

## FAWLEY PARISH COUNCIL

### POLICY, RESOURCES AND PERSONNEL COMMITTEE

Minutes of a meeting of the Policy, Resources and Personnel Committee held on Wednesday 13 November 2019 at 7.00pm in the Jubilee Hall, Fawley.

Members	Present	Apologies	Absent
Chairman Cllr B Thorne	✓		
Vice-Chair Cllr A Alvey	✓		
Cllr A Glass	✓		
Cllr S Milgate	✓		
Cllr J Poole	✓		
Cllr A Sanders	✓		
Cllr K Smith	✓		

**Also Present:** Cllr B Coyston, Cllr Brian Hall, Cllr D McElhenny.

**In Attendance:**

Steve Postlethwaite, Clerk/RFO to the Council  
Sue Markides, Deputy Clerk  
Joshua Bond, Centre & Sports Development Manager  
Jason Mansbridge, Grounds Manager

Cllr Alvey in the Chair, as Cllr Thorne whilst present, was not feeling 100% and had requested the Vice Chair to chair the meeting.

**PRP 24. Apologies:** None

Cllr Alvey advised that as a result of amendments to the Localism Act it is now imperative that all members now remember to declare any pecuniary or personal interest before each meeting of the Council or its committees. He added that "Councillors are reminded of their obligation to declare any declarations of either pecuniary or personal interest in any Agenda items".

**PRP 25. Declarations of Interest.**

25.1 To receive declarations of interest from councillors on items on the agenda  
Cllrs Glass and Thorne declared a non-prejudicial interest in agenda item 29 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 Glass added that he had previously advised the owner of 7 Cherryton Gardens to proceed with his planning application (19/11174 on the agenda) although he had stated to the applicant that he did not believe it had much chance of getting through.

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

25.3 To grant any requests for dispensation as appropriate None

Draft awaiting confirmation at the next Parish Council meeting

**PRP 26. Minutes: RESOLVED:** That the minutes of the meeting held on 31 July 2019 be confirmed as a correct record.

Suspension of Standing Orders

**PRP 27. PUBLIC SESSION** There were no members of the public present

Reinstatement of Standing Orders

**PRP 28. Chairman's Remarks:** The Chairman advised of the following:

All Saints Church, Fawley are holding a Christmas Concert on Saturday 07 December 2019 at 7pm, tickets £5 each on the door.

The Parish Council has also been invited to be part of the Parish of Fawley Christmas Tree Festival which runs from 07 December - 26 December 2019. We hope to join in by displaying a tree with the Council's details/Gang Warily details on it.

**PRP 29. Planning:**

**a) Parish List: RESOLVED:** To submit the following observations:

Full Planning Permission

19/11174

Cherryton Gardens, Holbury, Fawley SO45 2FS

Proposal: Erection of triple garage; widen access onto Rollestone Road

Discussion took place including highway safety, drainage, trees, the size of the proposed garage and the fact that the land required for access is owned by the council and the Clerk stated no approach has been made by the applicant to access the land. If one is he will bring a paper back to council with any options.

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

Full Planning Permission

19/11223

Ebenezer Cottage, West Common, Langley, Fawley SO45 1XL

Proposal: Ancillary building

Discussion took place including the objections from neighbouring properties and officer comments.

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

Full Planning Permission

19/11346

2 Hobson Way, Holbury, Fawley SO45 2GE

Proposal: Single-storey end elevation and conservatory

Members noted that the number of this application should read 19/11246; however this has now been withdrawn by the applicant. A new planning application has been submitted and will be on the agenda for discussion at the next Parish Council meeting due to be held 11 December 2019.

Draft awaiting confirmation at the next Parish Council meeting

Full Planning Permission

19/11207

Tween Banks, The Square, Fawley SO45 1DD

Proposal: External staircase for fire access to the first floor property

**(No 3)** We recommend permission

Full Planning Permission

Planning application 19/11295

Sebring, 102 Hampton Lane, Blackfield, Fawley SO45 1WF

Proposal: Single-storey rear extension; roof alterations to form room in the roof, roof lights to the sides

**(No 3)** We recommend permission

FOR INFORMATION ONLY

Planning application 19/11293

Lawful Development Certificate proposed

Forest Brook House, Chapel Lane, Blackfield, Fawley SO45 1YX

Proposal: Single-storey side extension (Lawful Development Certificate that permission is not required for proposal) Noted.

**PRP 30. Monthly Schedule of Accounts including interest received from CCLA Investments July, August & September 2019 and up to date bank reconciliation**

**RESOLVED:** To accept the Monthly Schedule of Accounts including interest received from CCLA Investments July, August & September 2019 and up to date bank reconciliation (see attached Appendices A, B C & D).

**PRP 31. To receive summary of Income & Expenditure for Admin:** Members noted the reasons for the extra income shown and the budget code underspends/invoices awaited.

**RESOLVED:** To accept the summary of Income & Expenditure for Admin (see attached Appendix E).

**PRP 32. To note Asset Disposals** (see attached 1 x Jet Washer, 1 x Imants Shockwave, 1 x Nissan Primastar). Noted.

**PRP 33. To consider the 2020/21 Budget and agree to recommend to the Parish Council meeting 11 December 2019 subject to notification of tax band D figures from NFDC:**

The Clerk provided a summary of reasons for the increases seen including salary, National Insurance and pension cost rises, tree works required, repairs to the service road/soak away, new soffits, facias and guttering at Gang Warily and deep cleaning of the floor at the QEII Pavilion. Some expenditure budget codes had been reduced to compensate and the overall increase equated to just under 6%.

Draft awaiting confirmation at the next Parish Council meeting

Cllr Glass thanked the Clerk for the work undertaken in producing the budget; the Clerk advised that it was not just him but the whole Senior Management Team.

**RESOLVED:** To recommend the 2020/21 Budget as presented to the Parish Council meeting 11 December 2019 subject to notification of tax band D figures from NFDC ( see attached Appendix F).

**PRP 34. Review of Employee Suggestion Scheme – matter referred from meeting 31 July 2019 - updated to latest HMRC Guidance:** Members noted the updated guidance from HMRC.

**RESOLVED:** To agree the Review of the Employee Suggestion Scheme (see attached Appendix G).

**PRP 35. To adopt updated version of Fawley Parish Council's Time Off in Lieu Policy Resolved:** To adopt the updated version of Fawley Parish Council's Time Off in Lieu Policy (see attached Appendix H) subject to the amendment as follows:

**3.1 Travel time to evening meetings of the Council / events that staff members are attending representing the Council outside of normal working hours may be added to the TOIL hours accrued.**

**AMENDED TO:** Travel time for staff members who are attending / representing the Council outside of normal working hours may be added to the TOIL hours accrued.

**PRP 36. To adopt updated version of Fawley Parish Council's Travel Policy:**

**RESOLVED:** To adopt updated version of Fawley Parish Council's Travel Policy (see attached Appendix I)

**PRP 37. Resolution updates:** None

**PRP 38. Correspondence:**

**a) For information:**

**i) FPC:** Councillors to note that the Deputy Clerk Mrs S Markides is not related to Markides Associates who are working with/employees of Fawley Waterside. Noted

**ii) NFDC Streetscene:** Christmas Parking Charges: This year it is proposed that free parking will be provided on Saturday 7th December to help promote Small Business Saturday which is a national campaign to promote local high streets and independent shops In addition to the above, the council wishes to further support local business by suspending parking charges on the last weekend before Christmas in 2019 this will be 21st and 22nd December. Noted

**iii) NFNPA:** Appeal lodged, planning application 19/00369, Langley Orchard, Lepe Road, Langley, SO45 1XR, Single storey rear extension; raised patio Noted.

**b) Available from the Office:**

**NFDC Cabinet Forward Plan 01 October 2019 – 30 September 2020** Noted

**PRP 39. 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 Alvey advised of an appeal relating to a retrospective application for a car port at  
Waybak House, Exbury Road.

**PRP 40. Date of next meeting:** 12 February 2020

**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.

**PRP 41. Staffing matters:**

The Clerk/RFO attended the Society of Local Council Clerks National Conference 02-03  
October 2019 and was awarded the National Excellence - New Clerk of the Year 2019 award  
in recognition of excellence in the early stages of his role.

Members had previously congratulated the Clerk on receiving the award but did so again.

**PRP 42. To receive a verbal update from the Clerk relating to Sale of Land at Gang  
Warily.**

The Clerk advised that he had recently heard from the developer that his clients have placed  
the purchase of the land at Gang Warily on hold due to concerns relating to Brexit; he has a  
meeting with the clients on 18 November following which he will update the Clerk again.

The Clerk advised he will bring a paper to the Parish Council meeting due to be held 11  
December 2019 detailing options to go forward – in particular to allow the Scout and Guides  
to progress with their planning application.

**PRP 43. Local Government Pension Scheme – 2018/19 Annual Return:** Members  
noted the Council had performed well in all areas and wished to congratulate the Finance  
and Transparency Officer.

**PRP 44. To note Lease of Units B & C of the Groundsman's Compound to current  
tenant has been agreed for 7 years with bi annual RPI plus 1% rises.**

Members noted the extension to the existing lease.

There being no further business the meeting closed at 7.34pm.

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Chairman