

FAWLEY PARISH COUNCIL

Minutes of the Parish Council meeting of Fawley Parish Council held on Wednesday 13 December 2017 at 7pm in the Jubilee Hall, Fawley.

Members	Present	Apologies	Absent
Bob Wappet Chairman		√	
Alan Alvey Vice Chairman	In the Chair		
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	√from 7.11pm		
Cllr P Wappet-Madden		√	

Also present: County Councillor A McEvoy until 8pm, 1 member of the public.

In attendance:

Steve Postlethwaite, Clerk/RFO to the Council
Sue Markides, Deputy Clerk
Danielle Alexander, Finance & Transparency Officer

17/67 Apologies for Absence: Apologies were sent by Cllrs Llewellyn, Milgate, Wappet and Wappet-Madden for personal reasons. These were accepted. Cllrs Carroll, Read & Spearing were absent.

17/68 Declarations of Interest.

- a. To receive declarations of interest from councillors on items on the agenda
Cllr Glass declared a non-prejudicial interest in minute 17/72 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.
- b. To receive written requests for dispensations for disclosable pecuniary interests None
- c. To grant any requests for dispensation as appropriate None

17/69 To approve as a correct record the minutes of the meeting held on 20 September 2017.

RESOLVED: That the minutes of the meeting held on 20 September 2017 be signed as a correct record.

Draft awaiting confirmation at the next Parish Council meeting

17/70 Chairman's Announcements: Cllr Alvey advised of the following:

1. The Local Government Pay Offer has been made:

Council employees have been offered a two-year pay increase from 1 April 2018. The majority of employees - those on salaries starting at £19,430 per annum - would receive an uplift of 2 per cent on 1 April 2018 and a further 2 per cent on 1 April 2019, with those on lower salaries receiving higher increases. The offer also includes the introduction of a new national pay spine on 1 April 2019.

Further detail will be presented to the February Policy, Resources & Personnel Committee meeting – however Councillors to note that the costs of a salary increase were anticipated and have therefore been included in the budget setting for 2018-19.

2. District Councillors and Officers for Fawley Parish Council were recently invited to attend the New Forest Waterside Conference held at the Balmer Lawn Hotel, Brockenhurst. The event was organised by the Chief Executive of New Forest District Council Bob Jackson. All presentations made to the conference are now available to download at <http://www.newforest.gov.uk/watersideconference>

3. New Forest National Park Authority are holding their annual Volunteer Fair on Sunday 28 January 2018 between 10:30am – 4:00pm at Lyndhurst Community Centre where they will be promoting the new 'Wildplay' sites and asking for volunteers to help play/teach the children at pop up events on these new sites/potential sites. As you are aware we are having a new 'Wildplay' site at Warren Copse installed over the next month (weather permitting) so have a local interest in the event.

Suspension of standing orders

17/71 PUBLIC SESSION: The member of the public present did not wish to speak.

Reinstatement of Standing Orders

17/72 Planning:

a) Parish List

Full Planning Permission

17/11433

Compound 45, Newlands Road, Fawley SO45 1GA

Proposal: Sports Pavilion; parking & landscaping

(No 4) We recommend refusal of this application – we understand a new submission of revised plans is due to be made.

Full Planning Permission

17/11534

Blackfield Post Office, 163 Hampton Lane, Blackfield, Fawley SO45 1WE

Proposal: ATM and reflective surround

(No 3) We recommend permission

Draft awaiting confirmation at the next Parish Council meeting

Advertisement Consent

17/11535

Blackfield Post Office, 163 Hampton Lane, Blackfield, Fawley SO45 1WE

Proposal: Display reflective atm surround (Application for Advertisement Consent)

(No 3) We recommend permission

Full Planning Permission

17/11562

Land of 5 Chalewood Road, Langley, Fawley SO45 1YU

Proposal: Bungalow; parking; landscaping; access onto St Francis Road

(No 4) We recommend refusal and agree with officer comments as it does not address concerns relating to the previous application.

Cllr Thorne arrived at the meeting and wished to declare a non-prejudicial interest in minute 17/72 Planning, as she is now a member of the New Forest District Council Planning Committee. She stated that she would consider the applications on the evidence in front of her at this point in time.

Reserved Matters

Re-Consultation 17/10293

Devon Way, 11 Lime Kiln Lane & Land Rear of 201-209 Long Lane, Holbury, Fawley, SO45 2HJ

Proposal: 7 dwellings comprised: 3 terraced houses; 4 detached houses; garages; bin store; parking; landscaping; (Details of appearance, landscaping, layout & scale, development granted by Outline Permission 15/11072)

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

Full Planning Permission

17/11582

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

Proposal: Aerial mast

(No 3) We recommend permission

Full Planning Permission

17/11578

Land of Annexe, Board Oaks, 36 Long Copse, Holbury, Fawley SO45 2LD

Proposal: House; parking; access from Wentworth Gardens

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

Full Planning Permission

17/11629

8 Whyte Close, Holbury, Fawley SO45 2FT

Proposal: Single – storey side extension

(No 3) We recommend permission

Full Planning Permission

17/11636

Jonwin, Lepe Road, Langley, Fawley SO45 1XR

Proposal: Detached double garage

(No 3) We recommend permission

Draft awaiting confirmation at the next Parish Council meeting

b) New Forest National Park Authority:

Cllr Alvey did not consider the briefing notes provided on NFNPA Planning Applications helpful.

Full Planning Permission

17/00905

Langley Close, West Common, Langley, Southampton SO45 1XJ

Proposal: Replacement dwelling and associated works; Demolition of existing dwelling

(No 5) We are happy to accept the decision reached by the New Forest National Park Authority's Officers under their delegated powers.

Full Planning Permission

17/00982

53 Calshot Close, Calshot, Southampton SO45 1BP

Proposal: Single-storey rear extension

(No 3) We recommend permission

c) New Forest National Parks Authority Tree Works:

TPO/17/1107

132 Rolleston Road, Holbury, Southampton SO45 2HA

Proposed works: Prune 2 Oak trees

Fell 3 Ash trees

Reason for works: Dying/decline, Potential direct damage to structures,

Over dominant/shade, Safety concerns due to defect and location

The Parish Council **SUPPORTS** this application subject to the advice of the arboriculturist of the New Forest National Park Authority.

TPO/17/1122

52 Saxon Road, Blackfield, Southampton SO45 1WY

Proposed works: Prune 2 Oak trees (TPO/53/03)

Reason for work: Clearing highways/paths/driveways/cables

Prune 1 Oak tree

Reason for work: Clearing highways/paths/driveways/cables

Prune x 1 Ash tree (not protected)

The Parish Council **SUPPORTS** this application subject to the advice of the arboriculturist of the New Forest National Park Authority.

TPO 17/1148

Acorn Lodge, Lime Kiln Lane, Holbury, Southampton SO45 2HJ

Proposed work: Prune 1 X Oak tree

Reason for work: To improve shape / balance

The Parish Council **SUPPORTS** this application subject to the advice of the arboriculturist of the New Forest National Park Authority.

17/73 To receive an update from County Councillor: see attached Appendix A.

Cllr Coyston asked Cllr McEvoy whether the County Council could look again at Southbourne Avenue, Holbury; concerns raised recently by the parish regarding parking on the double yellow lines there.

He queried the information received that extending the lines would not make a difference when the existing lines are not being adhered to. Cllr Alvey advised this matter had been raised at a NFDC

Draft awaiting confirmation at the next Parish Council meeting

Traffic Management meeting and passed to NFDC parking enforcement. Cllr McEvoy asked Cllr Coyston to forward the relevant information to her and she would look at this.

17/74 To receive updates from District Councillors

Cllr Glass advised of his attendance at a NFDC briefing on the new General Data Protection Regulations and requested all councillors receive instruction on this. Cllr Thorne advised that NF West Conservatives will be providing a briefing for members.

The Clerk informed the meeting he will provide information to councillors. Staff will be discussing this at the team briefing being held tomorrow. It was considered there may be cost implications for the parish to put procedures in place.

Cllr Alvey had nothing to report.

Cllr Wappet was not present.

17/75 To receive a report from the Youth Worker: It was noted that Cllrs are happy to receive a written report from the Youth Worker; she does not need to attend the meeting.

SCHOOL DROP IN AND EDUCATION OUTREACH

I visit New Forest Academy every Friday lunchtime. N.F.A. have recently implemented a new programme to complement their P.S.H.E. Students will study a range of weekly topics in Tutor time every morning; this will be supported by an Assembly every Tuesday. I was asked to take the Assembly for 'World Aids Day' and incorporate education on sexually transmitted infections; this was delivered to Years 9 - 11. The lower half of the school had an assembly on relationships with Candy the Manager of The Handy Trust. Last week I delivered a whole school assembly at N.F.A on 'Gender Identity.' I have been booked in January for 'Drugs, Alcohol, and Risk Taking'

On 6th October I spent the day at Applemore where I personally delivered sessions on 'Domestic Violence and Consent' to approximately 150 students in Year 10.

On 28th November the Handy Trust Team supported Noadswoods P.D.L. Day. I delivered 3 double sessions on Internet Safety to approximately 150 students in Year 7.

OCTOBER HALF TERM HOLIDAY CLUB

We had over 111 people sign in over the 2 days. With the left over monies kindly donated in summer by the previous County Councillor Philip Fawkes we provided a FREE hot meal and fresh fruit to everyone who came. Feedback from the 2 days was overwhelmingly positive, with the 'free food and ceramics' proving very popular.

TYSS PROJECT

We started this project with 'Its yr choice' I have seen and worked with 3 young people to date.

YOUTH CLUB

3 weeks ago we had an amazing total of 90 Y.P. sign in from the 2 clubs. There has been an increase of young people volunteering but as always adults are hard to find. If you know of anyone please point them my way!

Draft awaiting confirmation at the next Parish Council meeting

We are extremely grateful to Blackfield and Langley F.C. who allow us to use the facilities in their Club Bar and to F.P.C and Gang Warily for the free use of the All Weather Pitch.

DETACHED AND OUTREACH

My works Facebook page provides a wealth of information from adults and young people. I have been able to identify several at risk young people/families, and subsequently engaged with them via private message.

I have written supporting statements for several families to D.A.F. who were in financial crisis and signposted many more to the Jubilee Hall for Food Bank Vouchers.

JOINT WORK

At Youth Club we have regular visits from the Police and P.C.S.O's. We believe this has a significant impact on the relationships our Y.P. in the Parish develop with the Police. They engage in activities with them and also if the Y.P. are worried about something they know they can talk to a Youth Worker and the Police, who can give them a different perspective. We all recently worked together with N.F.A. to provide some much needed support during a recent incident.

FUTURE WORK

We are having our Youth Club 'Christmas party' Friday 15th December. Every Y.P will receive a free selection box. There are prizes for 'fancy dress' and a quiz.

We will support families in the Parish with presents donated by Wave 105 and the 'Christmas Tree' at Tesco Dibden.

17/76 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 advised of a recent meeting and of the clearing of non-native trees to bring back the open heath nature of the forest at Dibden Purlieu.
- b) New Forest Environmental Liaison Committee: Cllr Thorne attended a meeting in October where a very good presentation on the Solent Oyster Restoration Project was given. If anyone is interested in the project Cllr Thorne is able to provide an email link.
- c) Transport Committee: Cllr Wappet was not present, however it was noted that the committee has not met recently but does have the correct contact details on file for future meeting invites.
- d) Waterside Youth Steering Committee: The Clerk attended the last meeting and advised of a revamp of the group including a change in the terms of reference, however he considered that councillor representation on the Handy Trust (Hythe and Dibden and Marchwood Parish Council each have councillor representation), may be of more value.
- e) Waterside Heritage E Holtham -
Another successful Open Day was held at the Waterside Heritage HQ in Dominy Close at Hythe in September, with a steady stream of visitors all day. Following the successful Fawley Church History booklet it is intended to publish 3 booklets on Calshot, with the first from 1919 to 1961 to commemorate the Centenary of the RAF at Calshot. The second will be from 1815 to 1919 and the

Draft awaiting confirmation at the next Parish Council meeting

third from 1538 to 1815. A very informative exhibition on Tristan Da Cunha at Calshot compiled by Annabella Drummond for the Fawley Church Heritage Weekend has now moved to Waterside Heritage, and is available to be read.

f) Police Liaison: Cllr Glass advised of volunteers willing to use the Community Speedwatch equipment at Lime Kiln Lane and of an update received regarding online grooming of young children. Cllr Coyston provided the following report:

Problems with local groups of young people coming in to GW and causing a nuisance, girls going in to male changing rooms, stealing flyers from reception and throwing around outside. Police are aware and collating information.

Problems with vehicles using car park as a skid pan doing donuts etc. We did have a black Audi front bumper left where it had smashed into a post by the car park (no reg number). On Monday a black Audi was abandoned in the small car park with smashed windows no registration etc. (possibly the same vehicle). It disappeared overnight Monday.

Graffiti caused to Youth Shelter and MUGA/concrete in white paint 'GangGang 2017'.

Anecdotal evidence drugs are still being used in Newlands Park but gas canisters appear to have not been evident for past few weeks.

No problems experienced this year so far at Blackfield & Langley football club with trespassers causing damage to the stand.

Speeding along Fawley Road by Quarry Lorries police doing speed checks.

Police Drink Drive Campaign on going during December

Continued parking issues down Southbourne Ave, the Clerk will contact NFDC enforcement plus **ACTION** Cllr Glass to chase.

Serious incident the **victims** are a local family - **POLICE Press release**

Officers from the child abuse investigation team at Hampshire Constabulary have charged a man in connection with an investigation into sexual offences committed online.

Daniel Norton, from Cheadle, in Stockport, has been charged with the following –

Three counts of inciting a female aged 13-15 years to engage in sexual activity

Three counts of making an indecent photograph of a child

One count of distributing an indecent photograph of a child

The 25-year-old is due to appear at Southampton Magistrates Court

If you have any concerns about the safety of your children online or would like to know more, there is further support and advice for children and parents available on the CEOP website

<http://www.thinkuknow.co.uk/>.

Additional support for children who don't feel able to talk to a trusted adult is available from Child Line on 0800 1111.

g) Age Concern NFE: Cllr K Smith had nothing to report.

h) Dibden Allotment Fund: Cllr A Alvey advised of the Christmas hampers that will be delivered by the fund.

Cllr McEvoy left the meeting.

17/77 Minutes of Committees: To adopt the Minutes and to accept the recommendations of the Committees:

a) Amenities – 11 October 2017

Cllr Glass presented the minutes of the Amenities Committee meeting held on 11 October 2017.

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

Draft awaiting confirmation at the next Parish Council meeting

b) Public Services – 18 October 2017

Cllr Glass presented the minutes of the Public Services Committee meeting held on 18 October 2017.

RESOLVED: That the minutes of the Public Services Committee meeting held on 18 October 2017 be received and the recommendations be adopted.

c) Policy, Resources & Personnel – 15 November 2017

Cllr Alvey presented the minutes of the Policy, Resources & Personnel Committee held on 15 November 2017.

RESOLVED: That the minutes of the Policy, Resources & Personnel Committee meeting held on 15 November 2017 be received and the recommendations be adopted.

17/78 To consider recommendation from the Policy, Resources & Personnel Committee Meeting 15 November 2017 to purchase a Wash Off Bay for the Groundsman Compound. Cllr Hall abstained from the vote as whilst he understood the reasons behind the purchase he considered the council may not need to proceed with this at this particular time.

RESOLVED: To accept the recommendation from the Policy, Resources & Personnel Committee Meeting 15 November 2017 to purchase a Wash Off Bay for the Groundsman Compound. Cost of £17,500 excluding VAT to be met from the Earmarked Contingency fund for the Wash Bay, £12,040.08 and £5451.92 from an underspend of Ground staff salaries, budget code 8500.

17/79 To agree Council budget for 2018/19 and to submit a precept to NFDC of £523,657

Members noted the new recommendation from the Clerk of a reduction of £11,000 in the precept request to be made. This is due to projected underspends of the current annual budget. Discussion took place and it was noted that significant expenditure is expected in the next few years and it would be prudent to budget for these now - any extra funds could be placed in earmarked reserves - therefore Cllrs wished to request from NFDC the higher precept figure as recommended by the Policy, Resources & Personnel Committee meeting on 15 November 2017.

RESOLVED: To not accept the recommendation of the Clerk/RFO to amend the budget figures but to accept the recommendation of the Policy, Resources & Personnel Committee meeting 15 November 2017 to agree the precept figure for 2018/19 as £534,157 and submit this to NFDC (see attached Appendix B).

17/80 To note Revised Standing Orders/Financial Regulations will be presented to February Parish Council meeting with the new Clerk/Responsible Finance Officer (RFO) role being redefined in line with National Association Local Council advice January 2016. Noted.

17/81 To comment on appearance of new proposed departmental financial overviews in conjunction with live presentation by the Clerk/RFO on the way financial information is provided to Council. Members considered the proposed departmental financial overviews to be clear and easy to understand and are happy for these to continue in the same format.

17/82 To consider adoption of Health and Safety Policy:

RESOLVED: To adopt the Health and Safety Policy as presented as an interim policy, final version to be presented to Council at a later date (see attached Appendix C).

Draft awaiting confirmation at the next Parish Council meeting

17/83 Fawley Rugby Football Club development: Members queried what would happen to a club building if the rugby club dissolved at any time in the future; the Clerk advised that this would be covered in the lease agreement.

RESOLVED: To give approval to FRFC to build a new clubhouse (subject to meeting planning requirements) on rough ground (excluding the car park) at Newlands Road, Fawley.

RESOLVED: To approve in principle the erection of floodlights on pitch 1 (subject to meeting future planning requirements).

17/84 Renda Road, Holbury – Design specifications: Discussion took place on the options available for the site.

RESOLVED: To form a working party consisting of Cllrs Glass, Langdale, Reece & Thorne to scope further options for the site prior to engaging the services of an architect.

17/85 To consider taking part in the Great British Spring Clean 2018 (weekend 2-4 March 2018). Members considered this event would be more successful if held in warmer months.

RESOLVED: To register interest in taking part in the Great British Spring Clean 2018 (weekend 2-4 March 2018) but preference would be to run this event later in the year.

17/86 To note the Tender for Play Equipment was awarded to Kompan and that the current tender for installation of the play equipment closes 14 December 2017. Noted.

17/87 To consider commenting on Tree Preservation Order (TPO) TPO/0055/17, Land adjacent to St Georges Church, Calshot Road, Calshot :

RESOLVED: To write in support of the Tree Preservation Order (TPO) TPO/0055/17, Land adjacent to St Georges Church, Calshot Road, Calshot.

17/88 Meeting Resolution Update: None

17/89 Councillors News and Comments.

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

17/90 Correspondence:

a) For response:

i) NFDC Licensing: Temporary Events Notice: All Saints Church, Marsh Lane, Fawley, 26/01/18 – 26/01/18 18.30-23.00. Live Music Event, sale of alcohol and regulated entertainment, 130 people Noted

ii) NFDC Licensing: Temporary Events Notice: The Café Bar at Calshot Activities Centre, Jack Maynard Road, Calshot, Southampton SO45 1BR. New Year's Eve, 31/12/17-01/01/18 22.00hrs – 01.30 hrs. Sale of alcohol, regulated entertainment and late night refreshment, 130 persons Noted

b) For information:

i) NFDC Transportation: Temporary Road Closure, Mopley, Blackfield, (see map attached), 23 January 2018, likely maximum duration of 10 days in order to carry out drainage repairs. There is no alternative route available via public highway and the applicant will be having discussions with the owners of Green Lane (and the affected premises/residents) re access arrangements for those east of the point of closure. Noted

Draft awaiting confirmation at the next Parish Council meeting

ii) Forestry Commission – Information relating to restoration work Kings Copse Road. Whilst noting this members asked that the Forestry Commission is contacted to ensure that all residents have been written to and made aware of the works.

c) Available from the office: Forward Plan of Key decisions – 01 December 2017 – 28 February 2018, Waterside Heritage Newsletter No 68, October 2017. Noted

17/91 Date of next meeting: 21 February 2018

There being no further business the meeting closed at 8.38pm.

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Vice-Chairman

DRAFT



FAWLEY PARISH COUNCIL

13th December 2017

There are two main local areas I have been focussing on recently. One is the Fawley By-pass and the other is the Crossing at Blackfield School.

FIRST FAWLEY BY-PASS

The news will not please everyone but I did meet with Officers on the Fawley By-Pass on 6th November. The outcome is that the received view is that the road does not require a complete resurfacing at this time and that the defects do not constitute a safety hazard. However, the problem of noise that they create is appreciated but it is doubtful if just undertaking some routine hand patching will result in a significant improvement in terms of ride quality and consequent noise reduction. The proposal is to have all the problem areas replaced by larger, machine laid patches and this will be arranged for the New Year.

Regarding the lorries from the gravel extraction site, New Forest National Park has written to the Quarry to remind them that they need to comply with the planning conditions regarding hours of operation. A site visit has been scheduled for next week. Once the meeting has taken place I will update the Clerk.

SEOND BLACKFIELD SCHOOL CROSSING

I understand from Officers, that moving the crossing from its current position would provide a more convenient crossing for residents who live to the north of Blackfield Primary School and the Health Centre but as the majority of residents live south of these facilities, the likely use of a re-located crossing would not meet the County Council's criteria for a controlled crossing.

Although NFDC currently holds a reasonable sum of money in Developer Contributions, the amount is considerably short of the £100,000 required to install a Puffin Crossing. If additional funding could be identified it may be possible to progress the aspiration of a controlled crossing.

We are currently in the process of recruiting a School Crossing Patrol (SCP) to operate just to the north of the school entrance. We hope that the SCP will be in place sometime in January 2018. This will assist children approaching the school from the north, including park-and-striders, although the crossing facilities at the Rollestone Road crossroads enables these pedestrians to cross Hampton Lane, and as such these pedestrians do not need to walk down the eastern side of Hampton Lane.

In addition, in September the County Council's School Travel Planning team met with Blackfield Primary School's Headteacher and have offered support through STARS (Sustainable Travel Accreditation and Recognition for Schools) to create a standard School Travel Plan which would assist with access more generally.

I hope that the proposed SCP will provide a suitable additional school crossing, and while the current Zebra crossing involves a detour for residents living north of the school and Health Centre, it does provide a facility for those who find crossing the road elsewhere intimidating.

I have already sent the full text of the response from the County Council to the Clerk who I am sure will share it with you.

Other News in Brief

Economies

In October, HCC officers were asked to look again at some of their proposals for economies such as:

- a. HWRC reductions
- b. Community Transport and
- c. School Crossing Patrols.

I am pleased to say THAT exercise was successful and at our Cabinet on 11th December it was agreed there would be NO reductions in expenditure on those matters in the Transformation to 2019 plans.

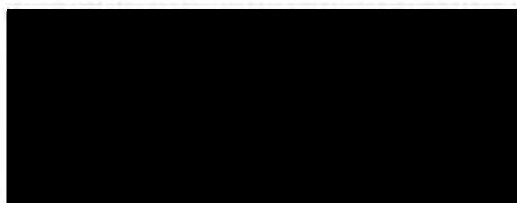
It is important to note that, in spite of noises to the contrary, the proposals were only ever that.....proposals from officers and they were NEVER endorsed by Conservative Councillors

Calshot

Pay and play will soon be available every day with new climbing activities at Calshot Activities Centre. These include new and improved climbing and adventure activities without the need to book in advance. A £320,000 investment into four new activities at the site has been approved and with the addition of climbing in the 2020 Tokyo Olympics, these will be wonderful additions to our existing first class sport and recreational facilities at Calshot...

FINALLY

As the temperatures tumble locally and there's the threat of snow and ice, Thousands of community salt bins have been re-filled across Hampshire and Hampshire Highways assure us that teams are ready to go out through the night with a new fleet of winter gritters so stay safe and have a Happy Christmas.



To: Full Council
From: Steve Postlethwaite, Clerk to the Council
Date: 13 December 2017
Subject: Precept 2018/19

1. Purpose of report

1.1 To inform members of the proposed precept required by Fawley Parish Council for 2018/19 following notification of Tax Band D figures from New Forest District Council.

2. Recommendations

2.1 Following the recommendation of the Policy Resources and Personnel Committee (PR&P) meeting on 15 November 2017 of the budget setting figures for Fawley Parish Council (FPC) operating costs and the precept request to New Forest District Council (NFDC), for 2018/19 is reconsidered and the amended budget proposal as detailed in this paper be approved and submitted to NFDC.

3. Background and information

- 3.1 In preparing this report associated costs based on the income and expenditure of FPC have been reviewed and amended figures are presented at appendix A.
- 3.2 The Governance and Accountability (England) Practitioners guide 2016 recommends that Councils should hold reserves equivalent to 3 to 6 months of the Council's Operating costs.
- 3.3 Based on this budget setting expenditure costs of £890,250.65 the Clerk/Responsible Finance Officer (RFO) indicates that a minimum of 3.5 months (rounded down to nearest £1000), a total of £259,000 should be held as reserves.
- 3.4 Post the PR&P meeting on 15 November 2017 where the resolution was to recommend the budget proposal with an operating cost increase of £20,425 (3.8%) the Clerk/RFO has since completed projected end of year finance calculations. These are presented as appendix E. This indicates a projected surplus of £66,902.89
- 3.5 With this in mind the amount indicated in the admin budget code 6525 – Admin Contingency has been reduced from £15,000 to £4,500
- 3.6 Any under spend at year end 2017/18 will be bought to the next Council meeting for approval and allocations to earmarked reserves (EMR) to meet known future expenses as listed in appendices B, C & D.
- 3.7 Earmarked reserves have been set aside for ongoing maintenance and replacement of the Councils assets (e.g. playground equipment/building refurbishment) and anticipated large expenditure (e.g. elections)
- 3.8 An 'evidence based' future financial planning approach has been adopted this year providing supporting evidence around, planned maintenance and replacements of assets. These are listed in the stock condition survey 5 year plan, play equipment longevity and risk matrix, and plant and machinery replacement schedule.
- 3.9 Current Earmarked reserves are as follows for the following nominal codes;
- 3101 – Wash bay £12,974.08 (this will be spent before year end).
 - 3102 - Play Areas £4,167.77 (£135,429.44 was identified as being required by 2019/20 and £212,249.44 by 2027 - see appendix B)

- 3103 - Plant and Machinery £7,500.00 (see appendix C)
- 3104 – Buildings Maintenance £38,140.14 (£28,500.00 will be spent by 2020 leaving £9640.14 as identified within the budget and within the 5 yr plan - see appendix D)
- 3105 – Election Costs £0.00 (this will consist of the under spend from nominal code 6514 + identified EMR within budget setting).

- 3.10 By adopting an ‘evidence based’ approach it will assist in ensuring there are sufficient funds to continue to deliver quality services to our residents and avoid the dilemma of potentially having insufficient funds available to meet costs on an ‘ad-hoc’ basis. e.g. The requirement within a close timescale to install new boilers at Gang Warily (£36,000) and the high risk play equipment (£25,304.51) that resulted in the removal of the assets (e.g play area equipment removal and closure at Churchfields and Renda Road) as a cost compromise.
- 3.11 There is a known large expenditure due in 2018 of approx £16,000 that will be required to be met from any open spaces under spend and/or reserves relating to essential tree maintenance work.
- 3.12 If approved the precept request calculated by NFDC as outlined in table A below will be submitted to NFDC.

TABLE A: Amount required by Town / Parish Council in 2018/19 (to the nearest £).					
			Council Tax Requirement (Note 1)	Tax Base	Council Tax Per Band D (Note 2)
			£	Properties	£
2017/18			513,732	4,534.60	113.29
2018/19			523,657	4,548.90	115.12
Variation (Increase + / Decrease -)			9,925	14.30	1.83

- 3.13 NFDC calculations indicate an increase in the precept request of £9,925 (1.93%) equates to £1.83 pa or 3.5p per week increase on a property band D Council Tax.

4. Reasons for recommendations

- 4.1 To enable the council to continue to provide a range of facilities and services across the parish.

5. Conclusion

- 5.1 The proposed operating costs for Fawley Parish Council for 2018/19 are submitted for Councillors consideration and approval is given for the Precept request to be submitted to NFDC.

(B)

Budget Summary 2018 - 2019

Expenditure 2017-2018				Expenditure 2018-2019			
	Staffing Costs	Operating Costs	Total Cost	Staffing Costs	Operating Costs	Total Cost	Expenditure Change
Admin	£122,998.81	£51,130.00	£174,128.81	£113,543.79	£57,216.58	£170,760.37	Decreased by £3368.44
Maintenance	£0.00	£0.00	£0.00	£31,178.97	£14,001.87	£45,180.84	Increased by £45180.84
Gang Wartyly	£237,945.00	£157,359.40	£395,304.40	£205,860.00	£178,001.43	£383,861.43	Decreased by £11442.97
Jubilee Hall	£35,248.65	£16,084.00	£51,332.65	£34,714.00	£42,864.35	£77,578.35	Increased by £26245.7
OEII	£5,600.00	£14,050.00	£19,650.00	£6,400.00	£21,017.66	£27,417.66	Increased by £7767.66
Open Spaces	£136,291.58	£105,363.00	£241,654.58	£103,000.00	£92,952.00	£195,952.00	Decreased by £45702.58
Total	£538,084.04	£343,986.40	£882,070.44	£494,696.76	£406,053.89	£900,750.65	Increased by £18680.22

	Income 2017-2018	Income 2018-2019	Income Change	17/18 Total Cost	18/19 Total Cost	Total Cost Change
Admin	£10,700.00	£15,143.62	Increased by £4443.63	£163,428.81	£155,616.75	Decreased by £7812.07
Maintenance	£0.00	£0.00	Increased by £0	£0.00	£45,180.84	Increased by £45180.84
Gang Wartyly	£305,329.76	£272,692.14	Decreased by £32637.63	£89,974.64	£111,169.29	Increased by £21194.66
Jubilee Hall	£24,275.00	£34,400.00	Increased by £10125	£27,057.65	£43,178.35	Increased by £16120.7
OEII	£14,500.00	£20,500.00	Increased by £6000	£5,150.00	£6,917.66	Increased by £1767.66
Open Spaces	£13,533.76	£23,858.17	Increased by £10324.42	£228,120.82	£172,093.83	Decreased by £56027
Total	£368,338.52	£366,593.93	Decreased by £1744.59	£513,731.92	£534,156.72	Increased by £20424.8

(3.98%)

To: Full Council
From: Steve Postlethwaite, Clerk/RFO to the Council
Date: 13 December 2017
Subject: New Health & Safety Policy

1. Purpose of report

1.1 To inform Fawley Parish Council (FPC) of the new Health & Safety Policy completed by the Clerk after consultation with advice provided by Peninsula, the Council's HR, Employment Law and Health & Safety Consultants.

2. Recommendations

2.1 FPC approves the adoption of the Health & Safety Policy Version 5 as an interim document.

3. Background and information

3.1 On 03 August 2017 a 'Business Safe' Health & Safety Review was carried out by Peninsula Services Ltd.

3.2 The findings were presented to and noted by the Policy Resources & Personnel Committee on 15 November 2017.

3.3 The Council's current policy was sent to our Health & Safety advisor at Peninsula who advised the policy needed to be re-written for the purposes of more effectively managing Health & Safety risks within the council.

3.4 A comprehensive new policy was formulated by the Clerk in consultation with Peninsula. The advice from Peninsula is that version 5 (see appendix A) is now fit for purpose to act as an interim policy whilst it is refined by staff members.

4. Reasons for recommendations

4.1 This is a legal requirement.

5. Conclusions

5.1 This supports Policy 16 of FPC Strategic Plan 2016/19.