

## FAWLEY PARISH COUNCIL

### POLICY, RESOURCES AND PERSONNEL COMMITTEE

Minutes of a meeting of the Policy, Resources and Personnel Committee held on Wednesday 20 June 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 L Llewellyn	√		
Cllr K Smith	√		
Cllr P Wappet-Madden	√		

**Also Present:** Cllr B Coyston, Cllr B Hall.

**In Attendance:**

Steve Postlethwaite, Clerk/RFO to the Council  
Sue Markides, Deputy Clerk

**PRP 1. Apologies:** Apologies were sent by Cllr Thorne for personal reasons. These were accepted.

**PRP 2. Declarations of Interest.**

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

Cllr Glass declared a non-prejudicial interest in agenda item 6 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.

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

2.3 To grant any requests for dispensation as appropriate None

**PRP 3. Minutes: RESOLVED:** That the minutes of the meeting held on 04 April 2018 be confirmed as a correct record.

Suspension of Standing Orders

**PRP 4. PUBLIC SESSION** There were no members of the public present.

Reinstatement of Standing Orders

**PRP 5. Chairman's Remarks:** The Chairman reminded the meeting of the Armed Forces Day event taking place at Gang Warily, Saturday 30 June 2018 11am-4pm, with the parachute team landing at approximately 12noon and fly past at 3.50pm (both weather dependent). Councillor volunteers are still required to man the Parish Council stall.

Cllr Alvey further advised that when sending the agenda papers for this committee meeting revised standing orders incorporating the requirements of the General Data Protection Regulations, the Internal Audit, Statement of Accounts and the Agar had also been included to give members a chance to study them ahead of the Council meeting next week.

**PRP 6. Planning: RESOLVED: To submit the following observations:**

Parish List

Full Planning Permission

18/10685

Land of 21Walkers Lane South, Blackfield, Fawley, SO45 1YN

Proposal: House

(No 3) We recommend permission, we note officer comments.

Full Planning Permission

18/10632

39 Waltons Avenue, Holbury, Fawley, SO45 2LT

Proposal: Roof alterations in association with new first floor; single-storey front extension

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

Full Planning Permission

18/10628

31 Long Lane, Holbury, Fawley, SO45 2LF

Proposal: Single-storey extension to existing outbuilding for use as residential annex

(No 4) We recommend refusal due to concern relating to over development, access and parking.

Variation/Removal of condition

18/10475

Vacant site, Unit A, Hardley Industrial Estate, Hardley, Fawley SO45 3YH

Proposal: Variation of condition 23 of planning permission 17/11160 to allow classes B1(c) and B8 for the six industrial units

(No 3) We recommend permission

**PRP 7. Monthly Schedule of Accounts (now to include interest received from CCLA Investments) April & May 2018 and up to date bank reconciliation:**

Members noted the first interest payment received of £228.44 following investment in the CCLA Public Sector Deposit Fund – this being almost 50% of the total interest received for the whole of the previous year with Barclays.

**RESOLVED:** To accept the Monthly Schedule of Accounts April & May 2018 and up to date bank reconciliations (see attached Appendices A & B).

**PRP 8. To receive summary of Income & Expenditure:** Members noted the summary provided early in the financial year (see attached Appendix C).

**PRP 9. To agree Co-option Policy of Fawley Parish Council – this will then be used to co-opt a candidate at the Council meeting due to be held 27 June 2018.**

Members noted that an amendment to the proposed co-option policy is required so that the application / submission of a candidate for co-option who is unable to attend the Council meeting where co-option will take place is allowed to be used in their absence.

**RESOLVED:** To agree the Co-option Policy with the amendment to allow the application/submission of a candidate who is unable to attend the co-option meeting to be used in their absence (see attached Appendix D).

**PRP 10. To agree Retention policy of Fawley Parish Council - to meet General Data Protection Regulations (GDPR).**

Members noted the policy meets legal Requirements.

**RESOLVED:** To agree Retention policy of Fawley Parish Council - to meet General Data Protection Regulations (GDPR) (see attached Appendix E).

**PRP 11. GDPR Data Audit Update – to note the following from GDPR Info Ltd:**

*GDPR-info Ltd has been asked to act as virtual Data Protection Officers for Fawley Parish Council. Part of that process is to carry out a data audit to determine the levels of compliancy to the General Data Protection Regulation (GDPR) and identify areas of weakness which need addressing. We are happy to say that, to all intents and purposes, Fawley Parish Council is compliant under the general terms of GDPR and we are happy to be acting as their Data Protection Officer.*

*The Clerk advises that there will be on-going work to be completed by staff to ensure compliance is maintained. Noted.*

**PRP 12. Options for provision of Youth Work within the Parish:** Members considered the management costs for the Handy Trust to be high and were disappointed to note that the letter received from the Chairman of the Handy Trust advised that the Trust would not be providing a detailed proposal and business plan as originally suggested. Further discussion took place, members considered that the Parish Council had no control over the youth work taking place within the parish and it was proposed and **AGREED** that the service should be brought in house with the matter being referred to the Parish Council meeting due to be held 27 June 2018. Cllr Alvey asked the meeting to note that the Parish Council would not be eligible for funding for youth provision from the Dibden Allotments Fund (as it does not have charitable status) but that funding could hopefully be obtained for activities and to continue the free lunches project.

**PRP 13. To note Crime & Disorder Information Sharing Agreement:** The Clerk advised he had renewed the agreement linking in with other local agencies. Noted.

**PRP 14. To note there are no updates on the Strategic Plan 16/19, objective 1 'The Economy'.** Noted.

**PRP 15. To note Asset Disposals:** Noted (Wessex Topper & McConnell PA90 Side-arm).

**PRP 16. Resolution updates:** None

**PRP 17. Correspondence –**  
**a)**

**i) NFDC Licensing:** Temporary Events Notice (Late), Old Mill Inn, Lime Kiln Lane, Holbury, SO45 2HE 24/06/18 10.00 – 24/06/18 12.00, World Cup, Sale of alcohol, 250 persons  
Noted.

**b) For information:**

**i) The Planning Inspectorate:** Notification of appeal decision: Planning application 17/11727, 37 Sycamore Drive Holbury, Proposal: Raise ridge height in association with new first floor. Appeal is allowed. Noted.

**ii)** Letter of thanks from Waterside Bowling Club for recent grant payment. Noted.

**iii)** Letter of thanks from staff member following long service award. Noted.

**PRP 18. Cllrs News and Comments**

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

Cllr Glass advised of his concern relating to local policing and of his contact regarding this with Dr Julian Lewis MP for the New Forest East.

Cllr Smith asked if there was any update regarding the site of the former public conveniences in School Road, Fawley – the Clerk advised that an update will be provided to the Parish Council meeting to be held 27 June 2018; Land Registry have provided information on how any enquiries/application could proceed. The erection of new fencing around the site was noted.

**PRP 19. Date of next meeting: 05 September 2018**

**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.

**PRP 20. Staffing matters:**

**a) To receive a report on staff training.** Noted.

**b) To note recruitment of a Team Leader, Casual Leisure Assistants** Noted. The salary of this post was queried and it was noted that this will be reviewed for the 19-20 financial year whilst it was further noted that an enhancement will be paid when providing any operational cover.

There being no further business the meeting closed at 7.38pm.

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Chairman