

Draft to be received by next Council meeting and approved at next Committee meeting.

FAWLEY PARISH COUNCIL

POLICY, RESOURCES AND PERSONNEL COMMITTEE

Minutes of a meeting of the Policy, Resources and Personnel Committee held on Wednesday 16 February 2022 at 7.00pm in the Jubilee Hall, Fawley.

Members	Present	Apologies	Absent
Chairman Cllr D Poole	✓		
Vice-Chair Cllr A Alvey	✓		
Cllr A Glass	✓		
Cllr C McGill		✓	
Cllr S Milgate		✓	
Cllr J Poole	✓		
Cllr B Thorne	✓		

Also Present: Cllr B Coyston, Cllr Brian Hall, 1 member of the public until item PRP 49.

In Attendance:

Stephanie Bennett, Clerk/RFO to the Council
Sue Markides, Deputy Clerk

PRP 42. Apologies: Apologies were sent by Cllrs C McGill and S Milgate.

PRP 43. Declarations of Interest and dispensations

Cllr Glass declared a non-prejudicial interest in agenda item PRP 47 Planning, as he is a member of the New Forest District Council Planning Committee.

PRP 44. Minutes

RESOLVED that the minutes of the Policy, Resources & Personnel Committee meeting held on 17 November 2021 be confirmed as a correct record.

PRP 45. Public Session

A member of the public advised of the work completed by volunteer members of the National Coast Watch and the fund raising undertaken to provide a new mobile look out unit at Lepe. She hoped the Council would agree the unit could be placed there; Cllr Poole advised that the Parish Council is just a consultee on this application.

PRP 46. Chairman's Announcements

The Chairman welcomed the new Clerk/RFO to the Council to the committee meeting.

PRP 47. Planning

RESOLVED to submit the following observations

47.1 Planning list of New Forest District Council

Full Planning Permission

22/10012

137 Hampton Lane, Blackfield, Fawley SO45 1WE

Proposal: Use of ground floor as flat; single-storey front and rear extensions; parking

Extension request agreed

(PAR 4) We recommend refusal as the Parish Council considers that the redevelopment of this area should be considered as a whole rather than this piecemeal approach that is negatively affecting the street scene. The Parish Council also believes that the extension of the building line is inappropriate.

Full Planning Permission

22/10055

49 Larkspur Gardens, Holbury, Fawley SO45 2QH

Proposal: Single storey rear extension; two storey side extension; porch infill to the front; wood burning stove to the rear

Extension request agreed

(PAR 5) We are happy to accept the decision reached by the District Council Officers under their delegated powers with assurance that the wood burner complies with new regulations and the flue is at the correct height to the ridge.

Application by Hampshire County Council

22/10075

Forest Lodge Home Farm, Fawley Road, Hythe SO45 3NJ

Proposal: Variation of condition 23 of planning permission 20/10282 (vehicle movements)

Extension request agreed

(PAR 4) We recommend refusal as the Parish Council considers that no justification has been provided for doubling the number of vehicle movements.

47.2 Planning list of the New Forest National Park Authority

21/01048/VAR

Fawley Quarry, Calshot Road, Calshot, Southampton SO45 1BB

Proposal: Application to vary conditions 1,2,5, and 17 of planning permission 18/00437 to facilitate revised restoration scheme

Extension request agreed

(PAR 4) We recommend refusal as there appears to be minimal justification for the application provided, the Parish Council also raises concern regarding traffic relating to this application during the building period of the Fawley Waterside Development and supports the comments made by the New Forest District Council relating to the landscaping for the development parcel to the east of the B3053 through the expected reserved matters applications that would follow any Outline Planning Permission for the power station.

21/00886

National Coast Watch, Lepe Country Park, Lepe Road, Exbury, Hampshire, SO45 1AD

Proposal: Stationing of mobile look out unit

(PAR 3) We recommend permission

47.3 New Forest District Council Tree works:

TPO/22/0051

16 The Saplings, Holbury, Fawley, Southampton SO45 2QP

Proposed works:

T2: Crown thinning and removal of all epicorpic growth to the main stem to a height of 8m

Reason for works: Arboricultural Maintenance

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

47.4 Planning comments that have been submitted under the delegated authority of the Deputy Clerk following consultation with Councillors were noted.

PRP 48. Volunteer policy

The Committee considered the draft policy

RESOLVED to recommend to council that Volunteer Policy be implemented

PRP 49. The handling of VAT

The Committee considered the report of the Finance Manager

RESOLVED to recommend to council that:

- a. the Council no longer completes VAT1614 opt out form
- b. that the Committee notes that the Council has aligned its VAT requirements

PRP 50. Fees and Charges

Members considered the report of the Clerk setting out fees and charges for 2022 – 2023 and noted that the Council did not serve notice to the allotment holders on 01 October 2021 therefore the rental charge cannot be increased this year.

RESOLVED that the following fees and charges be recommended to council:

- a. Allotment deposits are set at £100 to be effective immediately with dispensations available by decision of the Chairman of the Estates and Facilities Committee
- b. Council document provision is charged at 10p per page after the provision of 5 free pages
- c. Charge for use of the minibus is set at £1.50 per mile for bookings commencing 01 April 2022.
- d. Up to £500 Events surcharge to be set.

PRP 51. Finance

The Committee considered the detailed income and expenditure by budget heading for the period to 31 January 2022 and requested that the Chairman of the Committee work with the Clerk to develop an overview report that meets the needs of the Committee.

RESOLVED:

- a. To receive the budget comparison report for month end January 2022
- b. To receive the schedule of payments 01 December to 31 January 2022
- c. To receive the bank reconciliation as at 31 January 2022

PRP 52. Financial Regulations

The Clerk briefed the committee on the modernisation of the internal control arrangements now set out within the revised Financial Regulations.

RESOLVED to recommend the revised Financial Regulations to council

PRP 53. Handling Income

The Clerk reported that the Centre has started taking cash payments once again and that a cash handling procedure will be brought to the next meeting. It was also noted that due to low numbers using American Express, it is not viable for the centre to continue to accept American Express Cards.

RESOLVED to recommend to council that the receipt of payments by American Express be discontinued

PRP 54. Rialtas and Accountancy

The Clerk advised the Committee that the finance system Rialtas requires a server to host its software (whilst the rest of the Council is now cloud based) but it is hoped that this will be addressed in the next few months by the software company.

PRP 55. Direct Debits

The Committee received the current and proposed direct debits

RESOLVED to recommend to council that the direct debits as presented be authorised

PRP 56. Communications Policy

Members considered the information that they wished to receive and directed the Clerk to extract information that could be identified as relative to Fawley and forward by appropriate means to councillors

PRP 57. Structure of Council and Calendar of Meetings

The Committee considered the report of the Clerk .

RESOLVED:

- a. To recommend the proposed structure to the Council
- b. To instruct the Clerk to prepare revised Standing Orders to facilitate the implementation of the structure

PRP 58. Cycle2work

The committee considered the report of the Centre Manager.

RESOLVED to recommend to council that it undertakes sign up as an employer with Cycle2Work to allow the Council to purchase and then loan cycles to employees as a tax free benefit from a wider range of suppliers.

PRP 59. Youth Behaviour Policy

RESOLVED to recommend to council the adoption of the behaviour policy

PRP 60. Service Level Agreement Dog Walking area, Gang Warily

The Clerk presented the draft SLA for the Dog Walking Area at Gang Warily

RESOLVED to recommend to council the service level agreement for the Dog Walking area at Gang Warily

PRP 61. Action Plan

Noted.

PRP 62. Cllrs News and Comments

Cllr Glass advised that he now sits on the Partnership for Urban South Hampshire – Joint Overview and Scrutiny Committee which had recently noted that a report relating to transport on the Waterside had omitted the Hythe Ferry. The report has now been recalled.

PRP 63. Staff Absence

The Clerk advised that reports on staff absence were currently not typical due to Covid but that going forward staff absence will be monitored and reported appropriately.

PRP 64. Exclusion of public and press:

RESOLVED to exclude the Public and Press from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which will be discussed are considered to be confidential

PRP 65. Debtors

Members noted the information provided and

RESOLVED to recommend to Council:

Debt A £6,658.63 that legal work is funded to terminate this agreement

Debt B £4,924.80 no action. Debt is in relation to a telephony mast and payment is due shortly

Debt C £73.80 that the debt is written off

Debt D £50.00 that the debt is written off

Debt E £2,656.33 no action. A repayment plan is in place and commences March 2022

Debt F £4,173.15 that the council's options have been exhausted and to seek a 'sale of debt'

Debt G £3,458.00. This is a community group that was ineligible for covid grant support. On review the rent level is not conducive for community use and debt to be written off and rent payable reduced by 50%.

PRP 66. Staffing Review

RESOLVED to recommend to Council that:

- a. Clerk to work with the Consultant to develop and implement a Job Evaluation Policy, timeline and communications policy for consideration by Council;
- b. A £200 honorarium is paid to all permanent staff, payable March 2022 pro rata to hours and service length
- c. A commitment is made to backdate any pay increase, following the Job Evaluation, to 1 April 2022
- d. The appointment of LCC as consultants to this process at a cost of £365 a day for up to 15 days. Any further days required to be subject to Council approval

PRP 67. Probationary Period

The Chairman advised that the panel are very happy with the 6 week probation review of the Clerk/RFO.

There being no further business the meeting closed at 9pm.

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Chairman