

**MILFORD-ON-SEA PARISH COUNCIL**  
The Old Clock House ~ 22 High Street ~ Milford-on-Sea ~ Hampshire ~ SO41 0QD



**THESE MINUTES WILL BE APPROVED AT THE NEXT FULL PARISH COUNCIL MEETING ON THE 21<sup>st</sup> January 2019**

**PARISH COUNCIL MEETING**

Minutes of the 366<sup>th</sup> meeting of the Parish Council held Monday 3<sup>rd</sup> December 2018 in the Village Hall Church at 6.30

**MEMBERS**

Mr. Bob Bishop	p	Mr. Matthew Goode	p	Mrs. Susan Whitlock	p
Mr. Tim Cowell	p	Mr. Peter Jennions	p	Mr. Ivan Chandler	
Mrs. Patricia Banks	p	Mr. Donald Darbshire	p	Mrs. Jane Coster	
Mr. Kenneth Cameron	p	Mrs. Pauline Taylor	p		

**ALSO IN ATTENDANCE**

Graham Wells (Parish Clerk), County Cllr Fran Carpenter, District Cllr Christine Hopkins  
Sarah Pitt (Planning Clerk), One member of the public.

1. **DECLARATIONS OF INTEREST:** None.
2. **PUBLIC PARTICIPATION:** None.
3. **APOLOGIES:** Cllrs Coster & Chandler, District Cllr Kendal.
4. **MINUTES OF THE PARISH COUNCIL MEETING HELD ON 19<sup>th</sup> NOVEMBER 2018:**  
Cllr Cowell proposed the minutes be approved, Cllr Goode seconded this proposal.  
Members voted unanimously in favour of the Minutes being approved.

It was **RESOLVED** that the Minutes of the Parish Council meeting held on 19<sup>th</sup> November 2018 was a true record of the meeting and were duly adopted and signed by the Chair.

5. **PLANNING COMMITTEE MINUTES OF 3<sup>rd</sup> DECEMBER 2018:**  
The Planning Meeting had been held immediately prior to this meeting.
6. **FINANCIAL MATTERS:**
  - a) **EXPENDITURE REPORT FOR NOVEMBER 2018:**  
The Clerk had, prior to the meeting, circulated copies of the Expenditure Report for the above period.  
The Clerk highlighted a number of unusual expenditure items.  
Members voted unanimously that the Expenditure Report be approved.

It was **RESOLVED** that the Expenditure Report for November 2018 was a true record of expenditure and were duly adopted and signed by the Chair.

- b) **INCOME REPORT FOR NOVEMBER 2018:**  
The Clerk had, prior to the meeting, circulated copies of the Income Report for the above period.  
Members voted unanimously that the Income Report be approved.

It was **RESOLVED** that the Income Report for November 2018 was a true record of income and were duly adopted and signed by the Chair.

- c) **BANK ACCOUNT STATEMENTS FOR NOVEMBER 2018:**  
Statements for November had not been received.

7. **GROUNDS PERSON / HANDYMAN REQUIREMENTS:**

Cllr Bishop informed members that the Parish Council had relied on self-employed contractors for many years and that the decision to employ a Grounds Person on a permanent basis was a major consideration for the Parish Council. He reported that both the Working Group and Finance Committee had discussed this option at some length and had recommended employing someone on a part time (24.5 hours per week) basis from 1<sup>st</sup> April 2019.

Cllr Cameron suggested that the financial gain was not beneficial enough as to warrant employing someone.

The Clerk reported that the financial gain was dependent on the number of employed hours; however, the Parish Council would gain additional hours of work compared to that currently being given.

Cllr Goode suggested the Parish Council could be vulnerable to long term sickness payments if it employed a permanent Grounds Person. The Clerk had, prior to the meeting, circulated the Parish Council's employment contract which confirms there is little liability in the early years of employment. The Clerk also suggested that the Parish Council's insurance policy would cover illness under its "key person" insurance policy for a reasonable period.

Cllr Goode suggested that the hours worked might be flexible to allow more to be undertaken during the summer months and less during the winter, but the salary would remain constant throughout the year.

Cllr Goode also suggested that, as this was an untested venture, the Parish Council should consider offering a one-year fixed term contract, with all the employed benefits, then review its success before offering a permanent long-term contract.

The Clerk reported that following discussions with NFDC's HR Department the Parish would have to advertise the position locally. Cllr Goode recommended any advertisement needed to be clear on the Parish Council's requirements.

Cllr Jennions proposed the Parish Council employ a Grounds Person from 1<sup>st</sup> April on a one-year fixed term contract for 24.5 hours. Cllr Cowell seconded this proposal.

Councillors voted seven (7) in favour, One (1) against and one (1) abstention.

It was **RESOLVED** that the Parish Council seek to employ a Grounds Person from 1<sup>st</sup> April 2019 for 24.5 hours per week.

6d) **2019/2020 PRECEPT LEVEL:**

Prior to the meeting, the Finance Committee had formulated the 2019/2020 Expenditure Budget. The Clerk informed members that most of the individual allocation would remain similar to the current financial year other than salary & pension increases, additional funds for potential play park repairs, youth support, community meadow and grounds person.

The Clerk informed members that to meet the Parish Council's requirements the precept would need to be increased by 6.5% to £108,570.

Cllr Cameron proposed this increase. Cllr Cowell seconded this proposal.

Members voted eight (8) in favour and one (1) abstention.

It was **RESOLVED** that the 2019 / 2010 precept level be increase by 6.5% to £108,570.

8. **UPDATE ON CIL (COMMUNITY INFRASTRUCTURE LEVY) ACCOUNT:**

Prior to the meeting, the Clerk had circulated details of the CIL account. Parish Councillors decided to review this in the new year.

9. **COUNTY & DISTRICT COUNCILLOR'S REPORTS:**

District Councillor Hopkins report that NFDC were no longer going to replenish gravel that has washed away from the beach huts at Hordle Cliff.

County Cllr Carpenter reported that some hospitals in the north of the county had not received favorable reports. She suggested the Parish Council should apply for a Councillor grant towards the speed indicator unit. Clerk to undertake.

**10. PROJECT LEADER/REPRESENTATIVE/CLERK REPORTS AND UPDATES:**

**A. Business, Education & Community**

Cllr Goode suggested the Parish Office confer with the School Head Teacher regarding the school travel plan. Cllr Goode reported that the school were looking to raise funds to enable all children to programme computers. Cllr Bishop suggested the school request funds from the Parish Council's Community Support Fund.

**B. Communication & Citizen Engagement**

Nothing to report

**C. Environment & Open Spaces**

Cllr Goode circulated a photograph of the new bench placed on Studland Common.

**D. Groups & Societies**

Nothing to report

**E. Health & Wellbeing**

Nothing to report.

**F. Sea Front & Coastal Protection**

Nothing to report.

**G. Transportation & Infrastructure**

Nothing to report.

**16. CORRESPONDENCE:**

None

**17. MATTERS FOR INFORMATION:**

None

The Chairman thanked everyone for attending and **CLOSED** the meeting at 8.30pm

..... Chairman

..... Date