

## FAWLEY PARISH COUNCIL

### POLICY, RESOURCES AND PERSONNEL COMMITTEE

Minutes of a meeting of the Policy, Resources and Personnel Committee held on Wednesday 04 April 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	√from 7.02		
Cllr K Smith	√		
Cllr R Wappet		√	

**Also Present:** Cllr B Coyston, Cllr B Hall  
3 members of the public

**In Attendance:**

Mrs S Markides, Deputy Clerk

Mrs D Alexander, Finance & Transparency Officer

Councillor Alvey welcomed everyone to the meeting which had been postponed from 28 March 2018.

**PRP 81. Apologies:** Apologies were sent by Cllrs Langdale & Wappet for personal reasons. These were accepted.

**PRP 82. Declarations of Interest.**

82.1 To receive declarations of interest from councillors on items on the agenda  
Cllrs Glass and Thorne declared a non-prejudicial interest in agenda item 86 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. Cllr Smith as representative of Fawley Parish Council to Age Concern New Forest declared a non-prejudicial interest in agenda item 90c; grant application from the organisation. Councillors present felt that they should also declare a non-pecuniary interest in planning application 18/10212 as the Parish Council is the land owner.

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

82.3 To grant any requests for dispensation as appropriate None

**PRP 83. Minutes: RESOLVED:** That the minutes of the meeting held on 07 February 2018 be confirmed as a correct record.

Draft awaiting confirmation at the next Parish Council meeting

Standing Orders were suspended

**PRP 84. PUBLIC SESSION:** A member of the public wished to speak in favour of the grant application made by the Waterside Bowling Club and advised members that any monies granted would go to improvement of facilities at the site of the newly formed Holbury Community Sports Association.

Standing Orders were reinstated.

**PRP 85. Chairman's Remarks:** There was a brief official opening of the Holbury Manor Wild Play site earlier today followed by the opportunity for local children and their families to explore the site and get involved in various wild play activities. More than 100 people attended. The Warren Copse site is funded by £24,000 from the Heritage Lottery Fund Our Past, Our Future scheme; £31,000 from the National Grid's Landscape Enhancement Initiative (LEI) and £1,000 from the Tesco Bags of Help scheme. A press release has been sent to the main media outlets.

Fawley Parish Council's Spring Clean is now going ahead on Saturday 21 April 2018 between 10am and 1pm. To take part please meet at Jubilee Hall – the event is being organised by Operations Manager, Kathryn Webb.

At this point in the meeting Cllr Read wished to declare a non-prejudicial interest in agenda item 90; a grant application received from Fawley Dog Show as she is the organiser.

**PRP 86. Planning**  
**a) Parish List**

Full Planning Permission  
18/10320

26 Springfield Avenue, Holbury, Fawley SO45 2LP

Proposal: Roof alterations in association with new first floor; two storey side extension; front porch; juliet balcony

**(No 2)** We recommend refusal due to concern relating to the size of the proposal which would appear to be over bearing but would accept the decision reached by the District Council's Officer under their delegated powers.

Full Planning Permission  
18/10212

Fawley Rugby Club, Newlands Road, Fawley SO45 1GA

Proposal: 4 x 15m high floodlights

**(No 3)** We recommend permission providing the conditions requested by the NFDC Environmental Health (Pollution) Department are met.

Full Planning Permission  
18/10248

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

Proposal: Reactor and associated structure

**(No 3)** We recommend permission

Draft awaiting confirmation at the next Parish Council meeting

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

Full Planning Permission

18/00068

Cutlers Copse, Bell Lane, Blackfield, Southampton SO45 1RY

Proposal: Replacement dwelling; detached garage; outbuilding; associated landscaping (Demolition of existing dwelling)

**(No 4)** We recommend refusal; the Parish Council supports the comments made by the Building Design & Conservation Officer and the Landscape Officer.

**PRP 87. To accept Monthly Schedule of Accounts January & February 2018 and up to date bank reconciliation**

**RESOLVED:** To accept Monthly Schedule of Accounts January & February 2018 and up to date bank reconciliation (see attached appendices A, B & C).

**PRP 88. To receive summary of Income & Expenditure for Administration. Noted.**

**PRP 89. Council Investment Strategy** (matter referred from meeting 07 February 2018). Members noted that the agreed transfer of surplus funds above operating costs to a new deposit fund has yet to take place – the bank is required to lift the headroom of the account to enable the transfer but this should hopefully be completed by the end of the week when a test run (putting funds in and removing them) will be undertaken. Discussion took place regarding the placement of funds into a CCLA Property Investment Fund.

It was noted that CCLA manages investments for charities, religious organisations and the public sector and are used nationally by many councils. The investment will be long term, upfront charges of 8% should be recouped but it is not a guaranteed return.

Cllr Hall requested that his query as to whether a Parish Council is legally allowed to invest in a fund such as this when there is a risk of a loss of monies be minuted. Cllr Alvey advised of the Local Government Act 2003 included in the strategy.

It was further noted that until recently all FPC finances were placed with Barclays Bank, an approach which resulted in a recommendation in the audit report that an investment strategy will both maximise the Council's return on investments whilst minimise the risk of losing funds through bank failure.

**RESOLVED:** To recommend adoption of the Investment Strategy and £190,000 investment in the CCLA Property Investment Fund to the Parish Council meeting to be held on 18 April 2018.

**PRP 90. To consider grant applications received from the following: RESOLVED:** To make the following awards using funds remaining in budget code 6521 for the financial year 17-18.

- a) **Fawley Dog Show** £150.00 (sect 137 LGA 1972)
- b) **Fawley Events Committee** £250.00 (sect 137 LGA 1972)
- c) **Age Concern New Forest** £250.00 (sect 137 LGA 1972)
- d) **Waterside Bowling Club** £250.00 (sect 137 LGA 1972)

Draft awaiting confirmation at the next Parish Council meeting

At this point in the meeting Cllr Glass wished to declare a non-prejudicial interest in agenda item 91 as although not involved with Gang Warily Scouts, he is involved with Scouting.

**PRP 91. To consider request from Scouts and Guides to build a new headquarters on FPC land leased to them.**

**RESOLVED:** To approve the demolition of the current Scout Headquarters on land at Gang Warily and to agree in principle to the building of new Headquarters on land at Gang Warily as per the terms of the current lease as long as there is no cost to the Council.

**PRP 92. To consider whether the proposal is still eligible for free use of Churchfields as agreed at the Parish Council meeting 15 February 2017.** Members noted free use of Churchfields has been provided to the church in the parish for many years for an annual fund raising event; however there are differences in the type of event planned for this year. The setting up will commence Friday evening with clearance not being completed until Sunday morning. It was further noted that a Temporary Events Notice will be sought from NFDC Licensing Department. Normal booking procedures are not completed for this event however it was agreed a deposit should be taken in line with other bookings of this type.

**RESOLVED:** To allow the free use of Churchfields for a Church fund raising event in June 2018 but to request a deposit of £250 to cover costs of any clearing up/damage caused to the land.

**PRP 93. Resolution updates:**

07 February 2018 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. New grazing agreement prepared. Noted.

**PRP 94. Correspondence –**

**a) For response:**

- i) **NFDC Licensing:** Temporary Events Notice. All Saints Church, Marsh Lane Fawley, 21/04/18 18.30-23.00 Concert with live music – sale of alcohol and regulated entertainment Noted.
- ii) **Natural England:** Notification of publication of Coastal Access Report: Highcliffe to Calshot. <https://www.gov.uk/government/collections/england-coast-path-highcliffe-to-calshot> Representation and/or objections can be made no later than midnight 09 May 2018. Noted.

**b) Available from the Office:** Forward Plan of Key decisions 01 April 2018 - 30 June 2018 (previously circulated). Noted.

**PRP 95. Cllrs News and Comments**

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

Draft awaiting confirmation at the next Parish Council meeting

Cllr Glass advised of his attendance at the launch of the Holbury Manor Wild Play site this morning.

Cllr Hall requested that the clock at Jubilee Hall is changed to British Summer Time.

Cllr Read advised of the Fawley Dog Show taking place Sunday 05 August 2018.

**PRP 96. Date of next meeting: 20 June 2018**

**RESOLVED:** At the conclusion of this part of the agenda, the Chairman will move the following resolution: That, considering the confidential nature of the business to be transacted, the public, including the press, be excluded from the remainder of the meeting.

**PRP 97. Staffing matters:**

- a) **To consider adoption of Flexible Retirement Policy:** Members discussed the policy and the requirement for it. A vote took place.

**RESOLVED:** To recommend adoption of the Flexible Retirement Policy to the Parish Council meeting due to held 18 April 2018.

- b) **Salary Increment Review:**

The review included an incorrect 2017 current salary entry for employee 337; however the increment entered was correct.

Members were also advised of an error relating to employee 349 - who has only been in post two months and will therefore not receive a salary increment at this point in time.

The review was accepted with these amendments.

- c) **Sickness Absence & Leavers Report:** Members noted the Sickness Absence & Leavers Report as presented.

- d) **Long Service Award due to staff member:** Members noted the Long Service Award due to a staff member in May. The policy states costs will be met from the Chairman of the Council's Annual Allowance (budget code 6523) and it was **AGREED** to use funds remaining in the 17-18 budget to purchase the gift vouchers for the staff member.

There being no further business the meeting closed at 8.08pm.

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Chairman