

MILFORD-ON-SEA PARISH COUNCIL

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



FINANCE & GENERAL PURPOSE

Minutes of the **269th**. Meeting of the **Finance & General Purposes** Committee held:

Monday 18th April 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	h	Julian Davis	h	Brian Giles	p
Jim Read	p	Paul Noble	w	David High	p	Peter Jennions	p
Mark Owen	p	Maureen West	p	Sophie Beeton	h		

IN ATTENDANCE

Zena Gibson – Youth Club & VCCC Mr. Geoffrey Hinds – Resident and the Parish Clerk – Keith Metcalf

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, Cllrs Bishop and Owen declared a Personal Interest in matters relating to Youth Facilities and funding.

2. PUBLIC PARTICIPATION

With the approval of the members, the Chairman brought forward Item 5f)

5. f. YOUTH GROUP BUDGET

The Chairman invited Youth Group Leader – Zena Gibson to speak, but first gave some background to how the youth budget has been dealt with over the last two years. Cllr. Bishop said that two-years ago the budget set aside for youth activities had been set at £2,500, however, as changes in income and expenditure for both the Council and the Club had changed, he had spoken to Margaret Richens about the 2009/10 budget and had mutually agreed that a sum of £1,000 would be appropriate. This was also the figure used for the 2010/11 budget.

Cllr Bishop invited Zena Gibson to speak. Zena said that the youth club had continued to use the youth club building and had secured a grass-roots bid to help finance a youth worker. Zena said that the Club now has a formal youth strategy and that help was being given to residents up to 25 years of age. It was noted that Hampshire County Council had now withdrawn their funding and that no other funding opportunities had presented themselves. Zena said that the Parish Council youth budget was vital to the well-being of the Club. Zena said that it would be important that the council reinstate the £2,500 budget as quickly as is possible. Zena said that a new contracted youth worker had recently been appointment. It was noted that the VCCC (including its youth wing) had to meet certain criteria set by the Lottery grant. Zena circulated financial details to each member for information.

Members welcomed the report. It was suggested that a proper analysis of the Groups income and expenditure should be made to help steer their funding opportunities and that contact should be made with County Cllr Alan Rice to see what funds he might be able to secure. It was noted that to secure the Lottery Bid, the VCCC had to commit to strict Lottery 'outcomes'

Cllr Read proposed that a grant of £1,000 from the Youth budget be made to the Youth Club from the 2010/11 budget. Cllr Jennions seconded this proposal. There were no other proposals put forward. Three (3) members voted to support the proposal and Four (4) abstained. There were no members against.

It was **RESOLVED** that a grant of £1,000 to the Youth Club via the VCCC

The Chairman thanked Zena Gibson for her report and Zena left the meeting.

With the agreement of the members, the Chairman brought forward Item 5h.

5. h. **HSBC BANK CLOSURE**

The Clerk circulated a summary of the key observations from the previous meeting, which had been circulated. Discussions had taken place with the postmistress about how the Post Office might be able to assist residents and shopkeepers with their individual banking needs. The Clerk had also looked at alternative means for the Council banking arrangements and said that Santander were due to introduce a business banking arrangement, whereby businesses could undertake most of their banking arrangements through the national network of post offices, but would need to be supported by a degree of telephone banking. Santander hopes to introduce this business banking facility within the next few months. The Clerk suggested that in order to give business to local people and to make banking as easy as possible that he would prefer to continue banking with the Milford branch of the HSBC until its closure, then use Lymington HSBC until Santander can open current and deposit business banking facilities via Milford post office.

The Clerk also reported that a Planning Application had been submitted jointly by BT and the HSBC to replace the existing K6 Red telephone box with a new Telephone Kiosk with an ATM facility. This application would be placed onto the next Planning committee agenda.

The Chairman invited Mr Hinds to address the council. Mr Hinds said that there were now three ATM machines and locations being discussed, one at the Co-op (an internal machine for shop users during opening times), one at the Newsagents (possibly accessed externally – any time) and the new BT/HSBC facility to replace the current BT K6 telephone box. Mr Hinds said that there is a possibility that another bank might come to Milford, but was unable to expand on this possibility. Mr Hinds said that a usage survey was also going on to be able to compare Brockenhurst with that of Milford-on-Sea. A further survey would be undertaken on another occasion. Mr Hinds said that Desmond Swayne MP is talking to senior executives on the 27th April and liaising with the RBS to see if there is any interest in them opening a branch in Milford. The Chairman thanked Mr Hinds and asked him to report back anything new to the council.

Following discussion, it was agreed to:

- continue lobbying and to be supportive of retaining the HSBC in the village
- continue gathering information
- seek invitation to any meetings involving the HSBC or alternative banking arrangements

The Chairman thanked Mr Hinds for his report and Mr Hinds left the meeting.

3. **APOLOGIES**

Apologies were received from; Cllrs Davis, Whitlock, Beeton and Noble (Holidays)

4. **MINUTES OF THE F & GP MEETING HELD 7TH MARCH 2011**

The Chairman said that an amendment to the minutes needed to be made to page 1095, second from bottom line. After the date 2011 add the words ‘when there will be a further period of public consultation’. Agreed

Cllr. High proposed that the minutes (as amended above) be adopted. Cllr Read seconded the proposal.

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

5. **FINANCIAL MATTERS**

The Clerk confirmed that the Audit Commission had submitted the Annual Return for the year ended 31st March 2011 and that the date set for the return to be completed is 30th June 2011. The preparation work is under way with assistance from Helen Leigh as in previous years. The Internal Audit (Paul Reynolds) will be conducted on Wednesday 25th May and the Year End Accounts will need to be signed off at the F & GP committee meeting to be held 31st May. The Clerk said that the next three-months would be exceptionally busy due to the year-end audit preparation, elections and ongoing training.

a) **Expenditure Report (March 2011):**

Held over until next F & GP meeting.

b) **Year to Date Budget Income & Expenditure Report (April 2010 to March 2011)**

Held over until next F & GP meeting.

c) **Un-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:
31st March 2011.

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

d) **Estimates for Election Costs & Update Report on Persons Nominated**

The Clerk confirmed that the anticipated costs were in line with the councils budgeted reserve sum of £2,500.

The formal list of 13 nominations has now been confirmed by NFDC. An election will take place on 5th May 2011 for twelve members.

e) **Costs for Pless Road Studland Common Access Gates and new Fencing**

The Last Post is manufacturing the gates and will supply the wood materials. Other materials, post fix and nails etc will be purchased and volunteers from the WRG and MEG will be working on the new gate and fence posts at the Pless Road access point into Studland Common grazing field on Sunday 24th April. The New Forest Area Conservation Volunteers will finish off the works on Sunday 1st May. The projected cost for the replacement gates and fence will be about £700 (up to £100 over the original budget).

f) **Youth Group**

See Page 1.

g) **Replacement Grazier for Keyhaven 'Baskets' Grazing Field**

The Clerk advised that at short notice the grazier of this field had given notice to quit. Having sought advice from the Land Advice Service and having discussed a replacement grazier with the F & GP chairman, it was suggested that the Clerk looked at trying the councils existing grazier (Sarah Harvey) of Hordle Grazing Field to see if she had Dexter cattle that could be grazed at Baskets. A letter had been received from Mrs Harvey confirming that they would like to take over the field. A new (more restrictive) grazing regime had been discussed and it was agreed that the (overgrazed) field should be rested until mid June when two Dexter cattle could be put out. A detailed agreement will be produced and an annual rent of £700 has been agreed. It was considered that this represented a reasonable and good return on the restricted land use by a tried and tested grazier. The agreement would be set at twelve-months and reviewed at the end of that period.

h) **HSBC Alternative Banking Arrangements**

See page 2

It was also agreed that new signatories would be proposed and agreed at the first F & GP meeting of the new Council.

i) **Grounds Maintenance Contractor – Six-month Bonus**

Following discussion, it was **agreed** that Jason Robbins had continued to give excellent service and that the bonus should be paid.

j) **Oak Two-Seater bench at Kingfisher Walk & to Receive Sponsor Proposals**

Cllr Noble had requested that The Last Post provide a quotation for the supply and fit of a two-seater bench with back to be located at Kingfisher Walk. The quotation provided is for £380 + VAT. It was agreed that this quotation was acceptable. Cllr Noble had agreed to find sponsors for the seat and he has made some progress, but further sponsorship is required before an order can be placed. Cllr Noble will be asked to continue to find sponsorship. The hedge at the end of Kingfisher Walk will need to be hard pruned back to provide sufficient space to locate the seat and to expose the sign pointing to the local nature reserve at Sturt Pond.

k) **Recreation Ground Fence between Blandford Court and Ground**

Following a request from the Chairman of the Blandford and Addington Court Flats Association for the council to repair/replace fencing being damaged by youths climbing over the fence to retrieve footballs and to shorten their walk home, it was agreed that as the Chairman was unable to attend the committee meeting it would be prudent for the new council to form a working group who could meet and discuss the issues with the Association to see if a sensible solution could be found.

6. **PROPOSED SEA FRONT PUTTING GREEN**

The Clerk gave a summary of the results, which showed that 77 responses had been received, of which a total of 50 (65%) supported the proposal to reintroduce putting along the sea front promenade. 27 (35%) of respondents did not support the proposal. Of the 50 residents who supported the proposal, 28 indicated a preference to locate the new putting green alongside the Play Park (beside the Needles Eye Café) and 17 preferred it to be located on the old Putting Green' between the Bowling Green and the White House car park. Five (5) were happy for it to be located at either site. Copies of the full results were handed to all councillors for information.

It was **agreed** that it would be left for the new council to decide how to proceed with this project. An item would be placed onto a future F & GP agenda for resolution.

7. **BOWLING CLUB LEASE AND REPLACEMENT/REPAIR TO EASTERN FENCE**

Cllr Bishop reported that a working group meeting had taken place and the group had looked in detail at the extensive lease document produced by Hugh Whitlock Solicitors. A number of modifications had been discussed and agreed in principle and these amendments were currently with Mr Whitlock for updating. It was noted that the proposal would be to have a nil rent in the first year of the lease to help the club through the initial twelve-month period, then a nominal annual rent for the following six-year period would apply. From year eight onwards, the annual rent would increase by the average RPI figures produced via the Government Statistics Office for the preceding seven-year period e.g. 2012 to 2019. The Club would also be liable for the cost of paying Whitlock Solicitor fees to produce the draft lease (anticipated to be about £650).

Following discussion, it was agreed that the Club would become responsible for the fencing with immediate effect of the new lease being signed and that there were no proposals for the Council to carry out any repairs to the present fencing surrounding the bowling club facility.

8. **TRAFFIC CALMING MEASURES**

- a. **Everton Junction Intelligent Traffic Light Signals**
- b. **New Manor Road/Lymington Road Roundabout Access Point into Proposed MoS1 Site**
- c. **Alternative measures for ‘narrowing’ Manor Road with ‘white-lining’ (this measure no longer available unless paid for by applicant)**
- d. **Raised Tables at Church Hill and Zebra Crossing**

Cllr Jennions proposed that the Council reconsider the dropping of the 20mph speed limit proposals through the centre of the village. It was noted that as a formal decision had been made at the previous council meeting, this scheme could not be revisited for a six-month period.

Cllr Read suggested that what the council could do would be to aim at slowing traffic to 20mph along the B3058 between Church Hill and the zebra crossing. Cllr Read said that introducing raised tables on the B3058 at these two locations would have the desired effect to considerably slow the traffic at the approach to each side of the village green area.

Following further discussion, it was **agreed** that the council **Pedestrian Safety Working Group** would be reconvened when the new council were elected. This item to go back onto the next F & GP agenda.

9. **PROJECT UPDATE REPORTS**

a) **Gas Governor Lease & Authorised Signatory**

Following discussion, it was agreed that the lease document prepared by Hugh Whitlock Solicitors should be signed. Cllr Giles proposed that the Vice Chairman – Cllr Bishop should be authorised to sign the document. Cllr West seconded this proposal. It was unanimously **agreed** that Cllr Bishop be authorised to sign the lease on behalf of the council.

b) **Sites & Development and Affordable Housing Officer’s Advisory Meeting**

Cllrs. Davis, Bishop and Whitlock were reminded that the meeting with senior NFDC officers regarding affordable housing and Core Strategy Policy for MoS1 would be held in the **parish office on Monday 9th May at 1.15pm**. Cllr Whitlock was asked to prepare the questions that we would like answered. Cllr Davis will chair the meeting.

c) **Quality Council**

The Chairman asked the Clerk to report on the benefits of the QC scheme and the time required to produce the work to obtain the status. The Clerk said that to date only about 10 percent of councils throughout England had obtained the QC status. The Clerk said that as he approaches retirement age, it might be beneficial for the council to consider looking for a long-term replacement with an experienced Clerk with an existing accreditation. The Clerk said that in the years the scheme had been operating, he had only seen one small grant funder who showed additional grant monies being available for a quality council over those without the QC status. The Clerk said that the new council might wish to look at this situation towards the end of their four-year term of office. The Chairman thanked the Clerk for his thoughts.

Cllr Giles said that the Parish Council had survived without the QC status and that the Parish Council did not require a badge to tell us we were worthy of that status. Cllr Bishop asked if any members thought that the council should proceed with the Quality Council status at this particular moment. As there was no enthusiasm shown by members, it was **agreed** to defer this project for the immediate future.

d) **Sewerage System – Southern Water & Design Team Public Consultation**

The Clerk confirmed that details about the scheme had been included in the Village Voice newsletter. Cllr Read said that he had established that the over ground pipe across properties Lymore Vale and Willow Ridge in Lymore were gravity fed directly to Pennington and would not be affected by the new scheme. Cllr Read agreed to contact the owners of these two properties to clarify the position and to put them in touch with Southern Water should they require further assistance.

10. **CORRESPONDENCE**

Letter from supporters of the Hampshire & Isle of Wight Air Ambulance service requesting permission for a sponsored recycling bin to be located in Sea Road car park. As this car park is owned by NFDC, the request will be redirected to them.

Letter April 2011 from the Communities and Local Government office confirming that a further one-year increase in small business rate relief. The current temporary increase, which started on 1st October 2010 and was due to end on 30th September 2011, will now continue for a further year (1st October 2011 to 30th September 2012).

Letter 09.03.11 from Hampshire County Council confirming that the Employer contribution rates for 2011/2012 onwards to 2013/2014 will be 13.1% of contributors' pay with a fixed contribution of £1,600. This sum has been calculated by the Fund Actuary.

Payment receipt from NFDC for the Milford Community Partnership funds to 'refresh' the 2007 Community Action Plan to help with administration costs for the Partnership. Cllr West said that she would continue on the committee of the MCP as she had been on the original PV2020 Steering Group and was a non-Councillor appointed member. Cllr Jennions said that he would also like to remain on the MCP committee.

11. MATTERS FOR INFORMATION

Rooks: The Clerk reported that the Natural England Licence (General) details given to him by Mrs Croll at the previous F & GP meeting made it very clear that the General License to 'kill or take' certain birds does not cover rooks if noise and cosmetic mess or damage to property are the major issues causing a 'nuisance'. Only if the birds were considered to be causing a 'public health' or 'public safety' issue would the license cover the culling of these birds. The Clerk said that he had also arranged to meet the NFDC Senior Environmental Health Officer – Edward Vandyck on site. Mr Vandyck was delayed for the site visit, but was able to meet concerned residents to assess the problem. The Clerk confirmed that he subsequently spoke to Mr Vandyck who said that the level of nuisance would not allow him to pursue further action. Mr Vandyck said that he was able to provide some advice to concerned residents.

20mph Speed Restriction: Cllr Giles asked that it be recorded that he considered the dropping of the proposed 20mph speed restriction through the village centre was a mistake. Noted.

Keyhaven Car Park Extension of Time from 20 hrs to 72 hours: The Clerk reported that the survey carried out by the parish council on the proposed changes to extend the car parking length of stay from 20 hours to 72 was not supported by those members responding to the survey. Seven out of the twelve members responded and all wished to have the 20 hour restriction retained. District Cllrs Kendal and Pemberton had been asked to support the parish council on this matter.

Hampshire County Council - Land Management Advisor has written to say that their appointed grounds maintenance contractors – Amey are now cutting 'Road verges of Ecological Importance (RVEI)' to a certain criteria. Each road side verge is allocated to one of three cutting regimes and that the full width of the verge will be cut as follows:

- Early cut only (during the second half of April)
- Late cut only (during the second half of September) or
- Both cuts (late April and late September)

To qualify as an RVEI, the road verge must be recognised as meeting the criteria for a 'Site of Importance for Nature Conservation' (SINC). Noted

The Clerk advised that he has been given a copy of the proposed changes to All Saints Church with regard to the installation of new toilets, catering facilities, mezzanine floor to bell tower and new high efficiency boiler. These papers are available for inspection in the parish office.

The Clerk reported that he had received a request from the Milford Club with regard to them starting up a new Milford Senior Football team, who wish to play their matches on Saturday's, so that they do not clash with the Youth Football Club who play their matches on Sundays. The Clerk said that the council would need to agree any new arrangements and that the likely annual fee would be in the order of £465.

Cllr Read said that he and Cllr Bishop had attended the site visit at the Downton Manor Farm gravel extraction site. Cllr Read said that NMS&B had moved the badger set and that the new road was being constructed, but are awaiting permission to connect the road to the A337. Cllr Read said that the gravel extraction permission was for a six-year period.

Cllr Giles said that this was his last F & GP committee meeting and that he had enjoyed the experience of working alongside colleagues. Cllr Giles said that he would continue to take an interest in parish matters.

There being no further business, the Chairman closed the meeting at **8.25pm**

Signed:
Chairman

Dated:

THESE MINUTES HAVE NOT BEEN CONFIRMED