

## FAWLEY PARISH COUNCIL

Minutes of the meeting of the virtual Fawley Parish Council held on Wednesday 22 July 2020 at 7pm using the Zoom video conferencing solution.

Members	Present	Apologies	Absent
Cllr A Alvey Chairman	✓		
Cllr B Thorne Vice-Chairman	✓ From 7.37pm		
Cllr A Carcas	✓		
Cllr B Coyston	✓		
Cllr A Glass	✓		
Cllr B Hall		✓	
Cllr T Matthews			✓
Cllr McElhenny	✓		
Cllr S Milgate	✓		
Cllr D Poole	✓		
Cllr J Poole	✓		
Cllr S Read		✓	
Cllr C Reece	✓		
Cllr A Sanders			✓
Cllr K Smith	✓		

**In attendance:**

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

**Also present:** District Councillor Mark Clark until 8.12pm.

Cllr Alvey introduced himself to those present and advised of the procedures for the first virtual meeting of Fawley Parish Council. A roll call of councillors in attendance was undertaken.

**20/01 To agree under temporary legislation the continued appointment of the current members of Fawley Parish Council as resolved at the Annual Meeting held on 15 May 2019 until the Annual meeting due to be held in May 2021 and to agree that meeting dates agreed at the Parish Council meeting 11 March 2020 may be altered.**

Temporary legislation makes it clear that (until 7 May 2021), parish council meetings may be held at such hour and on such days as they may determine without requirement for further notice. Similarly, parish councils can alter the frequency, move or cancel such meetings without requirement for further notice. The initial obligation to provide three clear days' notice of parish councils meetings will however continue. Where an appointment would be made or is required to be made at an annual meeting of a parish council, such appointment continues until the next annual meeting of the parish council or until such time as that council may determine.

**RESOLVED:** To agree under temporary legislation the continued appointment of the current members of Fawley Parish Council as resolved at the Annual Meeting held on 15 May 2019 until the Annual meeting due to be held in May 2021 and to agree that meeting dates agreed at the Parish Council meeting 11 March 2020 may be altered.

**20/02 Apologies for Absence.**

Apologies were received from Cllrs B Hall and S Read for personal reasons. These were accepted. Cllrs T Matthews & A Sanders were absent.

Councillors are reminded of their obligation to declare any declarations of either pecuniary or personal interest in any Agenda items.

Any member declaring a pecuniary interest should be requested to leave the virtual meeting (will be placed in the waiting room) by the Clerk prior to the item(s) in which the Member has declared an Interest being discussed, then invited to return to the virtual meeting after any corresponding resolution has been made. These actions to be recorded in the Council's minutes.

**20/03 Declarations of Interest.**

a) To receive declarations of interest from councillors on items on the agenda  
Cllrs Glass declared a non-prejudicial interest in agenda item 20/07 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.

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

c) To grant any requests for dispensation as appropriate None

**20/04 To approve as a correct record the minutes of the meeting held on 11 March 2020.**

**RESOLVED:** That the minutes of the Parish Council meeting on 11 March 2020 be signed as a correct record - a printed copy will be provided by the Clerk to the Chairman for signature after the meeting.

**20/05 Chairman's Announcements**

The Chairman provided the following update:

A reminder that Outline Planning application ref no 19/10581 Site of Fawley Power Station (Amended Plans Resubmission) will be considered by the NFDC Planning Committee on Monday 27 July 2020 at 10am (Skype Meeting) and the Outline Planning application ref no 19/00365, Land adjacent to Fawley Power Station, Fawley (Amended Description and amended plans) will be considered by the NFNPA Planning Committee on Tuesday 28 July 2020 starting at 10am. You have all been notified previously by the Clerk and comments by the Council have been submitted via the Clerk however, there is still time to register to speak if you wish to do so.

The car park of Gang Warily has been used as a pop up Covid Testing Centre on three occasions and queues have been experienced there.

Draft awaiting confirmation at the next Parish Council meeting

Suspension of standing orders

**20/06 PUBLIC SESSION** There were no members of the public present  
Reinstatement of Standing Orders

**20/07 Planning:** To note any planning comments previously required during the lock down period have been submitted under the delegated authority of the Clerk following consultation with Councillors.

**a) New Forest District Council**

Full Planning Permission

20/10596

Derwyn, Thornbury Avenue, Blackfield, Fawley SO45 1YQ

Proposal: Two storey rear extension to improve family living space

Cllr Alvey advised that this application has been temporarily invalidated whilst new plans are awaited.

**b) New Forest National Park Authority**

20/00363

Langley Orchard, Lepe Road, Langley, Southampton SO45 1XR

Proposal: Single storey side extension and raised patio

**(No 5)** We raise concern as to whether this application is over development limits however, we are happy to accept the decision reached by New Forest National Park Officers under their delegated powers.

**c) New Forest District Council Tree works:**

TPO/20/0297

17 Hartsgrove Avenue, Blackfield, Southampton SO45 1WG

Proposed works:

W1 Remove dangerous and decaying branches and deadwood

The meeting noted that this application had already been agreed as the work needed to be completed.

TPO/20/0300

17 Hartsgrove Avenue, Blackfield, Southampton SO45 1WG

Proposed works:

Oak x1: Crown reduce by up to 5m

Beech x 1: Crown lift to 3m

Yew x 1: Crown lift to 3m

Reason for works: Good management and to permit use of garden

Concern was raised regarding the 5metre crown reduction; the tree officer has been contacted.

**20/08 To receive updates from District Councillors & County Councillor:**

Updates from District Councillors Alvey and Clark and County Councillor McEvoy were noted (see attached Appendices A, B & C).

Draft awaiting confirmation at the next Parish Council meeting

**20/09 To receive an update report from the Youth Worker.** Noted (see attached Appendix D).

**20/10 Please note: Updates (if any) from Representatives and Nominees on Local Bodies will be presented to the next meeting of the parish council.**

Cllr Alvey advised he has been re-elected as Chairman of the Dibden Allotment Fund.

**20/11 Minutes of Committees:** No meetings held due to government restrictions

**20/12 Monthly Schedule of Accounts including interest received from CCLA and up to date bank reconciliation for February, March, April, May and June 2020** (see attached) **and to confirm delegated authority as per standing orders to Clerk during lock down.**

Since lockdown the Clerk has made financial payment under Financial Regs 5.5 The Clerk/Deputy Clerk shall have delegated authority to authorise the payment of items only in the following circumstances:

- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council; or
- c) Fund transfers within the Council's banking arrangements for the wages imprest up to the sum of £85,000

And 6.2 Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk/Deputy Clerk shall give instruction that a payment shall be made.

**RESOLVED:** To accept the Monthly Schedules of Accounts including interest received from CCLA and up to date bank reconciliation for February, March, April, May and June 2020 (see attached Appendices E,F, G, H, & I ) and to confirm delegated authority as per standing orders to Clerk during lock down.

**20/13 To note Graphic User Interface Summary for the Income & Expenditure of the Council** Noted (see attached Appendix J).

**20/14 To receive and note the Internal Audit Report 2019-20 (Final):** Cllrs wished to record their thanks to the Clerk/RFO and Finance & Transparency Officer who are commended in the Audit Report for "the exemplary quality of records maintained and the swift transition into an irregular working regime which has proven suitable and effective for the Council's needs".

Cllr Alvey wished to point out that the Council does not have £100,000 in a term deposit as stated in the report by the auditor but these monies are in a property fund which is not instantly accessible and is subject to the valuation of the property fund.

He hoped that the general reserves of the council could be built up again and the Clerk/RFO advised that this matter was covered in agenda item 20/16.

**RESOLVED:** To receive and note the Internal Audit Report 2019-20 (Final) (see attached Appendix K.)

**20/15 To receive and approve the Annual Governance and Accountability Return 19/20 Part 3, to note that Council must approve Section 1, the Annual Governance Statement before approving Section 2, the accounting Statements**

**RESOLVED:** To accept and approve the Annual Governance & Accountability Return 2019/20 Part 3, Section 1, Annual Governance Statement 2019/20 - Cllr Alvey to sign as Chairman of the Council, Mr S Postlethwaite as Clerk/RFO to the Council; a printed copy will be provided by the Clerk to the Chairman for signature after the meeting.

**RESOLVED:** To accept and approve the Annual Governance & Accountability Return 2019/20 Part 3, Section 2, Accounting Statements 2019/20 - Cllr Alvey to sign as Chairman of the Council, Mr S Postlethwaite as Clerk/RFO to the Council; a printed copy will be provided by the Clerk to the Chairman for signature after the meeting (see attached Appendix L).

**20/16 To receive Fawley Parish Council Statement of Accounts for the year ended 31 March 2020**

**RESOLVED:** To agree the recommendations of the Clerk as follows:

To accept the Annual Statement of Accounts (see attached Appendix M) following which the Chairman of the Council and the Clerk/RFO to sign off; a printed copy will be provided by the Clerk to the Chairman for signature after the meeting.

To accept the amount held by Fawley Parish Council as General Reserves is set at 3 months operating costs for the current year.

Ear Marked Reserves of £33,550 agreed in December 2019 for financial year 20/21 are not allocated at the present time and are used to increase the general reserves.

**20/17 To receive the Annual Risk Assessment 2020/2021:** Members noted the risk assessment is reviewed throughout the year by managers and the Clerk as RFO.

**RESOLVED:** To accept the Annual Risk Assessment for 2020/21. Cllr A Alvey as Chairman of the Council to sign the Risk Assessment for 2020-2021 as presented and Steve Postlethwaite to sign as Responsible Finance Officer; a printed copy will be provided by the Clerk to the Chairman for signature after the meeting (see attached Appendix N).

**20/18 To agree annual review of Fawley Parish Council Investment Strategy 20-2021**

**RESOLVED:** To accept the Investment Strategy for 20-21 as presented and to note no investments will be made due to Covid 19 (see attached Appendix O).

**20/19 To consider adoption of revised Standing Orders & Financial Regulations:**

Members noted that the Clerk will provide to the next Parish Council meeting a list of changes from the existing standing orders and financial regulations to those proposed and that the documents should be looked at as a whole to ensure they are fit for purpose. It was further noted that these documents are based on a National Association of Local Council's standard document, parts of which may not apply to the parish council.

**20/20 Use of Community infrastructure Levy (CiL) monies:** Discussion took place on the urgent need for repairs to the service road at Gang Warily. The Clerk advised that if this work was not completed the problem would get worse and eventually cost more. CiL monies had previously been agreed by Council to be used for play areas within the parish, many of which have been brought up to standard over the last few years. Discussion took

Draft awaiting confirmation at the next Parish Council meeting

place on the removal of play equipment at Renda Road which had been unsafe and whether this could be replaced.

Cllr Thorne joined the meeting.

Cllrs Glass and Coyston considered that there has been nothing spent in Holbury for 10 years. Cllr Glass stated that the removal of play equipment at Renda Road had been a temporary measure, yet it had not been replaced.

Cllr Alvey was unsure about the time frame stated but advised that the play equipment at Renda Road had been considered unsafe.

The Clerk advised that the equipment at Renda Road had been removed in 2017 as it was unsafe and the Council had never had the funds for a new play area, only a desire.

The types of play areas / different facilities required by residents now was debated. It was hoped that replacement play equipment in central Holbury could be made a priority. Cllr Alvey requested that a report itemising how much needs to be spent to finish work on existing play areas within the parish and how much replacement equipment at Renda Road would cost is prepared by the Clerk.

**RESOLVED:** To agree Community infrastructure Levy (CiL) monies can be used for urgent repairs to the service road at Gang Warily costing £11,740 plus VAT.

**20/21 To consider new Grant Application Policy:** Members noted that historically grant applications have been considered by the Council's Policy, Resources and Personnel Committee; however it was suggested that it would be appropriate for full council to agree grant applications in the future.

**RESOLVED:** To adopt the Grant Application Policy with the addition that grant applications are considered at Full Council meetings (see attached Appendix P).

**20/22 Electoral Review of New Forest District Council: to note draft recommendations regarding district boundaries; recommendations made by FPC have, in the main, been included in the proposals out for consultation. Cllrs can comment individually if they wish to do so.** It was noted that district wards of the parish are affected in the Electoral Review of NFDC and that there is still an opportunity to comment if councillors wished to do so.

**20/23 To approve the opening of Gang Warily play area ONLY in line with the risk assessment and to approve the opening of parish facilities in line with government guidance.** The Clerk advised that since the report had been submitted, he had consulted with councils across Hampshire. Many, like us, have found that the play areas are being used despite being locked. It is considered that the council cannot complete a cleaning regime that will result in a completely safe site therefore the decision is to either open all play areas with suitable notices or for all play areas to remain closed.

Gang Warily Leisure Centre will re-open on Monday 27 July 2020 following government advice with reduced opening hours, bubbles for staff members, bookable slots for the gym

Draft awaiting confirmation at the next Parish Council meeting

etc. The Council staff will be back in the office from Monday 03 August and will remain separate from the Gang Warily staff; the public will be asked to continue to contact us via email and telephone rather than visiting the office.

**RESOLVED:** To open all play areas of the Parish with suitable advisory signage as soon as possible and to approve the planned re-opening of parish facilities within government advice.

**20/24 To consider granting Fawley Rugby Football Club a 50 year lease for the land at Newlands Park for their new clubhouse** - potential funders of the clubhouse (i.e. RFU England) would be looking at ensuring the community would benefit from long term access to the building so they would be confident in getting a good return on the funding. The Clerk has asked the question regarding this amount of time with the solicitors for the Council, and they have indicated that granting a lease for this length of time is acceptable if approved by Council.

**RESOLVED:** The Clerk to advise Fawley Rugby Football Club that a 50-year lease of land at Newlands Park to the Rugby Club is acceptable to the Council. A draft lease to be brought back to Council for approval.

**20/25 Meeting Resolution Update:** None

**20/26 Councillor's News and Comments.** None

**20/27 Correspondence:**

a) For information:

i) **NFDC: Letter from Leader of the Council and Finance, Investment and Corporate Services Portfolio Holder entitled Support as a result of Covid 19.** Noted

**20/28 Date of next meeting:** It was noted that an Extraordinary meeting is required to complete some paperwork for the transfer of the Council's bank from Barclays to Unity Trust and an agenda will be sent shortly for this virtual meeting due to be held on 29 July 2020.

The next Parish Council meeting will be held 09 September 2020, i.e. 05 August, Policy, Resources & Personnel Committee meeting will not be held.

Cllr Clarke left the meeting.

**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.

**20/29 To consider charge for access across land owned by Fawley Parish Council on Rollestone Road to rear of land at 7 Cherryton Gardens.**

At this point in the meeting Cllr Glass further declared a prejudicial interest in this agenda item as he has been in contact with the resident regarding the issue. He advised that he would speak on the item but would not take part in the vote and would remain in the meeting.



Draft awaiting confirmation at the next Parish Council meeting

The Clerk read the following email received from the resident to the meeting:

*From the first time I made contact with the council I made it clear that I would do whatever was reasonably necessary to ensure this benefit to me bears no cost on the Parish. I have agreed to pay for and install a cellular confinement system to protect the roots of a tree that has no preservation order attached. I have agreed to restore the amenity of the area by topping off the cellular confinement system with grass so the access point would not only be suitable for vehicular use, but also have no visual impact on the verge. I have agreed to maintain the land on a regular basis at my own expense. I have agreed to cover the cost of having a legal document drawn up to protect the interest of the council.*

*The amenity of the Parish owned, prominently visible piece of land, will be improved at no cost to the council and the cost of maintaining that piece of ground will also be saved.*

*Now, since that was agreed at the last Parish meeting, the matter of a monthly rent has been brought forward.*

*I would have hoped the costs incurred by myself, and the time spent to restore and maintain the piece of land (which remains in the council ownership!) would be enough to mitigate a monthly rent.*

*I am happy to pay a small peppercorn rent (by standing order, so the council incurs no administrative cost), to keep the agreement legal but I feel a monthly rent on top of everything else I have agreed to do, to the benefit of the council, is excessive.*

Members noted the comments made by the resident who wishes to access the rear of his property across parish council land.

It was considered that the work the resident has advised he will complete need only be done if he proceeds with the rear access to his property, i.e. the Council is happy if the land remains as it is.

Following the parish council meeting in March where permission was granted to the resident subject to conditions being in place, the Clerk contacted the council's solicitor who advised that if the council is going to lease the land then a rent of a worthwhile amount should be sought. In his report the Clerk had recommended that a charge of £20 per month be applied.

Councillors considered the resident would be gaining a significant benefit (though this would be non-transferable on the sale of the property) and queried who would monitor the site to ensure the conditions placed are being met i.e. no cars to be parked on this piece of land, the site is being maintained.

The Clerk had checked with other councils and the costs they charge for a similar arrangement ranges from £30 per month upwards.

It was proposed by Cllr McElhenny and seconded by Cllr Smith that rent of £30 per month be agreed; the payment to be made annually to reduce the administration costs of the Council. Annual increases to be in line with the other leases and licences of the Council at RPI plus 1%.



Draft awaiting confirmation at the next Parish Council meeting

A vote took place, 7 for, 2 against; Cllr Glass was unable to vote.  
After a technical issue was resolved 8 for, 2 against.

**RESOLVED:** A annual rental fee of £360 to be charged for access across land owned by Fawley Parish Council on Rolleston Road to rear of land at 7 Cherryton Gardens with future increases to be set in line with the other leases and licences of the Council at RPI plus 1%; this payment to be made annually to reduce administration costs to the council.

There being no further business the meeting closed at 8.28pm.

..... Chairman

DRAFT