

FAWLEY PARISH COUNCIL

Minutes of the Annual meeting of Fawley Parish Council held on Wednesday 10 May 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 Read		√	
Cllr C Reece		√	
Cllr K Smith	√		
Cllr B Spearing		√	
Cllr B Thorne	√		
Cllr P Wappet-Madden	√		
Vacancy			

Also present: 2 members of the public.

In attendance:

Steve Postlethwaite, Clerk to the Council
Sue Markides, Deputy Clerk
Pauline Coombes, Responsible Finance Officer

Cllr Wappet as the presiding Chairman took the Chair and welcomed all to the meeting.

PUBLIC SESSION: The members of the public present did not wish to speak.

17/1 Election of Chairman – to elect a Chairman of the Council to hold office until the Annual Meeting in 2018.

Cllr Hall considered that the Council was running the best he has known for a few years, the committee structure, staff and officers all worked well and so he proposed for agenda items 17/001, 004, 005, 006 that members remained the same as they are (Council and Committee structure as is) unless they wished to change.

Councillor Glass raised concern regarding discussions taking place via email relating to the election of Chairman and advised that not everyone had been included in these.

Cllr Hall advised that staff and councillors are all aware that he does not have a computer so therefore could not send or receive emails.

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Cllr Coyston had not received the email which Councillor Thorne advised was not a council email but one sent to the "Conservative" Group. She considered a counter proposal could be made regarding the election of Chairman.

Cllr Coyston expressed disappointment that Cllr Wappet had not contacted him regarding the email sent as promised, Cllr Wappet apologised for this oversight.

The term remaining for Councillors was confirmed as two years by the Clerk.

Cllr Coyston advised that he did not wish to sit on any committees of the Council this coming year. Further discussion took place. No counter proposal was made.

Cllr Hall's proposal for agenda items 17/001, 004, 005, 006 that members remained the same as they are (Council and Committee structure as is) unless they wished to change was voted on – all in favour except for Cllr Coyston who was against.

RESOLVED that Cllr R Wappet be the Chairman of Fawley Parish Council for 2017/18 until the next Annual Meeting.

Declaration of Acceptance of Office by the Chairman.

The newly elected Chairman in the Chair

Cllr Wappet remained in the chair and signed the Declaration of Acceptance of Office, which was formally witnessed by the Clerk, Steve Postlethwaite. Cllr Wappet said - that he is happy to be Chairman for another year and hoped to serve the best interests of members and the council at large. At times the position is onerous on time but I will do the job to the best of my ability, to satisfy the aspirations of the members who have supported me.

Cllr Langdale queried the maximum number of terms that a Chairman could serve and the meeting was advised that there is currently no ruling in the constitution of Fawley Parish Council or in Local Council's Administration that limits the number of terms that a Chairman can serve.

17/2 Apologies: Apologies were sent by Cllr S Read, Cllr C Reece, Cllr B Spearing for personal reasons. These were accepted

17/3 Declarations of interest and dispensations

3.1 To receive declarations of interest from councillors on items on the agenda

Cllr Wappet declared a non-prejudicial interest in minute 17/9, 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 Glass advised he would soon be joining this committee.

3.2 To receive written requests for dispensations for disclosable pecuniary interests None

3.3 To grant any requests for dispensation as appropriate None

17/4 Election of Vice-Chairman: to elect a Vice-Chairman of the Council to hold office until the Annual meeting in 2018.

As per minute 17/1 it was **RESOLVED** that Cllr A Alvey be the Vice-Chairman of Fawley Parish Council for 2017/18 until the next Annual Meeting.

17/5 Appointment of Committees including Chairman and Vice-Chairmen appointments

a) Amenities Committee

As per minute 17/1 it was **RESOLVED** that the Amenities Committee Membership for 2017/18 remains as follows: Cllr A Alvey, Cllr A Glass, Cllr L Llewellyn, Cllr S Read, Cllr R Wappet, Cllr P Wappet-Madden with one vacancy.
Cllr A Glass remains as Chairman of the Amenities Committee
Cllr S Read remains as Vice-Chairman of the Amenities Committee.

b) Public Services Committee

As per minute 17/1 it was **RESOLVED** that the Public Services Committee Membership for 2017/18 remains as follows: Cllr A Alvey, Cllr Glass, Cllr B Hall, Cllr B Spearing Cllr R Wappet. Cllr Coyston and Cllr Reece had requested not to be members of this committee.

It was proposed by Cllr Alvey and seconded by Cllr Wappet that Cllr M Langdale be elected as Chairman of the Public Services Committee.

RESOLVED: That Cllr M Langdale be elected as Chairman of the Public Services Committee.

As per minute 17/1 Cllr A Glass remains as Vice-Chairman of the Public Services Committee.

It was proposed by Cllr Wappet and seconded by Cllr Langdale that Cllr B Thorne be elected as a member of the Public Services Committee to replace Cllr C Reece.

RESOLVED: That Cllr B Thorne be elected as a member of the Public Services Committee.

c) Policy, Resources & Personnel Committee

As per minute 17/1 it was **RESOLVED** that the Policy, Resources and Personnel Committee Membership for 2017/18 remains as follows: Cllr A Alvey, Cllr A Glass, Cllr S Read, Cllr K Smith, Cllr B Thorne, Cllr R Wappet. As membership of the Committee consists of the Chairman and Vice-Chairman of the Council, the Chairman of the Amenities Committee, the Chairman of the Public Services Committee plus 3 other Councillors, Cllr Langdale as Chairman of the Public Services Committee replaces Cllr B Coyston.
Cllr A Alvey remains as Chairman of the Policy, Resources and Personnel Committee.
Cllr B Thorne remains as Vice-Chairman of the Policy, Resources and Personnel Committee.

17/6 Appointment of Representatives to Other Bodies:

Cllr Spearing had requested to no longer be the representative to the Waterside Heritage.

Draft awaiting confirmation at the next Parish Council meeting

Members suggested that Eddie Holtham, an ex-councillor who is a member of the Waterside Heritage Committee could be asked to report back to Council.

The Clerk reported that Cllr Reece had queried the need for 2 representatives to the Waterside Youth Steering Group and did not wish to continue as representative. Whilst the Clerk was happy to continue as representative Cllr Alvey queried whether there is a possible conflict of interest in him doing so.

The Clerk advised that he had previously raised this matter with regard to the Handy Trust and WYSG and members had previously noted that he had agreed to abstain from any vote in either role that relates to FPC. It was agreed that two representatives should sit on the WYSG and Cllr Llewellyn agreed to replace Cllr Reece.

Cllr Thorne advised that she had had difficulty attending the meetings of the Police Liaison Group and no longer wished to be a representative. It was agreed that two representatives was sufficient for the group. As per minute 17/1 all other appointments remain the same.

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| a) New Forest Consultative Panel | Cllr Glass |
| b) New Forest Environmental Liaison Committee | Cllrs Coyston & Read |
| c) Transport Committee | Cllr Wappet |
| d) Waterside Youth Steering Group | Cllr Llewellyn & Clerk |
| e) Waterside Heritage | TBC |
| f) Police Liaison Group | Cllrs Coyston & Glass |
| g) Age Concern New Forest East | Cllr Smith |
| h) Dibden Allotment Fund (Cllr Alvey - term agreed until 2019) | Cllr Alvey |

17/7 Chairman's Announcements: I would just like to say how nice it was to see so many parishioners attend the Annual Parish meeting held on 26 April, the presentation by Police Inspector Willoughby was very informative and much appreciated.

17/8 In accordance with standing order 5J to conduct the following:

Members noted the error in numbering for this agenda item

- i) Confirmation of the accuracy of the minutes of the last meeting of the council;
RESOLVED: That the minutes of the meeting held on 12 April 2017 be signed as a correct record.
- i) Review of inventory of land and assets including buildings and office equipment;
Members noted an error in the date of the asset list provided and asked that this and other corrections be made before being reviewed at the next Parish Council meeting due to be held 05 July 2017.
- ii) Confirmation of arrangements for insurance cover in respect of all insured risks;
In line with the review of the inventory of land and assets including buildings and office equipment, confirmation of arrangements for insurance cover in respect of all insured risks to be brought back to the next Parish Council meeting due to be held 05 July 2017.
- iii) Review of the council's and/or staff subscriptions to other bodies; Noted.

17/9 Planning:

a) Parish List:

Full Planning permission

17/10370

Esso Petroleum Company Limited, Marsh Lane, Fawley, SO45 1TX

Proposal: Sub station

(No 3) We recommend permission

Outline Planning Permission

17/10470

Rwe Cogen Hythe Ltd, Charleston Road, Hardley, Fawley, SO45 3BP

Proposal: 3 containerised gas engine generators (Outline application with details only of access and scale)

(No 3) We recommend permission

b) New Forest National Park Authority:

17/00304

Cadland House, Stanswood Road, Fawley, Southampton SO45 1AA

Proposal: Conservatory

(No 3) We recommend permission

17/00310

Perruche, Stonehills, Fawley, Southampton SO45 1DU

Proposal: Single storey extension

(No 3) We recommend permission

17/10 To confirm the Council's eligibility to meet the General Power of Competence:

RESOLVED: To agree that Fawley Parish Council now meets the requirements to operate with the General Power of Competence.

17/11 To receive the Annual Return for year end 31/03/17 and Governance Statement 2016/17:

RESOLVED: To approve Section 1 of the Annual Governance Statement 2016/17 of the Annual Return for year end 31/03/17. Cllr Wappet signed as Chairman of the Council, Mr S Postlethwaite as Clerk to the Council.

RESOLVED: To accept the Annual Return and Governance Statement for the year ended 31 March 2017. Cllr Wappet signed as Chairman of the Council and Mrs P Y Coombes as Responsible Finance Officer (see attached Appendix A).

17/12 To receive Fawley Parish Council Statement of Accounts for the year ended

31 March 2017: A typing error para 1, page 4 was noted but this does not affect the final figures. The RFO will amend this before sending to the external auditor.

RESOLVED: To accept the Statement of Accounts for year-end 31 March 2017. Cllr Wappet signed as Chairman of the Council, Mr S Postlethwaite as Clerk to the Council and Mrs P Coombes as Responsible Finance Officer (see attached Appendix B).

17/13 To receive the Internal Audit Report 2016-17 (Final): Members thanked the RFO for a very good audit report once again.

RESOLVED: To accept the Internal Audit Report 2016-17 (Final) (see attached Appendix C).

Draft awaiting confirmation at the next Parish Council meeting

17/14 To receive the Annual Risk Assessment 2017/18: It was considered that the risk of a fire at Gang Warily and a loss of data and records may not be included in the Annual Risk Assessment for 2017-18. Alteration of job titles under the action by person/position heading to current job titles was requested.

RESOLVED: 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 and bring back to the next Parish Council meeting to be held on 05 July 2017.

17/15 To identify councillor volunteers to man Parish Council Stall at the Armed Forces Day Event Saturday 24 June 2017. Members to contact the office with their availability on the day.

17/16 Correspondence:

a) For information:

i) Planning Inspectorate: An appeal has been submitted to the Planning Inspectorate in respect of the Enforcement Notice, 4A Foresters Cottage, Blackfield Road, Fawley SO45 1EH, Description of alleged breach: Unauthorised shipping container. Noted.

17/17 Councillors News and Comments

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

Cllr Glass advised that the Hythe Lidl application has been refused by the NFDC Planning Development Control Committee. The reason for refusal of the new store building is that the design is not up to the standard required in a location adjacent to the village centre conservation area and listed buildings.

Cllr Coyston advised of the decision of the Fawley Events Committee to not run the Christmas Lights Switch On for December 2017 due to a lack of volunteers; despite a leaflet drop to houses in Fawley not enough responses were received and as the deadline for permissions/licences was due shortly they had decided not to proceed this year. The Committee hope that the event may be reinstated in December 2018.

Cllr Llewellyn queried whether a microphone for the Chairman would be useful as he was very softly spoken. The Clerk to look into this.

Cllr Alvey reminded the meeting of the Open Lunch Meeting of the Dibden Allotments Fund being held on Wednesday 14 June 2017 12 noon to 1.30pm at the Parish Hall, West Street, Hythe. A presentation will be made by Peter Blasby of Families Matter regarding the schemes that they run in the Waterside area.

Item 20 was moved to this part of the agenda.

17/20 Date of next meeting: 05 July 2017.

Exclusion of public and press.

Draft awaiting confirmation at the next Parish Council meeting

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.

17/18 Insurance claim: To note settlement made by Insurance Company. Members noted the payment made in respect of an incident first reported in August 2015 and the system now in place (Wrike) to monitor risks.

17/19 Staffing matters: To note new appointment and advertisement of Internal Vacancy.

Members noted that the Centre & Sports Development Manager Ian Souch has now completed his notice period with Joshua Bond being appointed as his replacement from 01 May 2017. The notice period required for this position has now been amended to three months rather than the one month previously in place.

Ryan Hayman part time Operations Manager for Advertising and Marketing has resigned with effect from 31 May 2017. This has provided an opportunity for reorganisation of the post and an internal vacancy has been advertised.

The Clerk advised that only one remaining member of staff holds the relevant personal licence qualification which is required to run Armed Forces Day – both himself and Joshua Bond will attend a Personal Licence course being run at the end of May and will hopefully have their qualification processed by NFDC shortly afterwards.

The Clerk further advised that the Responsible Finance Office Pauline Coombes has notified that she intends to retire at the end of November. The Clerk is very grateful for the advance notice as this provides sufficient time to plan ahead and to appoint a new person to work side by side with Pauline from the beginning of October.

There being no further business the meeting closed at 8.14pm.

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Chairman