

## FAWLEY PARISH COUNCIL

### POLICY, RESOURCES AND PERSONNEL COMMITTEE

Minutes of a meeting of the Policy, Resources and Personnel Committee held on Wednesday 07 February 2018 at 7.00pm in the Jubilee Hall, Fawley.

Members	Present	Apologies	Absent
Cllr A Alvey Chairman	√		
Cllr B Thorne Vice-Chair	√		
Cllr A Glass	√		
Cllr M Langdale			√
Cllr S Read			√
Cllr K Smith	√		
Cllr R Wappet		√	

**Also Present:** Cllr B Coyston, Cllr B Hall, Cllr C Reece (from 7.02pm).

2 members of the public (one until 7.15pm).

#### **In Attendance:**

Steve Postlethwaite, Clerk / Responsible Finance Officer

Mrs S Markides, Deputy Clerk

Mrs D Alexander, Finance & Transparency Officer

Jason Mansbridge, Grounds Manager

**PRP 60. Apologies:** Apologies were sent by Cllr Wappet for personal reasons. These were accepted. Cllrs Langdale and Read were absent.

#### **PRP 61. Declarations of Interest.**

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

Cllrs Glass and Thorne declared a non-prejudicial interest in minute 65 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. Councillors present felt that they should also declare a non-pecuniary interest in application 17/11773 as a family member of the applicant has previously worked in close proximity to the Parish Council.

61.2 To receive written requests for dispensations for disclosable pecuniary interests (if any) None

61.3 To grant any requests for dispensation as appropriate None

**PRP 62. Minutes: RESOLVED:** That the minutes of the meeting held on 15 November 2017 be confirmed as a correct record.

Standing Orders were suspended

**PRP 63. PUBLIC SESSION:** A member of the public wished to represent the Cadland Estate who had only received notification of the planning application for Ower House yesterday. They considered that they had not had enough time to look at the application fully/ speak to neighbours/or been provided with sufficient information on it. They intend to speak to the New Forest National Park Authority but as Fawley Parish Council is discussing the application tonight have attended the meeting. If any objection is made to the planning application it would be made on the following grounds –

Conflicts with CP14 National Park Authority's Core Strategy relating to small scale employment development permitted within the four defined villages of Ashurst, Brockenhurst, Sway and Lyndhurst

The impact on the amenities of residents – it is unclear from the application how the house and garden areas may be utilised as it appears there may be events which would result in a greater number of children on site?

Conservation of the building - alterations to the listed building, perhaps a fire escape would be required for that kind of use?

Cllr Alvey advised that the Parish Council can only submit a recommendation to the New Forest National Park Authority and were discussing the application tonight as there is no other suitable meeting date before the consultation date expires.

Standing Orders were reinstated

**PRP 64. Chairman's Remarks:** The Chairman asked that nominations for the award of the Chairman's Cup for this year be forwarded to the Clerk.

**PRP 65. Planning: RESOLVED: To submit the following observations:**

**a) Parish List**

Full Planning Permission

17/11773

Land adjacent to the Oak House, Waltons Avenue, Holbury, Fawley SO45 2LU

Proposal: Single storey dwelling; boundary wall; landscaping; parking; bin and cycle storage

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

**b) New Forest National Park Authority:**

17/00981

Beach Hut 14, Calshot Beach East, Calshot

Proposal: Verandah and decking to existing beach hut

**(No 3)** We recommend permission.

17/01082

Ower House, Calshot Road, Calshot, Southampton SO45 1BE

Proposal: Change of use to care home for young people (Use Class C2)

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

Draft awaiting confirmation at the next Parish Council meeting

17/01104

Calshot Beach West, Calshot, Fawley, Hampshire

Proposal: Retention of 2no Beach Huts (revised design to planning permission reference 16/00533)

**(No 2)** We recommend refusal as the doors are too big and appear to block view but would accept the decision reached by the New Forest National Park Authority's Officers under their delegated powers.

Cllr Hall to discuss further with the Clerk concerns relating to the site of the disused toilet building in School Road.

**PRP 66. To accept Monthly Schedule of Accounts November & December 2017 and to comment on format as presented for future agendas** (see attached).

**RESOLVED:** To accept the Monthly Schedule of Accounts [November](#) & [December](#) 2017 (see attached Appendices A & B) and to continue with the format as used in the December schedules as this is much easier to follow.

**PRP 67. To note schedule of up to date direct debit supplier payments presented in line with Financial Regulations and to note in future these payments will be included in the Monthly Schedule of Accounts.** Noted (see attached [Appendix C](#)).

**PRP 68. To receive summary of Income & Expenditure for Administration:** It was noted that this is the first year of inputting data into this type of report and that some data has not been collected correctly; however work is on-going and results will be seen next time.

**PRP 69. To consider adoption of Council Investment Strategy:** Discussion took place on the proposed investment strategy and the need to address the issues raised by the auditor relating to investment of surplus funds in alternative funds whilst minimising the council's risk of losing funds through a bank failure. Cllrs were happy to agree to the use of a CCLA Deposit Fund to ensure that funds above the operating costs attract a better rate of interest than has previously been received but more importantly as a low risk, high liquidity option.

Cllrs did not want to commit to a long term investment without further work on the strategy and considered this could be brought back to the next meeting of the Policy, Resources & Personnel Committee.

**RESOLVED:** To recommend to the Parish Council meeting 21 February 2018 that FPC invest all surplus funds above the operating costs in a CCLA Deposit Fund to minimise the risk of the council losing funds through bank failure and to provide high liquidity of funds.

**PRP 70. To consider adoption of Debt procedures:** The Finance and Transparency Officer considered that a debt procedure is appropriate to ensure that all debtors are treated exactly the same.

**RESOLVED:** To recommend to the Parish Council meeting 21 February 2018 adoption of the Debt Procedure.

Draft awaiting confirmation at the next Parish Council meeting

**PRP 71. To note Asset Disposal.** Members noted the disposal of Twose Transport Box.

**PRP 72. Rural Payments Agency:**

**RESOLVED:** To recommend to the Parish Council meeting 21 February 2018 that the Council proceeds with the purchase of the relevant number of land entitlements to secure extra payments under the Basic Payments Scheme until 2020. Costs to be met from payment of the 2017 RPA claim once received.

**PRP 73. To note that no grant applications have been received for the period September 2017 – February 2018.** Noted.

**PRP 74. To consider request for permission to metal detect on land owned by Fawley Parish Council.** Members discussed the request and considered land owned by the parish where permission could be granted was not suitable for this purpose as it is mainly land fill.

**RESOLVED:** To not grant permission for residents to metal detect on land owned by Fawley Parish Council.

**PRP 75. To consider request for retrospective permission to install horse shelter on Newlands Park.**

**RESOLVED:** To agree to the request for retrospective permission to install a horse shelter on land at Newlands Park.

**PRP 76. Resolution updates:** None

**PRP 77. Correspondence –**

**a) For information:**

**i) National Employers for Local Government: Local Government Pay Claim 2018:**

Notification that one union has rejected the recent pay award; further consultation with its members has commenced. Noted.

**PRP 78. Cllrs News and Comments** None

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

**PRP 79. Date of next meeting:** 28 March 2018

At this point of the meeting Cllr Thorne advised of the Red Box Project which is in its early stages – she will talk to the Clerk and this may be a future agenda item.

**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.

Draft awaiting confirmation at the next Parish Council meeting

**PRP 80. Staffing matters:**

**a) To consider continued employment of staff member:**

**RESOLVED:** To recommend to the Parish Council meeting 21 February 2018 that the continued employment of the staff member is agreed.

**b) To note that following advice from HR Consultants Peninsular of the legal obligation to keep documentation up to date, new contracts will be issued to staff, however no terms and conditions have been changed. Noted.**

**c) Use of Discretionary Pension Policy –** The Clerk advised of a request for flexible retirement received from a staff member. Power to allow flexible retirement is included within the LGPS Discretionary Policy adopted July 2017 and it was agreed that the Clerk should produce a suitable flexible retirement policy.

There being no further business the meeting closed at 8pm

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Chairman