

FAWLEY PARISH COUNCIL

Minutes of a meeting of the Policy, Resources and Personnel Committee held on Wednesday 31 March 2010 at 7pm in the Jubilee Hall, Fawley.

Present: Cllr M Fidler (In the Chair), Cllr L Dunsdon, Cllr E Holtham, Cllr L McDermott, Cllr D Walker.

Also present: Cllr B Hall, Cllr R Wappett and 5 members of the public until item 5.

In attendance:

Mr G Richardson, Acting Clerk to the Council.

Mrs P Coombes, Finance Officer.

Mrs S Markides, Clerical Assistant.

1. **Apologies:** Cllr Mrs K Lord, Cllr R Lewis.
2. **Declarations of Interest:** Cllr Wappett declared a non-prejudicial interest in Item 5 Planning, as he is a member of the New Forest Planning Committee. He stated that he would consider the applications on the evidence in front of him at this time.

3. **Minutes:**

RESOLVED: That the minutes of the meeting held on 3 February 2010 be confirmed as a correct record.

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

4. **Chairman's Remarks:** The Chairman advised the meeting of the closure of Gang Warily Recreation Centre on 12 April, as electrical testing required by law needed to take place. Cllr Dunsdon as Chairman of the Council presented a bouquet to Mrs Sue King on her retirement and thanked her for her hard work during her time with the Council.

5. **Planning.**

a) Parish List: RESOLVED: To submit observations on planning applications, as follows:
10/95257

Standor, Mopley, Blackfield, Fawley, SO45 1YJ

Two-storey dwelling; demolition of existing

(No 1) We recommend permission but would accept the decision reached by the District Council's Officers under their delegated powers.

10/95178

Cognis, Uk Ltd, Charleston Road, Hardley, Fawley, SO45 3NX

Installation of aerobic wastewater treatment tank

(No 3) We recommend permission.

10/95315

58 Hampton Lane, Blackfield, Fawley, SO45 1WN

Conservatory

(No 3) We recommend permission.

10/95304

26 Waltons Avenue, Holbury, Fawley, SO45 2LU

Roof alterations; dormer; rooflights in association with new first floor;

First floor side extension with carport

(No 4) We recommend refusal and support the comments made by adjacent neighbours regarding loss of privacy due to the side dormer window.

10/95285

2 Hill View, The Drove, Blackfield, Fawley, SO45 1XB

Two-storey side and rear extension

(No 1) We recommend permission but would accept the decision reached by the District Council's Officers under their delegated powers.

10/95316

13 Southbourne Avenue, Holbury, Fawley, SO45 2NX

Conservatory

(No 3) We recommend permission.

10/95125

4 The Mews, Blackfield, Fawley, SO45 1XY

Single-storey rear extension

(No 1) We recommend permission as the application is in keeping with the area but would accept the decision reached by the District Council's Officers under their delegated powers.

b) New Forest National Park

09/94655

Langley Tavern, Lepe road, Langley, Southampton SO45 1XR

Two-storey side extension to provide 3 additional letting bedrooms and further restaurant

(No 3) We recommend permission.

The Parish Council to confirm to the National Park Authority that the property has provided bed and breakfast accommodation previously.

c) Tree Works:

10/0098

132 Rolleston Road, Holbury, Southampton SO45 2HA

Ash – Reduce lateral limb at approx 8m from ground level by up to 6m

Cherry – Crown lift to 6m by removing 3 lowest limbs extending over neighbouring property

The Parish Council support this application subject to the advice of the District Council's arborculturist.

6. Monthly Schedule of Accounts January and February:

RESOLVED: To accept the monthly schedule of payments for January and February 2010 (see attached Appendices A & B). To note that in future only nominated staff members are users of the Parish Council credit card. A list to be compiled by the Acting Clerk.

7. By Election expenses Holbury ward: Members noted the unbudgeted election expenses.

RESOLVED: To endorse payment of £5659.39 to New Forest District Council, the costs of the By Election for the Holbury Ward, budget code 7600.

8. **New Forest District Council Environmental Design Fees for Newlands Park:** The Acting Clerk reported that the cost of the skate park had increased and that £31,085.66 would now be required from Developers' Contributions.

RESOLVED: To request Developers' Contributions of £31,085.66 from New Forest District Council.

To pay design fees for Newlands Park of £4885.66 (excl VAT) to New Forest District Council on release of Developers' Contributions. Cllr Holtham requested it be minuted that he strongly objected to this payment.

See 14 April 2010 Parish Council minute131.

9. **Redirection of Budget Allocation and Year End 31 March Transfers:** At this point, the Council's membership of the Hampshire Association of Local Councils, which was currently in the budget, was discussed.

RESOLVED: To accept the redirection of budget allocation and Year End 31 March transfers (see Appendix C). To not subscribe to the Hampshire Association of Local Councils for 2010/11 but to keep the funds in the budget in case a new replacement organisation was set up.

10. **Review of Internal Audit by Councillors**

RESOLVED: To accept the review of the Internal Audit as completed by Cllrs Fidler and Hall (see attached appendix D).

11. **Internal Audit Report (Interim Update) 2009-10 and recommendations:**

RESOLVED: The Council has already determined not to hold funds on behalf of third parties as recommended, however it was noted that if in future the Council wished to act as bankers for any organisations they would need to identify which special powers they could adopt to do so (see attached Appendix E).

Members thanked the Finance Officer for her hard work in preparing the audit.

12. **Annual Financial Risk Assessment:** This had been completed by the Officers of the Parish Council and was presented for the recommendations and comments of Councillors.

RESOLVED: To accept the Annual Risk Assessment as presented. This was then signed by the Chairman of the Council and the Finance Officer (see attached Appendix F).

- 13 **Correspondence:**

a) For information:

- i) NFNPA: New Forest National Park Management plan 2010-2015. Noted.
- ii) Ringwood Town Council: New Forest Association of Local Councils. Noted.
- iii) Hampshire Constabulary: Request for members of Independent Advisory Groups. Noted.
- iv) Planning Inspectorate: Notice of Appeal decision 35 Charnwood Road, Langley, Blackfield, Retention of balcony. Appeal allowed. Noted.
- v) NFDC: Advice that mixed glass recycling will be available at Gang Warily. Noted.

b) Available from the office: Hampshire County Council New Forest Directory of Highway Works April 2010, NFDC Forward Plan of Key Decisions 1 April to 31 July 2010, NFDC Home Talk magazine.

14. **The Open Space Policy for Fawley Parish Council:** Members were also updated regarding the recent registering of parish land with Land Registry.

RESOLVED: To adopt the Open Space Policy for Fawley Parish Council as presented (see attached Appendix G).

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.

15. **The future of Jubilee Hall:** The Acting Clerk reported to the meeting regarding a possible change in the staffing structure of Jubilee Hall. The proposed changes were agreed in principle. An update report to follow after further consultations with New Forest District Council.

16. **Staffing Matters:** The meeting was updated regarding the retirement of the Clerk due to ill health. Cllr Hall was thanked for representing the Council at a recent meeting.

Gordon Richardson left the meeting.

RESOLVED: To note the month by month continuous contract of the Acting Clerk to the Council, this to be extended for a further month.

Gordon Richardson returned to the meeting.

Mrs Markides left the meeting.

The Acting Clerk presented a report on the creation of a Human Resources and Administration Officer post. The Committee were pleased to accept the following recommendations:

- a) That a new post Human Resources and Administration Officer be created.
- b) That all aspects of Human Resources administration be transferred to the new Human Resources Officer post to join with the duties of the Clerical / Administration post.
- c) That the new post be within SCP 23-27.
- d) The change to take place from 01 April 2010.
- e) That the contract of the Clerical Assistant be rewritten to include the duties of the new post. Hours to be as follows: Mon / Tues 8.30am – 4.30pm, Wed – Fri 8.30am – 2.30pm. Total hours 33 per week, flexible as required.

Mrs Markides returned to the meeting.

17. **Date of next meeting:** 9 June 2010.

There being no further business the meeting closed at 8.41 pm.

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Chairman