

MILFORD-ON-SEA PARISH COUNCIL

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

DRAFT

FINANCE & GENERAL PURPOSE

Minutes of the **267th**. Meeting of the **Finance & General Purposes** Committee held:

Monday 24th January 2011 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	u
Jim Read	p	Paul Noble	p	David High	p	Peter Jennions	p
Mark Owen	w	Maureen West	p	Sophie Beeton	p		

IN ATTENDANCE

Parish Clerk – Keith Metcalf

The Chairman – Cllr Bishop took the chair.

1. DECLARATIONS OF INTEREST

Cllr. Jennions declared a Personal Interest in matters relating to the Bowling Club.

2. PUBLIC PARTICIPATION

There were no residents present.

3. APOLOGIES

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

With the agreement of the Committee, the Chairman brought forward item 7a) – Keyhaven Road – Kingfisher Walk sponsored memorial seat.

7a. KEYHAVEN ROAD – KINGFISHER WALK SPONSORED MEMORIAL SEAT

Cllr Noble said that there was a need for a seat to be located along the Keyhaven Road to assist residents in being able to rest awhile on their way to the village. Cllr Noble said that there used to be a seat at the entrance to the parish council owned footpath, known as Kingfisher Walk and that the seat had been removed some years before and had never been replaced. Cllr Noble suggested that a modest two-seat bench be positioned at this location. The Clerk reported that he had visited the proposed site with the Assistant Clerk and that space was at a premium at this location and that possibly a larger site could be found nearby. It was agreed in principal that provided the seat could be sponsored and that there was sufficient space at Kingfisher Walk then a seat could be installed. It was agreed that Cllrs Noble and Jennions and the Clerk would view the site and agree exactly where a new bench could be accommodated.

Cllr Noble left the meeting.

4. MINUTES OF THE F & GP MEETING HELD 13th DECEMBER 2010

Cllr Noble proposed that the minutes be adopted. Cllr Jennions 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 Report (November & December 2010):

Cllr Whitlock proposed that the Expenditure Reports for November and December be adopted. Cllr High seconded the proposal.

It was **RESOLVED** that the Expenditure Reports for **November and December 2010** be approved and were duly signed by the Chairman

b) **Year to Date Budget Income & Expenditure Report (April to December 2010)**

The Clerk presented the report as follows:

<u>INCOME:</u>	<u>April 2010 to December 2010</u>	<u>Budget</u>	<u>Actual</u>
		£97,504	£109,392
<u>EXPENDITURE:</u>	<u>April 2010 to December 2010</u>	£76,959	£71,231

The Clerk said that the additional income over budget was primarily from the £6,000 windfall sum received from Scotia Gas Networks for the replacement gas governor on the village green and the £5,400 treasury stock refund.

c) **Reconciled Bank Account Statements**

Un-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:
1st January 2011.

<u>CURRENT ACCOUNT</u>	£18,009.89	<u>MONEY MANAGER ACCOUNT</u>	£44,410.73
-------------------------------	-------------------	-------------------------------------	-------------------

The VCCC Building Fund Account closures will be dealt with at Year-end 31st March 2011.

d) **Reductions to Electricity Supply Rates**

The Clerk confirmed that after negotiating with British Gas Business a rates reduction has been agreed. The daily standing charge will reduce from 41.35 pence to 20.05 per day and the Day Unit Charge will reduce from 14.62 pence to 10.86 pence. These changes take immediate effect.

e) **Community Support Grants**

There were no outstanding requests.

f) **Contract of Employment for Assistant Parish Clerk**

It was confirmed that the Draft Contract had been agreed by the working group and is ready for the Parish Council Chairman to sign it off. The Clerk reported that the agreed commencing salary from 2nd August 2010 would be shown as the Assistant Clerks starting salary for the probationary period and that from the 1st April 2011 the Assistant Clerk would be paid the NJC salary point SCP18 - LC1 and LC2 rate as calculated by pro-rata reference to the standard week for local government staff at 37 hours. It was noted that the last NALC published salary scales were for April 2009. Current scales are awaited and will be placed before the F & GP committee in due course for consideration.

6. **MEETING DATES**

The Clerk confirmed that it would be necessary to amend two dates on the schedule previously circulated. Cllr Read proposed that the revised schedule issued on the 11.1.11 be adopted. Cllr. Beeton seconded this proposal. A new schedule (dated 11.01.11) showing these changes has been circulated and shows that the Parish Council AGM will now be held on Monday 16th May (in accordance with (Para 7(2) to the Local Government Act 1972) and that the Planning committee meeting will be held on 23rd May. Members were asked to amend their diary accordingly. The Clerk said that the revised schedule has been circulated to NFDC and the press for information.

It was **RESOLVED** that the revised schedule of Meeting Dates dated 11th January 2011 be adopted.

7. To consider **NEW PROJECTS**

a. **Keyhaven Road – Kingfisher Walk Sponsored Memorial Seat**

(See page 1090)

b. **NFDC - Signage at Keyhaven Quay**

Following discussion, it was agreed that Cllrs. Giles, Read and Jennions would be delegated to review the proposed sign and its location and advise the Clerk so that their views can be passed to the District Council. The Clerk reported that NFDC Assistant Leisure Services Director Martin Devine had written to say that extensive discussions (with the Yacht Club) to achieve an outcome, which is the best balance of function for the sign with minimum impact had been held, and that if NFDC were not committed contractually, they would (temporarily) delay the sign's installation.

8. **PROJECT UPDATE REPORTS:**

a. **Bowling Club**

- i. **Draft Lease - Working Group Report:** The Clerk reported that a sub-group of the working group had met to agree a first draft lease, which could be given to Hugh Whitlock Solicitor to use to draw up a formal discussion document for the Parish Council to consider. Once the Council has approved the initial draft, this would be presented to the Bowling Club for them to take forward to their committee and members.

Cllr Bishop said that he had given further thought to how the rent might be reviewed from year eight onwards and that he preferred to simplify the review process by applying RPI as the government statistics were made readily available on a monthly basis to all interested parties. The Clerk was asked to present the working group draft to Hugh Whitlock and to bring the Solicitors first draft back to the F & GP committee at the earliest opportunity for their consideration.

- ii. **Footpath Land Registration:** The Clerk confirmed that the Council had received an amendment to their lease (Title HP728160) from Land Registry, which now shows the footpath between the Bowling and Putting greens as being included in the title and therefore in the ownership of the Parish Council. The Clerk said that it was through the perseverance of Mr and Mrs Whitlock that ownership had been correctly restored to the Parish Council of this small strip of land.

b. **Putting Green Project**

The Clerk reported that the NFDC £500 Community Planning Grant had been received.

It was also reported that NFDC Valuer – Andy Groom had requested the following information in order that land ownership consent could be sought through consultation with Local Members and their Asset Management Group.

- The extent of the land required
- Whether the putting green would need to be fenced or to allow continued public access (if the later, Mr Groom has said that the holes would need to be protected when the flags were removed)
- Agree heads of terms for the lease. Mr Groom suggests the standard Public Open Lease might be a good basis
- To consider the implications of creating revenue generated and how this might be shared (or not) and to
- Agree involvement of the Needles Eye Café to the scheme (including revenue generated)

The initial responses given to the various matters raised by Mr Groom were contained in the Clerks email dated 21st December 2010 to Mr Groom, which was circulated to all Councillors for information. We therefore await further information from Mr Groom to decide how to take this aspect of the project forward. It has previously been suggested that a small parish council working group, including members of the community might be encouraged to help develop the project. Their role would be to:

- i. Develop a project plan, covering the points raised by Mr Groom e.g. the position of the facility, whether fencing would be required (health & safety), the lay out of the greens, ongoing management (grass cutting) arrangements and charges etc
- ii. Develop proposals as to who would run the hiring out of equipment, responsibility for putting out and taking in flags and hole protectors each day
- iii. Who would benefit from the revenue takings and
- iv. Replacement equipment funding

In the meantime, it was greed in principal to carry out further public consultation and try to encourage residents to play an active role in re-establishing this promenade facility by joining the working group.

c. **Sea Front Play Park Re-surfacing Grant**

The Clerk confirmed that the re-submission of grant request to Veolia Landfill Trust had been accepted and that the Council had been invited to make a full application. It was reported that the January 2011 deadline had not been achieved and that the application would be made in time for the next quarterly round. If the application is successful, it is likely that a September/October start could be made and that in the meantime, ongoing remedial works to keep the grounds safe would need to be funded.

d. **Sea Front Signage Clutter**

The Clerk said that Cllrs Reed and Pemberton would walk the sea frontage again and report back to NFDC what they considered still outstanding. It was noted that many redundant signs and posts had been removed, but there was no agreement to reduce the 48 yellow and white signs on the back of the promenade beach huts.

- e. **New Keyhaven River Forum - Keyhaven River Users Advisory Panel**
The Clerk confirmed that two possible dates were being considered for the meeting of the new 'forum', the 8th and 11th March. The assistant Clerk was contacting Cllr Pemberton to confirm which date would be suitable, then contact will be made with all interested parties.
- f. **Studland Common Grazing Project**
The Clerk reported that the Working Group Presentation date for Julie Stubbs Manager of The New Forest Land Advice Service to outline the project had been set for **Thursday 3rd March 6pm in the Parish Office**. All Councillors are invited and encouraged to attend this meeting, which will outline the benefits of grazing and the potential funding this type of management will attract. Representatives from the Milford Environment Group and Wildlife Recording Groups have also been invited so that information can be relayed back to their respective members. It was also agreed in principle that further public consultation will need to take place, should the Council consider the proposals to fence and graze be accepted.
- g. **Dangerous Tree Works – Completion**
The Clerk confirmed that all 2010 and 2011 dangerous tree works have been completed. It was also noted that some concerns had been raised by members of the public about the standard of after care work, which had subsequently been cleared by volunteers. Noted. Following an inspection by the Clerk and independently by one of the tree surgeons, it was noted that the works to tree numbers 1609 and G1619 had already been undertaken and would therefore be excluded from the final bill.
- h. **Grounds Maintenance Tenders**
The Clerk confirmed that two tenders had been returned to date and that doubts existed as to whether the third tender would be received. The Clerk said that no contact had been made by the contractor with the office to arrange a suitable site visit, which was necessary to understand the full complexities of the contract. Members will look at tenders submitted at the next F & GP committee to agree which contractor should be appointed.
- i. **Jack Boothroyd Village Green Memorial Seat**
It was reported that contact had been made with Mrs S Reed regarding the request to relocate the Silver Jubilee seat on the village green to a position closer to the Old Smithy. After consideration, Mrs Reed said that it would be preferable to leave the seat in its present location. Cllr Bishop and the Clerk visited the site and considered that there was sufficient space alongside the existing single seat close to the handrail and slope in the
- j. **Shop Frontages**
It was reported that work on the Gourmet Garden had now commenced. It was also reported that new planning was due to be published to the property (Ex-Whitlock Solicitors) in the High Street opposite the Red Lion. The remaining shop that serious concerns had been expressed was the Salad Bowl. Cllr Bishop said that due to the sensitivity of asking a property owner to undertake work on his shop frontage he had made some proposed amendments to Cllr Jennions original draft and that it might be more appropriate for the letter to be signed off by the Milford Community Partnership who had included the aspiration to tidy some of our High Street shop frontages in their Parish Vision 2020 – Action Plan. Cllrs Jennions and Bishop and the Clerk will continue pursue this project through the Milford Community Partnership.
- k. **Health Leaflet – War Memorial Hospital**
Copies of the new Memorial Hospital leaflet are awaited and will be made available from the Parish Office.
- l. **Milford Community Partnership Meeting**
The next meeting of the MCP is planned for **Tuesday 22nd March 2pm in the Parish Office**. NFDC – Planning Officer Penny Velander and HCC - Anne Harrison will attend this meeting with a view to seeking priorities for the outstanding Action Plan aspirations. The Clerk reported that Penny will be departing NFDC at the end of March and said that without Penny's huge input and enthusiasm the Parish Clerks, the Parish Council and Parish Vision 2020 development committee would not have achieved the success the Action Plan has brought to the village and community.
- m. **Public Consultation – Sites and Development Management Plan Document**
It was suggested that this event needs to be published through David Long's Milford-on-Sea website to bring attention of the consultation to a wider audience than the NFDC A4 size notices that NFDC are currently displaying around the village. Cllr Whitlock was asked to provide suitable details to Mr Long and request that he publish the NFDC led **public open meeting on Thursday 3rd February between 3 and 9pm at the Community Centre** and the relevant details of the Development Plan Document. The DPD Working Group meeting has been called for Monday 28th February at 6.00pm in the Parish Office. All councillors are asked to diary this meeting and to attend to express their views. The corporate views of the working group will be conveyed to the F & GP committee at their meeting to be held on the 7th March. The NFDC deadline for responses to the public consultation is 11th March 2011.

9. To receive **Correspondence**

The Clerk reported that details of the District & Parish/Town Elections and Referendum have now been received from NFDC and that these details have been forwarded by email to all councillors. The important dates given are as follows:

Publication of Notice of Election:	Tuesday 22 nd March *	
Last day for delivery of nomination papers:	Noon Monday 4 th April	
Publication of Statement of persons nominated:	Noon Wednesday 6 th April *	
Last day for withdrawals of candidature:	Noon Thursday 7 th April	
Publication of Notice of poll:	Thursday 21 st April *	
Polling day:	Thursday 5 th May	7:00 am to 10:00 pm

The asterisks denote the notices that have to be displayed in the local area, together with the dates by which they must be erected. The full details are being placed on all parish Notice Boards.

It is the candidate's responsibility to ensure that completed nomination papers are returned to the Returning Officer at Appletree Court, Lyndhurst by the closing date: **Noon on Monday 4th April 2011.**

It is suggested by the Democratic Services Manager & Deputy Returning Officer that the Clerk does not accept nomination papers from members or other candidates for forwarding to the Returning Officer. Therefore, as in the past, the Parish Clerk will not accept nomination papers.

Elections will take place for twelve Parish Councillors and two District Councillors.

The Clerk reported that a **Local Flood Protection Exhibition** is to take place on Tuesday 25th January 2011 between 2:30 and 7:00 pm at Westgate Leisure Centre, via Ravenna, Chichester, PO19 1RJ. Cllr Read has received details, but if any councillor wishes to attend, the Clerk can provide further details.

10. **Matters for Information**

Waste & Mineral Extraction: Cllr Bishop reported that HCC were about to embark on a further exercise to choose gravel extraction sites and that the Parish Council would need to decide whether to bid and host a meeting with senior Waste and Mineral Officers prior to the public consultation. Cllr Bishop said that he would arrange to circulate information, which would help members decide on their course of action.

Sea front Bandstand Project: The Clerk reported that he had received further information from NFDC Estates and Valuation office regarding their proposed 'License' for the Council to use the sea front shelter as a bandstand. The draft license covers fourteen conditions, which will need to be looked at by the Bandstand Working Group (still to be formed). The Clerk confirmed that it might be necessary to use the good offices of Hugh Whitlock Solicitors at some time in the future with this project. It was noted that this project might take some time to bring to fruition.

Bus Shelter: The Clerk confirmed that the shelter is nearly constructed and should be fitted in early February.

Everton Junction: Cllr Bishop said that, as the intelligent traffic-light system proposed for this junction is unlikely to come to fruition in the immediate future, a speed reduction restriction along the A337 at the approach to the junction might be considered as an interim measure.

The Clerk to make some initial enquiries and bring this matter back to a future F & GP meeting.

There being no further business, the Chairman closed the meeting at **7.50pm**

Signed:
Chairman

Dated:

These Minutes have not been confirmed