blackfield Primary 95 young people, Beaulieu Middle 12 young people, Cadland Primary 53 young people, Waterside Primary 24 young people, Hythe Primary 45 young people.

Summer Sports in the Park Handy Trust & Cook with Kids Fawley - We have a fun packed Summer Holiday planned with 5 weeks of sessions running from the QEII every Monday and

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Wednesday 1pm till 3pm. Dibden Allotment Fund have organised for a chef to provide £1 per child for a healthy lunch for every young person who attends.

The money received by Steve from Hampshire County Council Grant Funding (previous County Councillor, Philip Fawkes) will be used to run a healthy eating, cookery club. This will be as either a 6 week course or one off session, depending on numbers.

The Youth Worker is available every day of the week, contactable on her Facebook page to all the families and young people in the Parish. She has supported 2 applications for Dibden allotment grants, given out 8 shoe vouchers, and 2 food bank vouchers.

The Clerk further advised than the Youth Worker is working more hours than her contract which he has spoken to her about, however this is because she is so dedicated to her work, she is doing an excellent job engaging with people and is well respected.

Members thanked the Clerk for a very good report.

### **17/29 Updates from Representatives and Nominees on Local Bodies:**

**Please note the Clerk asks that if members are unable to attend meetings of the Local Bodies that apologies are sent.**

- a) New Forest Consultative Panel (Cllr Glass) No meeting
- b) New Forest Environmental Liaison Committee (Cllrs Coyston and Read) Cllr Read was not present. Cllr Coyston to be replaced by Cllr Thorne
- c) Transport Committee (Cllr Wappet) No meeting. The Clerk to enquire whether this committee is still meeting.
- d) Waterside Youth Steering Committee (Cllr Llewellyn & Clerk to the Council) The Clerk advised that the committee is looking at the work currently undertaken and possible changes for the future.
- e) Waterside Heritage (E Holtham) Mr Holtham is attending a Waterside Heritage meeting tonight however he has advised that the Open Day this year will be held on the weekend of Saturday 9 and Sunday 10th September 2017 which is in line with the National Heritage Open Days, so the centre will be open both days. More details will be forthcoming after the meeting tonight but we are looking to centre it on the history of the Hythe Ferry, and maybe an exhibition on Tristan Da Cunha at Calshot. POST MEETING: The Centre will be open Saturday 09 September 2017 only.
- f) Police Liaison (Cllr Glass & Cllr Coyston) The Clerk advised of the meeting held this afternoon where anti-social behaviour and damage taking place in and around the parish was discussed. Damage at the Gang Warily play area has been estimated at a cost of £3000 with an insurance claim to be made. A member of staff has also been threatened at Gang Warily; the Police have taken a statement today. It is believed to be one group causing concern and the Police are working to resolve the issues, as is the Youth Worker. It is also hoped that the local street pastors will provide support.
- g) Age Concern NFE (Cllr K Smith) Cllr Smith advised Theresa Blakey has now taken over from Jean Adams as CEO. POST MEETING Theresa Blakey will be in post from September 2017.
- h) Dibden Allotment Fund (Cllr A Alvey) Since the last meeting on 10 May Cllr Alvey has attended 5 meetings of the DAF plus the Open Lunch event which was very encouraging with 70 people present. The new trustee representing the Hythe &

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Dibden Parish Council will be Cllr Dan Poole taking over from Mrs Rosemary Dash. Cllr Alvey asked that if anyone was aware of any family/person in difficulty to point them in the direction of the DAF; application forms are available.

Cllr Thorne queried whether she should have raised the following under the Transport Committee heading but wished to advise of the poorly publicised trip on the Fawley Branch Line that had recently taken place. It is understood that another is planned for later in the year.

**17/30 Minutes of Committees:** To adopt the Minutes and to accept the recommendations of the Committees:

**a) Amenities – 24 May 2017**

Cllr Glass presented the minutes of the Amenities Committee meeting held on 24 May 2017. Adoption was proposed by Cllr Glass and seconded by Cllr Wappet.

**RESOLVED:** That the minutes of the Amenities Committee meeting held on 24 May 2017 be received and the recommendations be adopted.

**b) Public Services – 07 June 2017**

In the absence of Cllr Langdale Cllr Glass as Vice Chair presented the minutes of the Public Services Committee meeting held on 07 June 2017. Adoption was proposed by Cllr Glass and seconded by Cllr Alvey.

**RESOLVED:** That the minutes of the Public Services Committee meeting held on 07 June 2017 be received and the recommendations be adopted.

**c) Policy, Resources & Personnel – 21 June 2017**

The Clerk advised of an error in the comments recorded on the planning applications at the 21 June 2017 meeting.

Full planning permission  
17/10639

31 Hampton Lane, Blackfield, Fawley, SO45 1ZA

Proposal: Roof alterations; side dormers in association with new first floor; roof lights

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

Full planning permission  
17/10682

19 Chalewood Lane, Langley, Fawley, SO45 1YU

Proposal: Single storey rear extension

**(No 5)** We are happy to accept the decision reached by the District Council's Officers under their delegated powers. The Council note the objection and would support any condition regarding the obscured glass.

The comment relating to the obscured glass should be made on application 17/10639.

Cllr Alvey presented the minutes of the Policy, Resources & Personnel Committee held on 21 June 2017. With the amendment to the comment on planning application 17/10639 adoption was proposed by Cllr Alvey and seconded by Cllr Smith.

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**RESOLVED:** That the minutes of the Policy, Resources & Personnel Committee meeting held on 21 June 2017 (with amendment) be received and the recommendations be adopted.

**17/31 To fill the vacancy on the Amenities Committee.**

**RESOLVED:** Cllr S Milgate to fill the vacancy on the Amenities Committee.

**17/32 To receive the Annual Risk Assessment 2017/18: Matter referred from Annual meeting 10 May 2017** - To include the risk of a fire at Gang Warily and a loss of data and records in the Annual Risk Assessment for 2017-18; to amend the job titles on the Assessment.

**RESOLVED:** To accept the Annual Risk Assessment 2017/18 as presented (see attached Appendix A). Cllr Wappet to sign as the Chairman of the Council, Mrs PY Coombes as Responsible Finance Officer to sign at a later date.

**17/33 Review of inventory of land and assets including buildings and office equipment; Matter referred from Annual meeting 10 May 2017** (amended asset list).

**17/34 Confirmation of arrangements for insurance cover in respect of all insured risks; Matter referred from Annual meeting 10 May 2017, minute 17/8.** (Asset list has been updated).

Members noted that agenda items 17/33 and 17/34 should be considered together and that by accepting the amended asset register insurance arrangements can now be confirmed.

**RESOLVED:** To accept the Review of inventory of land and assets including buildings and office equipment (see attached Appendix B) and to confirm arrangements for insurance cover in respect of all insured risks.

**17/35 To note minutes of the last meeting held between the Council's Major Development Working Group and Fawley Waterside Ltd:** Members noted the minutes provided; the meeting scheduled for 30 May did not take place and has been re-scheduled for 17 July 2017. Cllr Glass asked that future minutes clearly state the name of the working group. Cllr Thorne suggested that Cllr Reece, due to commitments in the coming year, may no longer wish to be a member of this working group and suggested Cllr Milgate as the new councillor for Calshot may wish to replace her. If required, this matter to be referred to the next meeting of the Parish Council to be held 20 September 2017.

**17/36 To consider recommendation from Policy, Resources & Personnel Committee meeting 21 June 2017 that FPC seek approval from NFDC to reallocate Developers Contributions and use them to replace and enhance 3 of our current play areas to improve disability access.**

**RESOLVED:** To accept the recommendation from Policy, Resources & Personnel Committee meeting 21 June 2017 that FPC seek approval from NFDC to reallocate

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Developers Contributions and use them to replace and enhance 3 of our current play areas to improve disability access.

**17/37 To consider recommendation from Policy, Resources & Personnel Committee meeting 21 June 2017 that FPC pay £10,376.55 from Minuted Reserves (6531) once the Clerk has made his full enquiry and is confident this amount is outstanding.**

**Response:** NFDC confirm that as we are a precepting authority we are not eligible for any discounts and the amount stated is owed.

Members noted that minuted reserves are to be used for the payment of business rates for the Groundsman Compound; payment of which the Clerk has confirmed is due.

**RESOLVED:** To accept the recommendation from Policy, Resources & Personnel Committee meeting 21 June 2017 that FPC pay £10,376.55 from Minuted Reserves (6531) for Business Rates for the Groundsmans Compound.

**17/38 To consider recommendation from Policy, Resources & Personnel Committee meeting 21 June 2017 that £8,825.00 is allocated from Minuted Reserves (6531) to proceed with the planning and alterations to the old UK Youth Marine building to enable the Parish Council to generate more revenue and provide support to policy 11 of the Council's Strategic Plan 2016/19:** Members noted the updated costs of £10,750; the increase is required as quotes have now been received for the removal of hazardous items such as gas canisters from the building.

**RESOLVED:** To accept the recommendation from Policy, Resources & Personnel Committee meeting 21 June 2017 to proceed with the planning and alterations to the old UK Youth Marine building to enable the Parish Council to generate more revenue and provide support to policy 11 of the Council's Strategic Plan 2016/19 with amended costs of £10,750 to be allocated from Minuted Reserves (6531).

**17/39 Meeting Resolution Update:** None

**17/40 Councillors News and Comments.**

**Cllrs are reminded that this agenda item involves no more than an exchange of information.**

Cllr Glass advised that he had managed to speak to the new Head of Planning at NFDC regarding a pre planning application of the parish to build on land currently used as a play area and the delays that have been experienced; he hopes a response will be received soon.

Cllr Spearing reminded the meeting of the Annual Raft Race taking place at Hythe Marina on Sunday 09 July from 11am.

Cllr Milgate advised of the concern of Calshot residents relating to the plans for development at Calshot.

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**17/41 Correspondence:**

- a) **For response:** Members were advised that they may comment on consultations received either individually or via the office.
- i) **New Forest National Park Authority:** "Call for Views" consultation about the management of recreation across the New Forest, Comments by 13 August 2017.
- ii) **New Forest National Park Authority Policy Team:** New Forest National Park Local Plan Review (pages, 6, 7, 14, 15 relate to Fawley, full version available from the Office) Comments by 26 July 2017.
- To note drop in dates as part of the consultation:
- 11 July 2017: Public car park at Calshot: 2pm – 6pm
- 18 July 2017: Public car park adjacent to Ashurst Hospital: 2pm – 6pm
- 20 July 2017: Copythorne Village Hall; 2pm - 6pm
- iii) **Forestry Commission England:** New Forest Design Plan – Forestry Act (1967) and the Environmental Impact Assessment (Forestry) Regulations (EIA) Comments by 31 July 2017

**17/42 Date of next meeting:** 20 September 2017

**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.

**17/43 Staffing Matters:**

**RFO ROLE – To consider recommendation from Policy, Resources & Personnel Committee meeting 21 June 2017 that the role of RFO be split and a new role of Finance Transparency Officer be advertised before the existing RFO retires. The Clerk to then become the Clerk/RFO and both roles to be sent to South East Employers for a staff pay grading.**

Members noted the recommended pay scales received from SEE for the role of Finance Transparency Officer and the role of Clerk/RFO.

The Clerk advised that he wished to recommend a higher level of Spinal Column Points than those proposed by SEE of 19 – 22 (£18,746 - £20,661) to 21 – 24 (£20,138 - £21,962) for the role of Finance Transparency Officer; this recommendation was accepted. An advert for the vacancy to be placed as soon as possible.

Members noted the handover period that will be provided to the new employee and that the salary payment for this will not result in any overspend within the admin salary budget code.

The Clerk then left the meeting.

Members considered that the Clerk is often also the Responsible Finance Officer for Parish Councils and this has been the case in the past for Fawley Parish Council. The new job description was discussed and members were happy to accept the proposal of SEE that Spinal Column Points 48 – 51 (£42,899 - £46,036) be used for the role of Clerk/RFO. Members again noted that the increased salary payment for the new Clerk/RFO role will not result in any overspend within the admin salary budget code.



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**RESOLVED:** To accept the recommendation of the Policy, Resources & Personnel Committee meeting 21 June 2017 that the role of RFO be split and a new role of Finance Transparency Officer be advertised before the existing RFO retires. The Clerk to then become the Clerk/RFO.

**RESOLVED:** To accept the recommendation from the Clerk that a Finance Transparency Officer be employed on salary scale Spinal Column Points 21-24 (£20,138 - £21,962), a suitable advert be placed.

**RESOLVED:** The Clerk to the Council to become Clerk/RFO on salary scale Spinal Column Points 48 – 51 (£42,899 - £46,036), commencing on SCP 48 when he takes up the new role.

The Clerk returned to the meeting.

There being no further business the meeting closed at 8.05pm.

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Chairman