

FAWLEY PARISH COUNCIL

POLICY, RESOURCES AND PERSONNEL COMMITTEE

Minutes of a meeting of the Policy, Resources and Personnel Committee held on Wednesday 17 November 2021 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, Cllr D McElhenny, Cllr K Smith.

In Attendance:

Sue Markides, Deputy Clerk
Danielle Alexander, Finance Manager
Jason Mansbridge, Grounds Manager
Joshua Bond, Centre & Sports Development Manager
Simon Llewellyn, Maintenance & Works Supervisor

PRP 19. Apologies: Apologies were sent by Cllr J Poole for personal reasons. These were accepted. Cllr S Milgate was absent.

POST MEETING: Apologies were received via email from Cllr S Milgate.

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 chamber by the Clerk prior to the item(s) in which the Member has declared an Interest being discussed, then invited to return to the chamber after any corresponding resolution has been made.

These actions to be recorded in the Council's minutes.

PRP 20. Declarations of Interest.

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

Cllr Glass declared a non-prejudicial interest in agenda item 24 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.

Cllr McElhenny declared a pecuniary interest in planning application 21/11408

Fawley Refinery, Cadland Road, Hardley as he was previously employed by Exxon. He stated he would leave the meeting when this application was discussed.

Cllr McElhenny also declared a prejudicial interest in planning application 21/00963 Classroom, Lepe Country Park, Lepe Road, Lepe as he is a Friend of Lepe; he stated he would remain in the meeting but would not take part in the vote.

Cllr McElhenny further declared a non-prejudicial interest in item PRP 26 To consider prices charged for facilities of the Parish for financial year 2022-2023 as he is a regular user of the facilities of Gang Warily. It was noted that as he is not a member of the Policy, Resources & Personnel Committee he would not be able to take part in the vote.

20.2 To receive written requests for dispensations for disclosable pecuniary interests

None

20.3 To grant any requests for dispensation as appropriate None

PRP 21. Minutes: To sign as a correct record the minutes of the meeting held on 04 August 2021.

RESOLVED: That the minutes of the meeting held on 04 August 2021 be confirmed as a correct record.

Suspension of Standing Orders

PRP 22. PUBLIC SESSION There were no members of the public present

Reinstatement of Standing Orders

PRP 23. Chairman's Remarks: Cllr Poole advised of the following:

I was amongst the councillors who accepted the invitation to view the demolition of the power station chimney on Sunday 31 October – it was a very wet and windy morning but well worth the early start! A letter of thanks has been sent to Fawley Waterside.

We have been advised of proposed dates of Saturday 04 December and Saturday 18 December 2021 for the mobile testing unit to be in the car park at Gang Warily.

NFDC have advised of four days of free parking in town and village car parks – Saturday 04 December, Saturday 18 and Sunday 19 December plus an additional day where town and parish councils may request free parking in support of their Christmas events.

The Royal British Legion organised a parade and church service for Remembrance Sunday. The Chairman attended and laid a wreath on behalf of the Parish Council. Fawley District Scouts and Guides joined the church parade but due to the limit on numbers could not attend the church service instead returning to Jubilee Hall where they placed poppies they had made in the sensory garden. A letter of thanks will be sent to the Hythe resident who has once again installed the poppy displays around the parish – although not the Kennels Roundabout this time!

The Firework event at Gang Warily was well received with 4600 people attending. I am sure you would like to join me in thanking all staff who took part.

Lee Chadwick, a resident of the Waterside contacted Kathryn Ashdown, Events Manager asking if he could sponsor an extra display so his marriage proposal to partner Abii could go off with a bang. This was agreed and Lee co-ordinated the show to music in front of the pair's friends and family.

The Centre has received a thank you card and chocolates from the newly engaged couple who were delighted the Council gave permission.

PRP 24. Planning: To note any planning comments that have been submitted under the delegated authority of the Deputy Clerk following consultation with Councillors.

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.

Cllr McElhenny left the meeting.

a) Parish List:

Minerals (County Matter)

21/11408

Fawley Refinery, Cadland Road, Hardley, Hythe, Fawley SO45 1TX

Proposal: Install waste material treatment facility, located at block 116. This area will be used to mix material from site with wood chipping. Once the materials are clean, they will be removed to a separate redundant tank bund area in which they will be spread out level and re-seeded to form a meadow at Esso Petroleum Company Limited, Marsh Lane, Fawley
(No 3) We recommend permission.

Cllr McElhenny returned to the meeting.

Full Planning Permission

21/11430

Swan Vestry, Chapel Lane, Langley, Fawley SO45 1YX

Proposal: Redesign and replace existing conservatory

(No 3) We recommend permission subject to the advice of the District Council's arboriculturist (the Parish Council notes that trees in the garden have been reduced in height recently).

Full Planning Permission

21/11329

Gang Warily Farm, Newlands Road, Fawley SO45 1GA

Proposal: Construction of 19 affordable dwellings (14 houses, 1 bungalow and 4 apartments); adjusted vehicular access; associated amenity space and landscaping; demolition of the existing on-site dwelling and associated out buildings

(No 4) We recommend refusal – the Parish Council is in principle in favour of the development however it considers this proposal to be over development and also raises concern regarding access for both pedestrians and vehicles, a lack of parking and the surface water and foul sewerage drainage systems.

Full Planning Permission

21/11385

1 Hobson Way, Holbury, Fawley, SO45 2GF

Proposal: Single-storey side and rear extensions

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

Lawful Development Certificate proposed

Acorn, 1 Springfield Grove, Holbury, Fawley SO45 2LL

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

Noted.

b) New Forest National Park Authority:

21/00729

24/7 Boardsport Ltd., Calshot Activities Centre, Jack Maynard Road, Calshot, Southampton SO45 1BR

Proposal: 4 no LPG tanks; removal of existing oil tanks

(No 5) We are happy to accept the decision reached by the New Forest National Park's Officers under their delegated powers, however the Parish Council would like to raise its concerns relating to the flood risk shown.

21/00963

Classroom, Lepe Country Park, Lepe Road, Lepe, Exbury, Southampton SO45 1AD

Proposal: Application to vary condition 1 of application 17/00053 (Provision of one singular modular temporary classroom up to 31 January 2022) for a further period of three years (up until 31 January 2025)

(No 3) We recommend permission.

PRP 25. Monthly Schedule of Accounts for September including up to date bank reconciliation, Chairman of the Policy, Resources & Personnel Committee to agree and sign the bank statement at the meeting.

RESOLVED: To accept Monthly Schedule of Accounts for September 2021 including up to date bank reconciliation (see attached Appendix A); reconciled and reconciling totals were checked, agreed and signed by Cllr D Poole.

PRP 26. To consider prices charged for facilities of the Parish for financial year 2022 2023. Members noted the increases shown.

RESOLVED: To accept the prices charged for facilities of the Parish for financial year 2022-2023 as presented (see attached Appendix B).

PRP 27. To consider the 2022/23 Budget and agree to recommend to the Parish Council meeting 15 December 2021 subject to notification of tax band D figures from NFDC. Discussion took place. The current uncertainty relating to public sector salary increases and what effect these would have on the budget presented was queried. It was noted that EMR 315 now titled Contingency 2 could be used to offset any deficit in the salary increases included in the proposed budget figures if required. It was also noted that

the new Clerk should be allowed to review the proposed budget on her arrival in post as the precept request to NFDC does not have to be submitted until end of January 2022. The Deputy Clerk wished to thank all the staff involved with the budget setting for the hard work they had undertaken and advised it had very much been a team effort.

Cllrs noted the Ear Marked Reserves as presented (see attached Appendix C) and the projects they related to.

The amount of general reserves required to be held by the Council was also discussed. Cllrs thanked staff for their work on producing the budget.

RESOLVED: That the budget setting figures for the operating costs of Fawley Parish Council and the proposed precept request of £643,326.23, a 1.72% rise is recommended to Full Council for approval subject to further information being received on the salary increases for 2022-23 and review by the new Clerk /RFO (see attached Appendix D).

PRP 28. To consider proposal from NFDC relating to land at Church Lane, Fawley:

Discussion took place – FPC would be required to maintain the area including paths, hedges, trees, grassed areas and ditches. Members noted the information received from NFDC 15/11/2021: in 2020 a wildflower mix was spread over the area but this did not establish in the way NFDC had hoped and therefore they continued to mow it in 2021. If the area is not mown next year, there is a possibility that some wildflowers may grow in the area. NFDC hoped that FPC would take the lease but advised if FPC did not, then it is the intention of NFDC to enhance the wildflower meadow with more seed mix in accordance with their corporate objectives.

RESOLVED: To accept the recommendation of the Deputy Clerk and Grounds Manager to decline the offer from NFDC to take a 99-year lease of Land at Church Lane, Fawley at a peppercorn rate.

PRP 29. To note Asset Disposals x 2 (Green Marsden 3 tonne trailer & Red Marsden 3 tonne trailer. Noted.

PRP 30. Resolution updates:

Meeting 04/08/2021

PRP 09 Play equipment removed at Wessex Close and Great Elms. Noted.

PRP 09 Tour of play areas completed by Cllrs Alvey, Glass, Coyston & McGill. Noted.

PRP 31. Correspondence:

a) For response:

- i) Safer New Forest Partnership: Become a Friend against Scams** (previously circulated) Councillors to respond individually if they wish to become a friend. Noted.
- ii) NFDC Licensing:** Temporary Events Notice, 19/11/2021 12.00 to 21/11/2021 17.00, 137a Hampton Lane, Blackfield, SO45 1WE, Sale of alcohol, gift shop, 200 people. Noted.

b) For information:

- i) **NFDC: Notification of** Planning appeal Planning application 21/11002, Land rear of 141, Hampton Lane, Blackfield, SO45 1WE, proposal 2-bedroom bungalow Noted.
- ii) **Community First – Home Support Services in the New Forest and Waterside** Noted.
- c) **Available from the Office:** Police New Forest Partnership Update October 2021 (previously circulated), NFDC Cabinet Forward Plan 01 Nov 2021 – 31 Oct 2022 (previously circulated). Noted.

Members noted an error in the agenda numbering – there is no agenda item 32.

PRP 33. Cllrs News and Comments

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

Cllr Glass queried when the Dog Walking Project would commence.

The Deputy Clerk advised that the project was out to tender via NFDC and it was hoped that this would be underway, if not completed by the end of the current financial year.

Cllr Smith advised of the loss of the memorial tree outside of the post office in Fawley and queried whether this could be replaced. It was considered that NFDC could be contacted as this had been planted by the district council originally.

Cllr Hall made the meeting aware of the damage done to the timber edging of the “hill” in The Square, Fawley. He considered this was an urgent matter that needed looking at as it may well be dangerous.

The meeting noted that this had been reported immediately after the incident to NFDC. Cllr Alvey considered that District Councillors could compose a letter to be sent to the relevant Portfolio Holder.

PRP 34. Date of next meeting: 15 February 2022, corrected to 16 February 2022.

Exclusion of public and press: 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 35. Staffing matters:

a) To note Clerk/RFO appointment and remuneration agreed. Members noted the appointment of Mrs Stephanie Bennett as Clerk/RFO to the Council on SCP 44 and the costs of the recruitment process (allocated to Admin Salaries budget and Admin Recruitment budget).

PRP 36. Verbal update from the Deputy Clerk on recent meeting held with lessee.

Members noted that the Deputy Clerk and Cllrs Glass, McElhenny and Poole had met with a lessee of the Council resulting in an agreement being made as to future payments relating to the lease. The next meeting is due to be held 26 November 2021, 10am at Gang Warily.

PRP 37. Blackfield and Langley FC – Bar Licence – further amendments to be considered.

RESOLVED: Members agreed the amendments to the Blackfield and Langley Bar Licence approved at the September Parish Council meeting i.e., the inclusion of Fridays within the hours of the bar and the removal of part of clause 12 “To provide to the reasonable satisfaction of the Council a bar service consisting of the supply for consumption within the licensed premises of beverages, drinks and intoxicating liquors within such hours as the Council’s Clerk shall agree with the Licensees from time to time” as it is carried over from previous documents and with the current circumstances where it is run for the benefit of the football club, there is no need for it.

The Council to retain the right to arrange outside bar independently in the event Blackfield and Langley FC are unable to do so, remains.

PRP 38. To note no response has been received from the claimant following the answer put forward by the Council’s Solicitors to their Formal Letter of Claim to the Council relating to incident in the car park at Gang Warily. The solicitor intends to follow this up at the beginning of December. Noted.

PRP 39. To note that the 5-year Open Market rent review required on the Cell Mast lease at the Groundsman’s Compound is on-going – it is hoped this matter will be concluded by the end of the month and an update will be provided to Council as soon as possible. Noted.

PRP 40. To note that the December salary payment for staff will be made on 24 December 2021 as the usual payment date (28 monthly) is a bank holiday. Noted.

PRP 41. Verbal update from the Deputy Clerk on the Gang Warily Scouts and Guides Lease. The Deputy Clerk advised the meeting of a press article following a recent break in at the hut of the Scouts and Guides. The Council’s valuer has responded to the latest offer from the solicitor of the Scouts and Guides but as yet there has been no reply.

There being no further business the meeting closed at 7.57pm.

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Chairman