

All minutes are draft until approved by the Council at the next meeting

Marchwood Parish Council

Minutes of the meeting of the Parish Council held at Marchwood Village Hall on Monday 10th December 2018 at 7.30pm.

Councillors: Mr R Young (Chairman) – in the Chair

Mrs R Andrews (P)	Ms B Golden (P)
Mr D Hindle (P)	Mrs A Hoare (P)
Mr D Makinson (P)	Mr K Petty (P)
Mr M Proctor (P)	Mr J Piernicki (P)
Mrs J Saxby (A)	Mr M Saxby (P)

(P) Present (A) Absent

In attendance: Mr B Gibbs (Clerk to the Council)

Also present: Sue Bennison – District Councillor, Alison Sherwood – Village Hall Manager and one member of the public.

Apologies for absence:

95. Cllr Judy Saxby sent her apologies.

Declarations of Interest

96. Cllrs Young and Petty recorded personal but not prejudicial interests in the agenda item concerning a grant application from the Scout & Guide Build Management Committee.

Public Participation

97. A member of the public asked some questions and made some comments about the Scout & Guide build at the Lloyd Recreation Ground. These were as follows:

- What was the original budget for the entire project?
- What elements of the project are complete?
- What elements remain to be completed?
- Does the current funding shortfall include all works on site including the reinstatement of the access road across the recreation ground?
- There is very little supporting documentation attached to the grant application that will be discussed this evening.
- The Council could be setting a precedent in considering a grant application of this size and complexity without having sufficient information to make a considered decision.

All minutes are draft until approved by the Council at the next meeting

Cllr Young commented that the Council will fully discuss the grant application on its own merits and any decisions will be made in the proper manner.

Cllr Young said that the current funding shortfall did not include the costs of the reinstatement of the access road. In response to a further question he was not able to provide a figure for the cost of the reinstatement.

98. The Village Hall Manager also spoke about the Scout & Guide Build Management Committee's grant application. Her concerns were as follows.

- £30,000 was a considerable sum of money to grant to just one organisation in the village.
- Public money (in the form of Parish Council earmarked reserves) should be used for the entire community rather than just one part of it.
- A second community building would affect the viability of the Village Hall as this has no more than 50% occupancy.
- Money from the Solar Farm development was given on the understanding that it would benefit all of the community rather than just one part of it.
- The money may well be put to better use supporting other community groups in the village.
- The sudden availability of £30,000 does not appear to have been widely communicated.
- There are other groups in the village that would be very interested in applying for a grant of this size.

Cllr Young thanked her for her comments.

Chairman's report

99. Cllr Young spoke about the recent Great War Centenary commemorations.

He had attended the service of remembrance at Marchwood on Sunday 11th November and laid a wreath. He also attended the NFDC Civic Commemoration at Appletree Court on Monday 12th November.

Minutes

100. **RESOLVED:** To accept the minutes of the meetings held on the 3rd September 2018 and the 8th October 2018 as a true record.

Report from District Councillors

101. Cllr Hoare began her report by saying that there have been a number of fly-tipping incidents including a particularly severe incident at Staplewood Lane. The Village has recently benefited from a litter-pick. It is hoped that this has had a positive effect.

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102. In March 2019 there will be a significant anti-littering campaign launched in the area. This will be led by the District Council in conjunction with the NFNPA, The Forestry Commission and Country Watch. Cllr Hoare said that she has been asked to sit on the Waterside Economic Development Forum representing the village. The forum's main aim is to work with developers and landowners to provide a holistic approach to development rather than a piece-meal approach.
103. Christmas refuse collections will be undertaken before and after the event with some adjustments to dates and times due to the number of Bank Holidays coming up.
104. The results of the recent Southampton Clean Air Zone consultation have now been published with over 9,000 responses being recorded.
105. Cllr Bennison had previously submitted a written report and asked members if there were any questions. Cllr Hindle spoke about the recently published Housing Strategy and asked questions about some of the definitions contained therein.
106. Cllr Saxby asked about the District Council's recycling scheme and expressed his concerns that not enough effort was being made to filter the amount of plastic being recycled.

He said that too much was being sent to landfill or the incinerator rather than being recovered.

Report from County Councillor

107. Cllr Harrison had sent his apologies to the meeting and had commented that not much had changed at County level since his last report.

Reports from Council representatives on outside bodies.

108. Cllr Hoare had recently attended a Southampton Port Consultative Panel meeting. The Port was upgrading some areas of Quayside in order to accommodate extra multi-storey parking capacity. The Ocean Terminal was receiving an upgrade in order for it to accommodate the new generation of cruise ships visiting Southampton. There are also plans to deepen and widen the existing shipping channels to accommodate Very Large Container Ships.
109. Cllr Petty spoke about the arrangements for the Village Fete. This would take place on Saturday 6th July. He concluded his report by saying that permission to use the Recreation Ground has been requested from the Lloyd Trustee.
110. Cllr Hindle said that the Marchwood Community Centre is continues to hold its own within the community but that the main hall could do with some further bookings.
111. Cllr Proctor spoke about the latest meeting of the New Forest Consultative Panel held in Lyndhurst on the 6th December. He said that he would submit a written report in due course.

All minutes are draft until approved by the Council at the next meeting

Income & Expenditure to 31st October 2018

112. **RESOLVED:** The Parish Council noted the Income & Expenditure Report for 31st October 2018.

The RFO referred members to Appendix A in their briefing pack that showed the summary of the Income and Expenditure (by Cost Centre) up to the 31st October 2018. A more detailed analysis of the Income and Expenditure was contained in Appendix B (dealt with below)

Income & Expenditure against budget as at 31st October 2018

113. **RESOLVED:** The Parish Council noted the Income & Expenditure Report against Budget as at 31st October 2018.

The RFO referred members to Appendix B in their briefing pack that showed the Income and Expenditure up to the 31st October 2018. The RFO said that each Cost Centre's actual expenditure was shown in relation to their budget forecast. He also said that the report was also able to show what percentage of each individual Cost Centre had been spent.

Balance Sheet as at 31st October 2018

114. **RESOLVED:** The Parish Council noted the Balance Sheet report for 31st October 2018.

The RFO commented that the general reserve appeared to be rather high at this moment in time. However, this is entirely due to the second payment of the Parish Precept having recently been received from the District Council.

Members were told that the Balance Sheet up to the 31st October 2018 was Appendix C in their briefing pack.

Bank Reconciliations as at 31st October 2018

115. **RESOLVED:** The Parish Council noted the Parish Council's Bank Reconciliations as at 31st October 2018.

The RFO gave a brief explanation of the purpose of the monthly reconciliations as well as an explanation of what each account held and each individual account's purpose.

Members were told that the reconciliations were contained in Appendix D in their briefing pack.

All minutes are draft until approved by the Council at the next meeting

Budget & Precept 2019-20

116. The RFO introduced the 2019-20 Draft budget for consideration by the Parish Council.

Members were told that the Budget and Precept recommendations are contained in Appendices E and F in their briefing pack.

The RFO explained that the Policy and Resources Committee had discussed a first draft of the budget at their meeting of the 19th November 2018. Following on from that meeting there had been a number of minor adjustments made to the budget.

117. During the discussion that followed the following points were made.

- Staff Salaries made up the most significant part of the budget.
- Employer pension contributions are scheduled to rise as part of the 25 year actuarial re-valuation of the Local Government Pension Scheme.
- Employer National Insurance contributions will stay the same.
- Although there was a great deal of concern about the current Trees Management budget it was felt that there should be no increase this year.
- The majority of Cost Centres will have no budget increase.
- Insurance costs may rise due to an increase in fixed assets.
- Councillor training costs may rise due to the forthcoming election resulting in new councillors being elected.

118. **RESOLVED:** That a budget of £248,350 be set for the financial year 2019-20.

This represents a budget increase of just over 2% on the current year.

119. **RESOLVED:** That a precept of £241,525 be set for the financial year 2019-20.

This represents an increase in the precept of just over 1.82% on the current year.

Taking into account a small change in the tax base this will mean the Council Tax Band D rate for Marchwood will increase to £116.72 from last Year's figure of £115.08.

This represents a Band D increase of just over 1.43% on the current year. In monetary terms it will mean a rise of £1.64p for Band D Council Tax payers.

Grant Applications

- 120 A grant application has been received from the Marchwood Scout and Guide Building Management Committee. The Parish Council received this application within Appendices G and H.

The following comments were recorded prior to the initial discussion taking place.

All minutes are draft until approved by the Council at the next meeting

- There were concerns that the money would be used to provide a propane gas supply to the building.
- A propane gas supply will require further permission from the Lloyd Recreation Ground Trustee. It may also require an amendment to the current planning permission or even a separate permission.
- The Policy & Resources Committee are about to undertake a review of the Parish Council's Earmarked Reserves. Any decision on a grant should follow on from this review and should not be made at this moment in time.
- Grants are traditionally given in April and September and this application falls outside these two dates.

121. Cllr Young commented that no request to consider a propane gas solution had been received by the Parish Office.

122. Cllr Petty led the discussion. He gave a brief overview of the project so far and highlighted the shortfall in funds that is preventing the project's completion.

Within his report Cllr Petty had indicated a sum of £30,000 could be made available from Parish Council funds. He stressed that conditions should be placed upon the Scout & Guide Management Committee so that a detailed action plan accompanied by costs is supplied to the Parish council in order to complete the remaining work.

Other potential sources of funding would also be required and that there should also be a time limit on any grant approved.

123. In the discussion that took place the following points were made.

- £30,000 was a considerable amount of money.
- The Scout & Guides should not be prevented from raising the whole amount outstanding themselves without relying on a grant from the Parish Council.
- If a grant was approved this could well provide leverage to access other grants on a matched funding basis.
- Not enough information has been supplied to support the application.
- A full breakdown of the building contract, stage payments and a full list of paid invoices have been asked for but not supplied.
- What is the cost of construction on a per metre basis?
- Is the storm drain diversion fully funded?
- Would it be possible to arrange a site visit before any decision is made.
- Further discussion should take place in early January and February 2019.
- A proposal to defer the decision until further information was received was made and seconded.
- The Parish Council meeting schedule could be adjusted in order to achieve a review of the Earmarked Reserves.
- The Responsible Financial Officer and the Clerk should prioritise their workload to complete a review of the Earmarked Reserves.

124. It was agreed to vary the Parish Council meeting schedule for February 2019 as follows.

All minutes are draft until approved by the Council at the next meeting

February 11th 2019. An Amenities Committee meeting to be held at 7.00pm to be followed by an extra-ordinary meeting of the Policy & Resources Committee.

February 18th 2019. The scheduled Policy & Resources Committee meeting is cancelled and an extra-ordinary meeting of the Full council is held instead.

125. **RESOLVED:** To write to the Scout & Guide Building Management Committee requesting the following information.

Details of the terms of the contact with their contractor and a schedule of all invoices received and all payments made.

A fully costed schedule of all remaining work required to complete the building project.

126. **RESOLVED:** To defer a decision on the current grant application until the Policy and Resources Committee has had a chance to review the Parish Council's Earmarked Reserves and for the Scout & Guide Building Management Committee to provide further information as requested.

Committee Minutes

127. **RESOLVED:** To receive as follows:

Planning: 1st October & 5th November 2018

Policy & Resources: 17th September 2018

Amenities 19th February, 14th May & 10th September 2018

Exempt Business

128. **RESOLVED:** in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion of the following personnel or confidential matters where publicity might be prejudicial to the special nature of the business.

There being no further business the meeting closed at 9.27pm

Chairman