

## FAWLEY PARISH COUNCIL

Minutes of the Annual meeting of Fawley Parish Council held on Wednesday 19 May 2021 at 7pm in the Jubilee Hall, Fawley.

Members	Present	Apologies	Absent
Cllr A Alvey	√		
Cllr A Carcas	√		
Cllr B Coyston	√		
Cllr A Glass	√		
Cllr B Hall	√		
Cllr T Matthews		√	
Cllr D McElhenny	√		
Cllr C McGill MBE	√		
Cllr S Milgate	√		
Cllr D Poole	√		
Cllr J Poole	√		
Cllr S Read		√	
Cllr P Saunders	√		
Cllr K Smith		√	
Cllr B Thorne	√		

### In attendance:

Sue Markides, Deputy Clerk  
Danielle Alexander, Finance Manager

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

Cllr Alvey as the presiding Chairman took the Chair and welcomed all to the meeting.

**21/01 Election of Chairman** – to elect a Chairman of the Council to hold office until the Annual Meeting in 2022.

It was proposed by Cllr Thorne and seconded by Cllr Hall that Cllr Alvey be elected as Chairman of the Council. There were no other nominations.

It was **RESOLVED** that Cllr Alan Alvey be the Chairman of Fawley Parish Council until the next Annual Meeting in May 2022.

### Declaration of Acceptance of Office by the Chairman.

Cllr Alvey remained in the chair and signed the Declaration of Acceptance of Office.

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**21/02 Apologies:** Apologies were sent by Cllr T Matthews, Cllr S Read, Cllr K Smith, District Councillor Mark Clark and County Councillor Alexis McEvoy for personal reasons. These were accepted.

**21/03 Declarations of interest and dispensations**

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

Cllrs Glass and Thorne declared a non-prejudicial interest in minute 21/03 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 Coyston declared a personal and prejudicial interest in Planning application 21/10443 7 Ivor Close, Holbury (his neighbour) and advised he would not take part in the vote.

Cllr Glass also declared a prejudicial interest in Planning application 21/10443, 7 Ivor Close, Holbury as he has advised Cllr Coyston on the matter and also stated he would not take part in the vote.

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

3.3 To grant any requests for dispensation as appropriate  
None

**21/04 Election of Vice-Chairman:** to elect a Vice-Chairman of the Council to hold office until the Annual meeting in 2022.

It was proposed by Cllr Alvey and seconded by Cllr McElhenny that Cllr B Thorne be elected as Vice-Chairman of the Council. There were no other nominations.

It was **RESOLVED** that Cllr B Thorne be the Vice-Chairman of Fawley Parish Council until the next Annual Meeting in May 2022.

**21/05 Appointment of Committees including Chairman and Vice-Chairmen appointments:**

a) Estates & Facilities Committee

It was **RESOLVED** that the Estate & Facilities Committee Membership for 2021/202 be as follows: Cllr A Alvey, Cllr B Thorne, Cllr B Coyston, Cllr A Glass, Cllr B Hall, Cllr D McElhenny, Cllr A Carcus.

It was proposed by Cllr Alvey and seconded by Cllr Thorne that Cllr Glass be elected as Chairman of the Estates & Facilities Committee. There were no other nominations.

**RESOLVED:** That Cllr A Glass be elected as Chairman of the Estates & Facilities Committee.

It was proposed by Cllr Alvey and seconded by Cllr Carcus that Cllr McElhenny be elected as Vice-Chairman of the Chairman of the Estates & Facilities Committee. There were no other nominations.

**RESOLVED:** That Cllr D McElhenny be elected as Vice-Chairman of the Estates & Facilities Committee.

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b) Policy, Resources & Personnel Committee

It was **RESOLVED** that the Policy, Resources and Personnel Committee Membership for 2021/22 be as follows: Cllr A Alvey, Cllr B Thorne, Cllr A Glass, Cllr C McGill MBE, Cllr S Milgate, Cllr D Poole, Cllr J Poole.

It was proposed by Cllr Alvey and seconded by Cllr J Poole that Cllr D Poole be elected as Chairman of the Policy, Resources & Personnel Committee. There were no other nominations.

**RESOLVED:** That Cllr D Poole be elected as Chairman of the Policy, Resources and Personnel Committee.

It was proposed by Cllr D Poole and seconded by Cllr J Poole that Cllr Alvey be elected as Vice-Chairman of the Policy, Resources and Personnel Committee. There were no other nominations.

**RESOLVED:** That Cllr A Alvey be elected as Vice-Chairman of the Policy, Resources and Personnel Committee.

**21/06 Appointment of Representatives to Other Bodies:** It was **RESOLVED** that Representatives to Other Bodies be appointed as follows:

- |   |                            |
|---|----------------------------|
| a) New Forest Consultative Panel              | Cllr A Carcus              |
| b) New Forest Environmental Liaison Committee | Cllrs J Poole & P Saunders |
| c) Waterside Heritage - Agreed 14/04/21       | Cllr C McGill              |
| d) Police Liaison Group                       | Cllrs Coyston & Glass      |
| e) Age Concern New Forest East                |                            |
- It was noted that any member acting as the representative of the Council is required by the group to become a Trustee of Age Concern NFE.
- It was **AGREED** that the Council is unwilling to appoint a new member who would be required to become a Trustee to the group although it is happy to appoint a representative if this is suitable.
- |   |                                 |
|---|---------------------------------|
| f) Dibden Allotment Fund - Term of office previously agreed - Cllr Alvey continues to serve as Parish nominated trustee until end of May 2023 |                                 |
| g) New Forest Association of Local Councils   | Cllr D McElhenny plus Clerk/RFO |
| h) Local Cycling and Walking Infrastructure Plan (LCWIP) Agreed 10/03/21  | Cllr D McElhenny                |

**21/07 Chairman's Announcements:** The Chairman advised of the following:

I would like to thank ExxonMobil who have made a grant payment of £3500 in support of the Parish Council for 2021-22.

£1000 for continued sponsorship of the Parish in Bloom Project.

£1000 to set up an Adult Mental Health Group to be run by the Youth Worker - the aim of this group is to offer parent/carers a safe space to talk and support each other. This has been discussed with G.P surgeries in the area and agreed that it would be a much needed project which they support. There is additional funding which was originally received from

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Cllr Philip Fawkes which has not been utilised and so these funds of £1000 will also go into this scheme.

£1500 towards a new bouncy castle for the affordable stay and play sessions that run from Gang Warily. The existing one has reached the end of its life and is no longer fit for use. We do plan to go ahead with Firework Night in November, and it is hoped that Exxon will sponsor this event too.

Congratulations to Charisma of Fawley who have won, for the second year running, first place in the “Mother of the Bride” Outfitter category at the Guides for Brides Customer Service Awards.

Congratulations to Cllr McEvoy on her re-election as County Councillor, South Waterside Division.

And finally, reminder of the Great British Spring Clean Litter Pick taking place Friday 04 June 10 -12 noon. Meeting place in front of the Hideaway Café in Blackfield.

**21/08 Business of Annual meeting in accordance with standing order 5J:**

Members considered the business of the Annual meeting in accordance with standing order 5J and noted the report provided (see attached Appendix A).

**RESOLVED:** a) That the minutes of the meeting held on 14 April 2021 be signed as a correct record.

**RESOLVED:** b) To accept the Asset list as presented (see attached Appendix B).

**RESOLVED:** c) To agree a one year extension to the 5 year deal of the current insurance of the Council with Zurich Insurance at a cost of £17,684.82. To note that the current insurers and other companies will be invited to quote for the Council’s business during the next financial year.

**RESOLVED:** d) To approve continued use of variable direct debits/bankers standing order/BACS/CHAPS payments as per Financial Regulations.

**21/09 Planning:**

**RESOLVED:** To submit the following observations and to note planning comments that have been submitted under the delegated authority of the Clerk following consultation with Councillors.

Members noted that there are comments relating to application 21/10443 on the NFDC planning website in the name of Cllr Coyston. Cllr Coyston accepted that these comments should have been made as an individual and not as a Parish Councillor.

**a) Parish List:**

Full Planning Permission

21/10443

7 Ivor Close, Holbury, Fawley SO45 2NY

Proposal: Garage in rear of garden (Retrospective)

**(No 4)** We recommend refusal due to the size of the garage - the Council considers this proposal to be over sized for the area.

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Full Planning Permission

21/10531

18 Ruxley Close, Holbury, Fawley SO45 2PH

Proposal: First floor side extension

**(No 3)** We recommend permission.

Full Planning Permission

21/10500

Langley Cottage, Lepe Road, Langley, Fawley SO45 1YT

Proposal: Raise eaves height and roof to allow for loft conversion with dormer

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

**b) New Forest National Park Authority:**

21/00347

Sunnyside, West Common, Langley, Southampton SO45 1XP

Proposal: First floor single storey side and rear extension; alterations to doors and windows

**(No 3)** We recommend permission subject to the proposal meeting the extension to existing dwellings policy of the NFNPA.

**c) New Forest District Tree Works:**

TPO /21/0218

34 Studley Avenue, Holbury, Fawley, SO45 2PP

Proposed work: T1 Red Oak – Fell

Reason for works: all weight is one side of the tree overhanging driveway with cars.

Concrete driveway has cracked in several places and lifted about 3-4 inches due to roots and driveway is becoming uneven. We will grind the stump out and replant with an aesthetically pleasing tree.

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

**21/010 a) Monthly Schedule of Accounts for March and April 2021 including up to date Bank reconciliation:**

**RESOLVED:** To accept Monthly Schedule of Accounts for March and April 2021 including up to date Bank reconciliation (see attached Appendix C).

**21/010 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.

To note - No use of delegated power relating to FR 4.11 since last meeting

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It was considered that this delegated authority was no longer required as circumstances now allow normal council business to be conducted.

**RESOLVED:** To withdraw the delegated authority of the Clerk relating to Financial Regulation 4.11 as this is no longer required.

**21/011 Underspend of Open Space Budget 20 -21:** Cllr McElhenny queried the underspend of the Open Space Budget 2021 and the meeting was advised of the reasons for this – there was a period of time where staff numbers were reduced (meaning there is saving within the salary budget), the training budget had not been fully used during the year due to the pandemic, vandalism figures were lower than normal and planned building work at the compound had not gone ahead.

Cllr McElhenny also raised concern over the costs of future tree management required in the coming year and it was agreed that the recent tree report and the responsibilities of it will be brought to the July meeting of the Estates and Facilities.

**RESOLVED:** That the sum of £11,955.50 is used from the underspend of the Open Space budget 20-21 for tree works required in financial year 21-22.

**RESOLVED:** To agree that EMR 328 Tree Works, balance of £10,743.36 is used for tree works required during the financial year 21-22.

**21/012 To receive and note the Internal Audit Report 2020-21 (Final):** Members noted the Internal Audit report 20-21 (Final) and that there are no recommendations made. The Council thanked the Finance Manager for the hard work she has undertaken.

**RESOLVED:** To accept the Internal Audit Report 2020-21 (Final): (see attached Appendix D)

**21/013 To receive and approve the Annual Governance and Accountability Return 20/21 Part 3, to agree dates of the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability return and to note that Council must approve Section 1, the Annual Governance Statement before approving Section 2, the accounting Statements.** Members completed Section 1 of the Annual Governance Statement 2021-21.

**RESOLVED: a)** To accept and approve the Annual Governance & Accountability Return 2020/21, Part 3, Section 1, Annual Governance Statement 2020/21 - Cllr Alvey signed as Chairman of the Council and Deputy Clerk Mrs S Markides signed in the absence of the Clerk/RFO (see attached Appendix E).

**RESOLVED: b)** To agree dates of the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability return as being available from Monday 14 June 2021 and ending on Friday 23 July 2021.

**RESOLVED: c)** To accept and approve the Annual Governance & Accountability Return 2020/21 Part 3, Section 2, Accounting Statements 2020/21 - Cllr Alvey signed as Chairman of the Council, and Deputy Clerk Mrs S Markides signed in the absence of the Clerk/RFO (see attached Appendix F).

**21/014 To receive Fawley Parish Council Statement of Accounts for the year ended 31 March 2021 and to agree allocation of Ear Marked Reserves.** Councillors noted the reserves held by the Council and the current value of the Local Authorities Investment Fund (£87,320.93) which is not reflected in the balance of the Council's general reserves.

**RESOLVED: a)** To accept the Fawley Parish Council Statement of Accounts for the year ended 31 March 2021 - Cllr Alvey signed as Chairman of the Council, Deputy Clerk Mrs S Markides signed in the absence of Clerk/RFO (see attached Appendix G)

**RESOLVED: b)** To agree the allocation of Ear Marked Reserves as presented in the balance sheets 31 March 2021 (also see attached Appendix G).

**RESOLVED: c)** That Council agree request to move £11,835.00 from General Reserves to EMR 323, Buildings Maintenance – correction of an error in financial year 2019 -20.

**21/015 To agree annual review of Fawley Parish Council Investment Strategy 21-2022:**

**RESOLVED:** To accept the Investment Strategy for 20-21 as presented (see attached Appendix H).

**21/016 To agree that Fawley Parish First Edition Open Space Maps are digitalised with the originals donated to the New Forest Heritage Centre.** Members considered that this was a brilliant idea. Cllr Alvey has offered to fund if required, any digitalisation costs via his NFDC grant monies

**RESOLVED:** To agree that Fawley Parish First Edition Open Space Maps are digitalised with the originals donated to the New Forest Heritage Centre.

**21/017 Resolution updates:**

**20/199 Outstanding debtors:** Some reduction in debt has been seen although two lease payments remain outstanding; it is hoped that these can be cleared in the coming weeks. Members noted the reduction in debt seen.

**21/018 Correspondence:**

**a) For information:**

- i) **Mobile Testing Unit:** To note that Gang Warily Recreation and Community Centre is no longer required to host Covid Testing as from April 2021. Noted.
- ii) **Water for Life – Hampshire:** upcoming ground investigations. Cllr Glass advised that NFDC had objected to these works.
- iii) **HCC Public Rights of Way: To note Footpath Improvements to Dark Lane/Saxon Road walking route will be undertaken by HCC** (further information to the Estates and Facilities Committee meeting due to be held in July). Noted.

**b) Available from the Office: NFDC Cabinet Forward Plan 01 May 2021 – 30 April 2022**  
Noted

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**21/019 Councillors News and Comments:**

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

Cllr Carcus queried how long the containers at the old Waterside Sports and Social Club site would stay as they are classed as temporary. It was considered these are interim facilities.

Cllr Glass advised that he had stepped down as Chairman of NFDC, he is now a back bencher.

Cllr Hall apologised for his non-attendance during Zoom meetings of the Council and commended the Chairman, Councillors and staff for the hard work undertaken during this difficult period.

Cllr Milgate queried what other groups were currently operating at Gang Warily. Cllr Coyston advised that the Mensshed is operating but the opening times have been reduced.

Cllr J Poole considered it was nice to be back.

**21/020 Date of next meeting: 09 June 2021** (though this may not be required).

The Finance Manager left the meeting.

**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.

**21/021 Staffing Matters:** Members received a verbal update from Cllr Alvey on the sickness absence of the Clerk/RFO.

Cllr Alvey asked for support for his proposal that Peninsular as HR providers to the Council deal with this staffing matter.

A vote took place – all in favour.

**RESOLVED:** To agree Peninsular as HR providers to the Council deal with this staffing matter. Members noted there will be additional costs arising from this – the Chairman will report back to Council.

There being no further business the meeting closed at 8.10pm.

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Chairman