

## FAWLEY PARISH COUNCIL

Minutes of the virtual meeting of Fawley Parish Council held on Wednesday 14 October 2020 at 7pm held using the Zoom video conferencing solution.

Members	Present	Apologies	Absent
Cllr A Alvey Chairman	√		
Cllr B Thorne Vice-Chairman	√		
Cllr A Carcas	From 7.10pm √		
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  
Joshua Bond, Centre & Sports Development Officer until 8.11pm  
Jason Mansbridge, Grounds Manager until 8.03pm

**Also present:** One member of the public

**20/60 Apologies for Absence:** Apologies were received from Cllrs B Hall, J Poole and K Smith for personal reasons. These were accepted. Cllrs T Matthews, S Read and 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.

### **20/61 Declarations of Interest.**

a) To receive declarations of interest from councillors on items on the agenda  
Cllrs Glass & Thorne declared a non-prejudicial interest in agenda item 20/65 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.

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- b) To receive written requests for dispensations for disclosable pecuniary interests (if any) None
- c) To grant any requests for dispensation as appropriate None

**20/62 To approve as a correct record the minutes of the virtual meeting held on 09 September 2020.**

**RESOLVED:** That the minutes of the virtual Parish Council meeting on 09 September 2020 be signed as a correct record - printed copies will be provided by the Clerk to the Chairman for signature after the meeting.

**POST MEETING** – Amendment is required as follows

Minutes of the meeting of Fawley Parish Council held on Wednesday 09 September 2020 at 7pm in the Jubilee Hall, Fawley.

Amended to: Minutes of the virtual meeting of Fawley Parish Council held on Wednesday 09 September 2020 at 7pm held using the Zoom video conferencing solution.

**20/63 Chairman's Announcements.** The Chairman advised of the following:

You may have noticed that poppies have been placed on the Kennel's Corner roundabout in advance of Remembrance Sunday. I would like to thank Mrs Terri Scott, a Hythe resident who has arranged this display again this year.

The Grounds Team will be placing poppies on land owned by the parish council at the end of the month.

Due to current restrictions there are no plans for the usual church service etc. for Remembrance Sunday. I have made a request for a wreath to the British Legion and this could be placed in Fawley even if no service goes ahead. There are however going to be Gardens of Remembrance locally – one at the Blackfield Royal British Legion and one at All Saints Church, Fawley. Crosses will be able to be bought and placed there – more details to follow as they are not quite sure how this will work at the moment.

You will all have received an email today giving notice of works due to commence on the A326 next Wednesday. This is the initial survey, location of underground services etc which will take place between 09.30 – 16.00 Monday to Friday each week and will involve temporary traffic lights so expect hold ups there. The main works are due to start in December and run for 18 months.

I would now like to hand over to Cllr Glass who would like to make a statement.

Cllr Glass advised as follows:

On reflection of the last FPC meeting I realise that I said things that were unsubstantiated and caused offence. I would like to apologise to the Chairman, members of the council, the Clerk and officers of the council for my behaviour and assure you that it will not happen again".

Cllr Carcus joined the meeting. She advised she did not have any Declarations of Interest to make.

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Suspension of standing orders

**20/64 PUBLIC SESSION** The member of the public present did not wish to speak

Reinstatement of Standing Orders

**20/65 Planning:**

**RESOLVED:** To note any planning comments previously required (between meeting dates) have been submitted under the delegated authority of the Clerk following consultation with Councillors and to submit the following observations:

**a) New Forest District Council**

Full Planning Permission

20/10978

Woodberry Day Nursery, 1 Rolleston Road, Holbury, Fawley SO45 2GD

Proposal: Alterations and additions to existing property

**(No 3)** We recommend permission

Full Planning Permission

20/11045

104 Hampton Lane, Blackfield, Fawley SO45 1WF

Proposal: Detached garage

**(No 4)** We recommend refusal as the proposed detached garage is situated well in advance of the building line.

It was considered that the District Council should be advised that the Parish Council does not find the Officer briefing notes currently being received useful when assessing planning applications.

**b) NFDC Tree Works:**

TPO/20/0525

6 Meadow Way, Fawley, Southampton SO45 1FP

Proposed works: T8 Reduce the lateral limbs overhanging the garden of number 6 by up to 2m, Crown thin by 15% & remove epicormic growth from main stem to allow light

Remove dead wood

Reason for work: On going works

The Parish Council **SUPPORTS** this application subject to the advice of the District Council Arboriculturist.

**20/66 To receive updates from District Councillors & County Councillor**

From District Cllr Glass: Over the summer it has been quiet. The ward boundary consultations have finished ready to go to the Govt Dept. after the dispute about putting Netley View into Holbury and Hardley but taking North Blackfield from it has been resolved. This keeps the balance of the wards. Noted.

County Councillor McEvoy had provided a report which had recently been circulated (see attached Appendix A).

**20/67 To receive an update report from the Youth Worker:** Members thanked the Youth Worker for her excellent report and noted the problems being experienced at Mary Drake Close (see attached Appendix B).

**20/68 Updates from Representatives and Nominees on Local Bodies**

- a) **New Forest Consultative Panel** (Cllr A Carcus) No meeting
- b) **New Forest Environmental Liaison Committee** (Cllrs J Poole & B Thorne) No mtg
- c) **Waterside Heritage:** (Cllr C Reece) No meeting
- d) **Police Liaison** (Cllr A Glass & Cllr B Coyston) (see attached Appendix C). Cllr Glass noted that higher manpower figures are good news, and that crime has returned to pre covid levels. The Clerk advised that issues experienced at Mary Drake Close are being addressed with early interventions being made. It was noted that the report does not contain any crime figures, but a request will be made that these are included in the next report.
- e) **Age Concern NFE:** Cllr D Poole informed the meeting of the hard work being undertaken by all at Age Concern NFE. The Horrill Centre has reopened and whilst the shop in Holbury is closing shortly, the one in Blackfield is thriving.
- f) **Dibden Allotment Fund:** Cllr A Alvey reminded the meeting that if anyone knows of any families in difficulty / needing help, to direct them to the Dibden Allotment Fund. Application forms are available from the Parish Council offices at Gang Warily and online.
- g) **New Forest Association of Local Councils** (Cllr A Sanders and Clerk/RFO) **AGREED** Cllr D McElhenny to replace Cllr Sanders as FPC Representative. No meeting has taken place.

**20/69 a) Monthly Schedule of Accounts for August and September 2020 including up to date bank reconciliation and CCLA Interest received.**

To note that from 28 September 2020 a 90-day notice is required by CCLA for redemptions from property funds. Noted.

**RESOLVED:** To accept the Monthly Schedules of Accounts including up to date bank Reconciliation and CCLA Interest received for August and September 2020 (see attached appendix D&E).

**b) To review delegated authority of the Clerk relating to Financial Regulation 4.11**

In circumstances where normal council business cannot be conducted (i.e. COVID-19 lockdown) the Clerk shall have delegated authority to make decisions on behalf of the Council where such decisions cannot reasonably be deferred, and must be made in order to comply with a commercial or statutory deadline. Any decisions made under this delegation will be done in consultation with the Chairman of the Council, recorded in writing and will be published in accordance with the relevant regulations. This delegated authority will be reviewed at every meeting of the council whilst it is in place.

**RESOLVED:** To continue with the delegated authority of the Clerk under Financial Regulation 4.1.

**20/70 To note Graphic User Interface Summary for the Income & Expenditure of the Council.**

Members noted the operating costs presented. The Clerk advised that due to reduced spending, monies received from the government furlough scheme and barring any unforeseen expenditure it appeared that budgets could be met until the end of the financial year (see attached Appendix F).

**20/71 Estates and Facilities: To receive reports for the following:**

**a) Ashlett** – Cllr Hall had provided an update to the Clerk – Gravel has been placed on the car park by the grounds team which has improved the appearance. The sea wall has finally been repaired.

**b) Play Areas** – see Grounds Manager report

**c) Footpaths** – Annual report for 2020 (see attached Appendix G) Councillors requested that a letter of thanks be sent to the FPC footpath representative and his volunteer helpers as the Council appreciates the effort they all put in.

**d) Holbury Manor & Warren Copse** (see attached Appendix H)

**20/72 To receive a report from the Grounds Manager:** The Grounds Manager updated the meeting regarding the extra work which will be required at Tristan Close now that it has been confirmed that Fawley Parish Council own the land adjoining the play park. With the help of volunteers, weed has been removed from the pond at Gang Warily with a small area to be finished off. Play parks are being monitored on a regular basis; the laminated signs in place regarding Covid advice are having to be replaced at around 6 per week i.e. they are being ripped down by users.

It was noted that members of the public had sent in their thanks for the way Gang Warily is maintained.

Councillor Alvey queried why one allotment plot is currently unusable – the Grounds Manager advised this was due to the position of the plot (substantial amount of tree cover) but it will be monitored and addressed for next year.

It was noted that the fence along Long Copse has been temporarily repaired and a large part of this will be replaced over the winter months.

**RESOLVED:** To accept the report from the Grounds Manager (see attached Appendix I).

**20/73 To receive a report from the Centre Manager:** The Centre Manager advised that there have been a lot of changes made due to the current restrictions with the situation under constant review.

It was noted that the Covid testing centre had not used the overflow car park at Gang Warily so far in October, in part due to bookings already in place; dates for November are now being discussed. Councillors considered that this should be prioritised as much as possible and it was suggested an alternative location could be provided if the overflow car park is not available.

It was further noted that the Fun Fair has decided not to proceed with their November booking.

**RESOLVED:** To accept the report from the Centre Manager (see attached Appendix J).

**RESOLVED:** To accept the recommendation from the Centre Manager that Fawley Parish Council go cashless where possible.

**20/74 Renda Road** – To agree that Resolution 12 made at the Policy, Resources & Personnel Committee meeting on 23 November 2016, which was received and adopted at the Parish Council meeting held on 14 December 2016, to sell Renda Road play area for development with planning permission obtained by FPC is resumed. Members considered that as the sale of land at Fawley Road is currently not progressing the options relating to Renda Road should once again be investigated. It was noted that there have been changes to the NFDC Local Plan which may mean the previous response from NFDC to FPC proposed

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plans for the site has changed. The Clerk suggested he could complete a pre planning application for Renda Road and update Council once this is received.

**RESOLVED:** To agree that Resolution 12 made at the Policy, Resources & Personnel Committee meeting on 23 November 2016, which was received and adopted at the Parish Council meeting held on 14 December 2016, to sell Renda Road play area for development with planning permission obtained by FPC is resumed.

**20/75 To receive a verbal update from the Clerk regarding the Dog Walking area planned for the Old Golf Course at Gang Warily.**

The subcommittee had arranged a meeting on 13 October 2020 where Cllr Glass, the Clerk, Deputy Clerk, Grounds Manager and the Maintenance and Works Supervisor discussed the revised draft plan with the project officer from NFDC Jill Colclough (JC). The following were raised as concerns:

2 parts of the path on the plan were not as discussed and were still located in very wet parts on the golf course, this would require more drainage and maintenance than if it was located as previously suggested up on higher ground. Also discussions re the path configuration - that a figure of 8 shaped route would be beneficial – JC will review and amend.

Concerns over location of one of the dog water troughs which would require the old watering system to be reconnected to feed it – concerns over potential maintenance costs The bridge over the ditch is proposed to have one railing and we have requested 2 for H&S reasons. JC stated everything will be independently risk assessed by external assessor then the risk would be handed to FPC

Concerns raised over specification of work as depending on how the site is constructed this will dictate the maintenance costs. So we are unable at the moment to put any detailed maintenance costs together for NFDC. We asked about the possibility of an outside company being responsible for the maintenance, but JC advised that this is usually the responsibility of the Town and Parishes whose land it is.

The tender process and contractors; concern was raised about the very high costs of equipment based on previous projects delivered by contractors. It was felt we could deliver much more cost effectively but are not permitted to do this because of NFDC tender processes.

Warranty/guarantees were discussed as these would also affect maintenance costs in the future. These are currently fixed at 6 years.

Discussions took place on how NFDC hands over the project and what are the conditions. It was indicated that FPC would want a Service Level Agreement detailing risks, costs, warranty/guarantees, responsibilities, maintenance etc before FPC would accept the project as delivered in order to protect the Council.

Update/discussions on drainage from ground nearest to play area at Gang Warily and building a natural water pond to prevent water flowing onto the play area making it unusable in winter. JC is getting NFDC expert to investigate soil, existing drainage pipes etc. If not working they would be fixed/replaced where required as part of the project.

JC is keen to progress to procurement and would present the project to next council meeting for discussion by FPC. It was noted that NFDC should be very clear what resolutions FPC needed to make to approve to progress the project.

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Overall, the project was seen as very positive, but it was stressed there must be no cost to FPC and that the costs of the ongoing maintenance need to be carefully considered.

Cllr Glass thanked the Grounds Manager and Maintenance & Works Officer for the work they had undertaken relating to this project.

A presentation by NFDC Officer Jill Colclough will be made to the next Parish Council meeting.

**20/76 To consider commenting on revisions to NFDC's Local Planning Application**

**Requirements.** Cllr Glass considered that a Parish Plan for Fawley Parish may be a good idea for the future.

**RESOLVED:** To not respond at this time on revisions to NFDC's Local Planning Application Requirements.

**20/77 Meeting Resolution Update:**

20/59 Fawley Rugby Football Club lease costs: Negotiations between the Clerk and the Club are ongoing, and the outcome will be presented to the next council meeting due to be held on 18 November 2020 for a decision on the lease costs.

Noted. Meeting date amended to 25 November 2020 item 20/80 refers.

**20/78 Councillor's News and Comments. Cllrs are reminded that this agenda item involves no more than an exchange of information.**

Cllr Milgate requested clarification on item 20/63 junction improvements and noted an email had been forwarded to all members today.

Cllr Alvey advised Cllr Milgate that the village of Calshot will now be added to the District Ward name of Fawley, Blackfield and Langley and that no other district ward changes affected the Parish.

Cllr Milgate wished to thank the grounds team for their work in maintaining the planters at Calshot and for the anticipated upkeep now required at Tristan Close.

Cllr Milgate queried whether allowing the Covid Testing Centre to use Gang Warily had provided any income to the centre. The Clerk advised that he had enquired regarding this but there are no monies available and this was considered the provision of a public service.

Cllr Alvey advised of a meeting held between Fawley Waterside, NFDC, HCC and the parish council to discuss the cycle route from Calshot to Hardley. Unfortunately, no decision had been made with the other agencies going away to consider the overall route.

**20/79 Correspondence:**

**a) For information:**

**i) NFDC Planning:** Notification of Appeal: Planning application 20/10622, 207-209 Long Lane, Holbury, Fawley SO45 2PD, Proposal: Demolish existing building and erect terrace of 4 No 3 bed houses and pair of semi-detached 2 bed chalet bungalows to the rear with parking (Outline application with details only of access, appearance and layout). Noted.

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**ii) The Planning Inspectorate:** Appeal Decision: Waybak House, Exbury Road, Blackfield, Fawley SO45 1XD, Planning application 19/10555 Proposal: Detached carport (Retrospective). Appeal is allowed. Noted.

**iii) NFDC District Councillor Grant award:** Funding of £200 from NFDC Councillor Alvey has been received to provide litter packs to be available to members of the public. Please see attached litter picking health and safety guidance; this will be issued to each person keen to litter pick around the parish.

Noted. It was further noted that Cllr McEvoy has organised some litter picking awards to be presented to volunteers.

**iv) NFDC Tree Officer TPO/0009/20, Blackwell Forest, Chapel Lane, Langley, Blackfield:** To note that Forestry England has granted a felling licence for the removal of 25 conifer trees at Chapel Lane. Felling licences override a TPO so the landowner does not require consent under the TPO to remove these trees. A condition of the felling licence is to re stock with native broad-leaved trees. Noted

**20/80 Date of next meeting:** Full Council 18 November 2020. This to be amended to 25 November 2020 as an expected agenda item will require the attendance of a staff member who is unavailable on 18 November 2020.

The Grounds Manager and the member of the public 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.

**20/81 Government Job Support Scheme:** Discussion on the new government job support scheme took place in particular the factsheet information from the government as follows –

*The Company will continue to pay its employee for time worked, but the burden of hours not worked will be split between the employer and the Government (through wage support) and the employee (through wage reduction) and the employee will keep their job.*

Concern was raised that if the Council did not follow the information from the government then no support would be received i.e. the information suggests that the government does not expect employers using the scheme to be able to afford to put in any further contribution.

Options available to the parish council were as follows:

To use the new Government Job Support Scheme to claim 33% of hours not worked but to continue to top up employee salaries to full pay as the council has done during use of the furlough scheme – as long as this is legally allowed.

To use the new Government Job Support Scheme to claim 33% of hours not worked and to not continue to top up employee salaries to full pay.



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To not use the Government Job Support Scheme and all employees return to their normal hours.

A proposal was made by Cllr Alvey bearing in mind the concern raised relating to the guidance received for the new scheme - to use the Government Job Support Scheme to claim for 33% of hours not worked by an employee and to not top up the employee's salaries, this was seconded by Cllr Glass.

A vote was taken, 7 in favour, 2 abstentions

**RESOLVED:** To use the Government Job Support Scheme to claim for 33% of hours not worked by an employee and to not top up the employee's salaries. If the information from the government changes, or if advice is received from the Council's HR Advisors that the council could legally top up the salaries of employees then this to be brought back to Council.

**20/82 Local Government Pension Scheme:** Members noted the new requirement of HCC and the recommendation of the Clerk.

**RESOLVED:** To accept the recommendation of the Clerk that Fawley Parish Council agree that any FPC employee who wishes to join the LGPS is allowed to do so.

The Centre Manager left the meeting.

**20/83 To consider adoption of Stress Management Policy:** Discussion took place relating to the amount of work and training required by managers to implement this policy and any costs involved.

**RESOLVED:** To adopt the Stress Management Policy as presented but to bring to the next Parish Council meeting due to be held on 25 November 2020 the costs of any items required within the policy for information to Councillors.

**20/84 Staffing Matters:**

**a) Verbal update from the Clerk regarding employee**

The Clerk advised of the resignation of a member of the grounds staff with effect from 02 October 2020.

There being no further business the meeting closed at 8.27pm.

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Chairman