

MILFORD-ON-SEA PARISH COUNCIL

'The Old Clock House' ~ Milford-on-Sea ~ Hampshire ~ SO41 0QD

DRAFT

FINANCE & GENERAL PURPOSE

Minutes of the 265th. Meeting of the Finance & General Purposes Committee held:

Monday 15th November 2010 at 6.30 p.m.

In the Village Hall

MEMBERS p = Present ~ w = Working ~ h = Holiday ~ u = Unwell ~ b = Bereavement

Bob Bishop	p	Susan Whitlock	p	Julian Davis	u	Brian Giles	p
Jim Read	p	Paul Noble	p	David High	p	Peter Jennions	p
Mark Owen	w	Maureen West	p	Sophie Beeton	w		

IN ATTENDANCE

District Cllr Michael Pemberton ~ Parish Clerk and Asst. Parish Clerk

The Chairman – Cllr Bishop took the chair.

1. DECLARATIONS OF INTEREST

Cllrs. Jennions and West declared a Personal Interest in matters relating to the Bowling Club.

2. PUBLIC PARTICIPATION

There were no residents wishing to speak.

3. APOLOGIES

Cllr Davis (unwell) and Cllrs. Owen and Beeton (working).

4. MINUTES OF THE F & GP MEETING HELD 4th OCTOBER 2010

Cllr. Bishop clarified the position with regard to the Gas Governor funding, Cllr Bishop said that the Council had received £6,000 and that a further £2,000 would be received upon completion of the legal agreement paperwork. Cllr Bishop said that these were one-off windfalls.

Cllr Whitlock proposed that the minutes be adopted. Cllr Read seconded the proposal.

It was **RESOLVED** that the minutes were a true record of the meeting and were duly adopted and signed by the Chairman.

5. FINANCIAL MATTERS

a) Expenditure Reports (September and October 2010):

The Clerk presented the above reports and said that Councillor Allowances had inadvertently been paid in full for the full year. Therefore, there would be no second payment at the end of March 2011. There were no questions.

Cllr Whitlock proposed that the Expenditure Reports for September and October 2010 be adopted. Cllr Read seconded the proposal.

It was **RESOLVED** that the above Expenditure Reports be adopted and were duly signed by the Chairman.

b) Year to Date Budget Income & Expenditure Reports (April to October 2010)

The Clerk presented two reports. The first report showed the annual budgeted income and expenditure as follows:

<u>INCOME:</u>	<u>April to October 2010</u>	<u>Budget</u>	<u>Actual</u>
		£94,802	£103,348

The Clerk explained that the increase in actual monies received related primarily to the £6,000 received from Scotia Gas Networks for the replacement gas governor wayleave installed on the village green.

<u>EXPENDITURE:</u>	<u>April to October 2010</u>	<u>Budget</u>	<u>Actual</u>
		£60,725	£61,411

c) **Reconciled Bank Account Statements**

Reconciled bank statements for the Parish Council Current and Money Manager Accounts were circulated for information. The balances shown below exclude un-presented cheque payments and receipts as at: **29th October 2010.**

<u>CURRENT ACCOUNT</u>	£11,030.66	<u>MONEY MANAGER ACCOUNT</u>	£60,234.63
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The VCCC Building Fund Accounts are still being updated and a report will follow. The Clerk said that the basic Income and Expenditure details from the VCCC account are recorded at the bottom of the Draft (2) Budget sheet.

d) **AUDIT COMMISSION RECOMMENDATIONS**

i. **Fidelity Guarantee Insurance cover:** The Clerk confirmed that the limit covered by the Councils insurance company has been increased to £154,000 as required by the Audit Commission. The annual cost will be £79.38 and the pro-rata cost for the rest of this year's insurance cover will be £44.15.

ii. **Asset Register Requirements:** Following discussion it was agreed in principle to include as much information as is available in the Asset Register as requested by the Auditor as follows:

- Dates of acquisition
- Costs of acquisition and any expenditure which increases the life of the asset
- Useful life estimate
- Present use and capacity
- Corresponding periodic measures of usage or occupation
- Any available indications of asset value and condition

The proposals by the Audit Commission say: *Most assets will be first recorded in the asset register at their purchase cost. In some cases this may not be known and a proxy cost substituted, usually the insurance value, or, where the asset is land or is not insured, a value estimated by the council based on external advice.*

It was agreed that external advice would be sought subject to there being no additional cost to the Parish Council.

iii. **HSBC – Interest with no Tax Deductions – Re: Building Fund Accounts** The Clerk reported that two Parish Councillor signatures would be required to sign off the appropriate HSBC form so that the Council can receive bank interest gross without the deduction of income tax.

iv. **Audit Commission Charges:** The Clerk reported that the District Audit Fees for year ended 31st March 2010 accounts had increased by £300 (from £500 to £800) due to income/expenditure for 2009/10 having moved into a higher fees band, despite this only being for one year only to accommodate the additional income/spend for the community centre building.

The Parish Council has therefore discharged its responsibility for the requirements outlined in Item 5d) i-iv as above.

e. **Reinvestment of preceides from the 6.25% Treasury Stock 2010 or Accept Redemption Payment**

Following discussion, Cllr Read proposed that the redemption sum (anticipated to be £5,400) be reinvested in a secure savings account/bond/certificate as a small contingency fund for any unexpected expenditure, which has not been budgeted. Cllr Bishop seconded this proposal.

It was unanimously **RESOLVED** to reinvest the redemption payment from the 6.25% Treasury Stock certificate.

f. **GROUNDS MAINTENANCE HALF-YEAR BONUS**

The Clerk reported that Mr Jason Robbins (Grounds Maintenance contractor) had maintained his work at a very high standard and suggested that the bonus payment should be made.

Discussion took place relating to why the two bonuses were paid every six-months. The Clerk explained that previous contractors had let the Council down on numerous occasions and that the performance related bonus ensured tight control over work being carried out to the Councils satisfaction.

Cllr Jennions proposed that the bonus be paid. Cllr Noble seconded the proposal.

It was unanimously **agreed** that the half-year bonus be paid to Jason Robbins Grounds Maintenance Contractor.

g. **COMMUNITY SUPPORT GRANT**

i. **Village Green Christmas Tree:** The Clerk reported that Mr Bob Bernie from the Village Community Committee had confirmed that the VCC were willing to erect the Christmas tree and pay for the electrical safety inspection to take place, if the Parish Council would pay for the tree. It was **agreed** that the Council would pay for the tree, which would cost between £150-£200.

ii. **Food Week:** It was **agreed** that a community support grant of £150 would be made towards this community project, subject to checking that a payment had previously been made towards the production of the first Milford-on-Sea 'Where to Eat & Stay' guide in 2009. The 2009 free Guide is still in circulation and shows that it was provided courtesy of the parish council.

h. **NFDC COMMUNITY PLANNING GRANT**

The Clerk reported that residue funds are being made available through the NFDC Community Planning department of up to £500 for projects that have already gone through the public consultation process e.g. the Milford-on-Sea ~ Action Plan. The Clerk said that it was important that a decision be agreed urgently as the funds were being offered on a first-come first-served basis. The Clerk said that the only low-budgeted project in the Action Plan was EN16, (re-use of the sea front putting green) for which 485 votes were cast in favour of this project. The Clerk said that he had evaluated the cost of equipment and the initial outlay to cut a suitable green, which could possibly be located adjacent to the sea front play park and serviced through the Needles Eye Café kiosk, which could be invited to hire out the putters and golf balls. No alternative projects were put forward for this grant. Following further discussion, it was agreed that an urgent bid would be made to secure the funds and the fine tuning of how the project might be pursued would follow if the grant was awarded.

i. **DANGEROUS TREE WORKS – YEARS TWO & THREE + 2011 SURVEY ONWARDS**

The Clerk said that tenders and quotations for the second year works were due to be submitted by the end of November and that the council's tree consultant (Barrell Tree Consultancy) had indicated to the Clerk that the third year's tree works would be considerably reduced. The Clerk circulated provisional figures for year three alongside the first two-years works programme. The figures showed that in the first year a total of eighty-nine (89) trees needed attention. (29 felled, 43 crown-cleaned and (17) either reduced in height, coppiced or pollarded). In the second year the total number of trees requiring work reduced to a total of forty-two (42) of which (20) need felling, (15) crown cleaned and (7) to be coppiced or pollarded. The trees needing work from the third-years survey indicate that a total of just eight (8) trees need attention. Four (4) to be felled, (2) to be crown cleaned, (1) to be reduced and (1) to be monitored.

It was noted that, there has been a significant decline in the number of dead, dangerous or dying trees requiring work and it is likely that, subject to there being no severe winter gales, this level of annual works on trees requiring attention should remain reasonably low. The large number of trees requiring works in the first year was as a result of the most affected areas (i.e. under-managed trees mainly in the lower Pleasure Grounds) being viewed by Barrell's in the first survey year. As a result of this decline in the numbers of priority tree works, Barrell Tree Consultancy had been asked to review their annual survey costs. The Clerk confirmed that Barrell Tree Consultancy has submitted a revised cost for the council's future annual inspections and these would reduce from £1,350 to £585 per annum (+ inflation) and that the inspection would cover all areas of public open space in the ownership of the Parish Council.

j. **MILFORD CLUB – SEAT ON VILLAGE GREEN IN MEMORY OF JACK BOOTHROYD**

The Clerk reported that the Council had been asked by The Milford Club if a seat could be erected on the south-east corner of the village green, a favourite location of Jack and the village youngsters. Following a site visit with the Club Treasurer – Richard Millbery, it was suggested that the only location on the green that could be considered for an additional seat would be in the southwest corner close to the seat at the top of the ramp. Mr Millbery had written to the Council putting this proposal forward on behalf of the youth of the village who had asked the Club to assist with this application. The cost of the seat, including twenty-years insurance cover and renovation would be about £1,000, which the Club had agreed in writing to meet.

Many views were expressed about the suitability of installing another seat on the village green and several alternative sites were suggested. All councillors supported the idea of a new seat in memory of Jack, but asked the Clerk to first check with Mr Millbery as to whether any of the alternative sites could be considered first. If this suggestion was not supported, a seat would be accommodated on the green at the south-west corner.

k. **WAR MEMORIAL FOR MILFORD-ON-SEA**

A copy of Mr M Halliwell's letter to the Lymington Times had been sent to the council proposing that a new memorial should be erected in Milford-on-Sea. Members were supportive of the idea, providing the supporters finance the erection and long-term maintenance. Various locations for a new memorial were discussed, including

the village green, the War Memorial Hospital site, Sea Road car park and two sea front locations; the green adjacent to the Needles Eye Café and the old putting green.

Some members considered that sites other than the village green would be more appropriate. Members suggested that the supporters be invited to look at the merits of all possible sites and that it was important to hear the views of the Royal British Legion.

l. **BUS SHELTER QUOTATIONS**

The Clerk confirmed that two companies out of the three invited to provide their quotations had submitted tenders for the provision of a new bus shelter. Both suppliers had quoted prices for the option 2 wooden bus shelter. The two quotations were for £4,902 + vat and £7,350 + vat. The cheaper quote was almost double the cost that had previously been quoted by one of the suppliers. Following discussion, it was agreed that the Clerk should negotiate with suppliers to see if the costs could be reduced without the specification being lowered. It was also agreed that the Clerk should again contact Hampshire County Council to see if a £2,000 contribution could be secured.

Cllr High departed the meeting at 7.30pm

m. **MEG BRIDGE – DESIGN & FUNDING**

The Clerk circulated copies of the MEG location plan and the outline design plan of the curved wooden bridge and reported that Mrs A Jenks had submitted (for the second time) these plans to NFDC Planning officer - Richard Natt for his preliminary view. The Clerk said that before more funds were committed, MEG wished to first obtain approval from the Environmental Agency, which has now been secured and formal planning permission from NFDC. Cllr Giles reminded members that the parish council had previously discussed the project and that they had been unanimously supportive of the new bridge subject to suitable funding being secured to cover the whole project build cost. Cllr Bishop said that as the bridge would be placed on parish council owned land, it was important that members had an opportunity to express a view on the proposals prior to their formal submission. Cllr Bishop said that the planning committee would not normally give an observation on something they owned; hence wishing members to consider these draft outline plans. It was noted that the preliminary plans appeared satisfactory and that MEG were trying to secure suitable additional funding through various sources. It was noted that Cllr Rice had already made some £6,000 available and had invited MEG to make a further bid for monies still available for 2010.

n. **SEA FRONT PLAY PARK – RESURFACING PROJECT**

The Clerk circulated coloured photographs of the sea from play park equipment grounds surface area and pointed out how the grounds under and around each piece of equipment had seriously deteriorated. The Clerk reported that he had met a second supplier of safety surfaces and that a further estimate was awaited. Cllr Read said that the play park had been very successful but that the ground surface was seriously below standard and that a major capital spend would be required in the very near future. Cllr Bishop said that at the last F & GP meeting members had tentatively agreed that a possible £5,000 might be used from the 'windfall' sums available and that further debate would be necessary at the second Budget working group meeting. The Clerk said that he was due to attend a landfill funding seminar in November and that he would be looking to see if the council would qualify for any local funding from this source to help with restoration funds for this and/or other projects.

6. **FIRST 2011/2012 BUDGET – WORKING GROUP MEETING REPORT**

The Clerk circulated Draft (2) budget sheets following the working group meeting held on 9th November. A number of minor adjustments to Draft (1) had been made as proposed at the meeting. The second working group meeting will be held on Monday 22nd November. It was noted that while trying to agree a budget with no overall increase in expenditure/precept, many services and costs would still rise by inflation. It was also noted that use of 'one-off' windfalls would need careful consideration as to whether they should be spent or retained as a 'reserve' for forthcoming repairs and major projects. e.g. the upgrade to the sea front play park surface and necessary enhancements at the recreation ground (replacement showers and electrical works).

7. **PROPOSED 2011/2012 MEETING DATES**

The Clerk suggested two amendments to the circulated draft. The Parish Council meeting to be held on the 9th May, will become the Annual General Meeting and the date for the Annual Parish Meeting is yet to be confirmed.

8. **PROJECT UPDATE REPORTS**

a) **Bowling Club:**

i. First Meeting Date with Bowling Club Representatives: Tuesday 16th November. The Council would be represented by Cllrs. Bishop and Davis and the Parish Clerk.

ii. To Receive Solicitors Quotation for Land Transfer: The Clerk reported that it had been agreed that NFDC were content to transfer the strip of land between the Putting and Bowling Greens over to the Parish Council subject to their own and the Parish Councils legal costs being met by the Parish Council. The Clerk reported that the estimated NFDC legal costs would be about £350 and that Hugh Whitlock Solicitors fees (including Land Registry search and registration would be about £425 and it was possible that there might be some minor additional be out of pocket expenses.

Following discussion, it was agreed that if the land had not yet been registered by NFDC, the Clerk would seek to stop the NFDC registration and make a formal application on behalf of the Parish Council. Once the answers had been established, this item will be placed back onto the F & GP agenda for further resolution.

(The Clerk subsequently spoke to NFDC Valuation Office to determine whether NFDC had already made a formal application to Portsmouth Land Registry to register the land. The Clerk was advised that the land formed part of a larger Title registration document number HP723137, which covered land between The White House and Hurst Spit. Cllr Whitlock agreed to seek a copy of this registration and report back accordingly).

iii. Insurance Cover by Bowling Club for Shed and Mower/s: The Clerk reported that he had asked the Club to confirm whether they had now taken cover on these items so that the parish council could remove them from its own insurance cover. Once this has been confirmed, the Clerk will remove these items and reduce level of cover and costs accordingly.

b) **Keyhaven River Users Advisory Panel:**

The Clerk confirmed that a letter and questionnaire had been circulated to all previous members asking them:

1. Do you think that the original Panel had value and that it should be reformed? And
2. Would you be willing to serve again on a reformed Panel?

A copy of District Cllr. Di Brooks (letter dated 24th September 2010) was also circulated with the questionnaire. The Clerk reported that he had received an email from NFDC – Sharon Plumridge stating that as the District Council had made the decision to disband the Panel, it would be wholly inappropriate for a District Councilor to chair the parish councils group. The Clerk said that he would circulate the email to all members for information.

(Five ex-members of KRUAP had so far completed and returned their questionnaire, all supporting the reformation of a new group).

c) **Deployment of Speed Indicator Device in Manor Road:**

The Clerk confirmed that he had made an application and that this had been submitted to NFDC. NFDC has now written to the Police to regulate the application and the SID will be deployed at the earliest suitable opportunity once the police had responded positively to the application.

d) **20mph Speed Limit at Village Centre (including section of the B3058:**

The Clerk said that the working group had considered this matter at their meeting held on 19th October and the group had supported the 20mph limit to include an area approaching Church Hill, right the way through to Milford Bridge. The group appreciated that to include this area would necessitate the introduction of some additional signage and some form of traffic calming measure (possibly the introduction of suitable build outs, give-way to oncoming traffic or speed humps). The minutes from the last working group meeting will be completed and circulated at the earliest opportunity and then put to the council for formal ratification.

9. **CORRESPONDENCE**

NFDC – Sites & Development Management Development Plan Document: The Clerk reported that the Asst. Clerk had circulated a draft copy of extracts (28 pages) from the NFDC's Sites and Development Management Development Plan Document, which had just been received from the District Councils Principal Policy Planner. The Clerk said that this document was to be discussed at a joint meeting of NFDC's Planning and Transport Review Panel and Planning Development Control Committee (to which all District Councillors are invited) to make any comments on the full 204 page report that they wish the Cabinet to take into account in making its decision at their meeting to be held on 1st December 2010. At the Cabinet meeting it would discuss whether or not to publish the document for public consultation. Parish and Town Councils would be asked to comment during the public consultation period from the end of January to mid-March 2011.

The Clerk said that this is a very important document as it is the replacement document for the Local Plan and would shape the future of the parish. The Clerk said that he had read the full document and had copied selected items of importance for Milford, but suggested that all parish councillors review the whole document on line and report any items, which had not been copied and circulated to them that they wish to express a view.

The Clerk said that two potential sites had been identified as possible sites for the Core Strategy Policy CS12, which would provide for up to 30 additional dwelling houses to help meet local (affordable) housing needs. Land north of School Lane or

land north of Manor Road. The detail of each site is shown on page 100 under section 4 – Site Specific Proposals – The Coastal Towns and Villages and pages 116 to 119 inclusive. However, only one of these sites will eventually be supported. The Clerk said that the old MS-2 site from the defunct Local Plan is now identified as **MoS1** and could provide for 30 dwellings, approximately 2 hectares of public open space (to include public playing fields and children’s play space located within the residential development) and a minimum of 5 allotment plots. In addition, the site would be subject to:

- Provision of satisfactory vehicular access from School Lane
- Provision of pedestrian/cycle access to the site, with links to both Lymington Road and School Lane
- Provision of a safe pick-up and drop-off area for Milford Primary School
- Retention of important trees and hedgerows along Lymington Road and School Lane boundaries and additional planting to existing hedgerows to reinstate sections to provide screening and enhanced biodiversity
- Provision of a significant landscape buffer (trees and hedgerows), along the boundaries with open countryside
- Provision of land for allotment gardens for a minimum of five (5) full size plots within the site in order to provide for local needs arising from the development and in the wider community

It was noted that the MoS1 Plan, clearly shows the additional land required to the eastern boundary of the school to accommodate all the items (affordable housing, full size football pitch, additional junior pitches, all-weather surface pitch, MUGA, allotments etc) previously identified by the Parish Council as being desirable.

The second alternative site, **MoS2** would be a smaller area of land to the west of Lymington Road and would provide a single playing pitch and around 20 dwellings, and would therefore address less of the local need for affordable housing and playing fields than the site north of School Lane. The development site would provide a children’s play space and a sports pitch. In addition, the development of the site would be subject to:

- Provision of satisfactory vehicular access from Manor Road
- Provision of pedestrian/cycle access to the site with a direct link through the site to the bus stop and Lymington Road
- Retention of important trees and hedgerows on the boundaries of the site and additional landscape treatment
- Public open space provision to include on site a playing pitch, or pitches, and children’s play space located within the residential development

(If the draft NFDC document is approved at Cabinet and once the parish council has received its invitation to give its observations on the draft, an item will be placed onto a future F & GP committee agenda for full discussion. It was suggested that members read the document).

10. MATTERS FOR INFORMATION

The Clerk raised the following matters:

Wind Park: A copy of the plan zone area off Christchurch Bay was circulated for information. This plan was picked up by a resident who attended the one-day presentation held in Lymington on the subject of windfarms.

Local Distinctiveness V’s Village Design Statement: The Clerk circulated a report produced 12th October 2010, which had since been amended to show various comments, which had been given by NFDC – Neil Williamson – Environmental Design Manager and Louise Evans – Principal Policy Planner. Mr Williamson suggests that in order to produce a robust local distinctiveness SPD it requires professional design (NFDC) and local community input (Milford-on-Sea community). Mr Williamson said that a Local Distinctiveness SPD could not be produced using volunteer input alone. It was suggested that an item be placed onto a future F & GP agenda for discussion on how to proceed.

Cllr Pemberton reported that a site meeting was to be held at Downton Manor Farm on 13th December 2010. Cllr Bishop said that he had received the communication and that he would be attending the visit.

11. APPOINTMENT OF ASSISTANT PARISH CLERK & CONDITIONS OF EMPLOYMENT

The Clerk reported that he had spoken to the working group members and that all were in favour of formally appointing Dinah Le May as the part time Assistant Parish Clerk. The Clerk said that the working group would need to meet to agree the details of Mrs Le May’s employment contract as the previous contract was ten-years out of date and would need to be updated.

Cllr Read proposed that Mrs Le May be appointed with immediate effect. Cllr Jennions seconded the proposal.

It was unanimously **RESOLVED** that Mrs Le May be appointed with immediate effect and that the appointment working group would meet to finalise the contract details at the earliest opportunity.

There being no other business, the Chairman closed the meeting at 8.35pm

Signed:

Chairman

Date: