

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
14th October 2019 at 7.30pm.

Councillors: Cllr R Young (Chairman) – in the Chair (P)

Cllr J Case (P)	Cllr G Gant (P)
Cllr M Havercroft (A)	Cllr D Hindle (P)
Cllr A Hoare (P) from 8.00pm	Cllr P Mballa (P)
Cllr M Proctor (A)	Cllr T Pocock (P) until 8.24pm
Cllr M Saxby (P)	Cllr G Wright (P) from 7.55pm

(P) Present

(A) Absent

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

Also present: District Cllr S Bennison (from 7.55pm) and seven members of the public.

Apologies for absence

20/141 Apologies were received from Cllrs Havercroft and Proctor and County Cllr Harrison.

20/142 District Cllr Bennison and Cllr Hoare apologised for their late arrival. Cllr Pocock apologised for departing early.

Declarations of Interest

20/143 Cllr Young declared a personal interest in agenda item 13 relating to the Scout & Guide Building update.

Public Participation

20/144 A number of residents came to speak in support of the agenda item concerning the proposal for a waterside passenger railway service. The main points raised by them include the following:

- The A326 is at or near capacity.
- Southern England's road network was not designed to cope with the current levels of traffic and there is severe congestion at times of peak usage.
- The road network is in a poor state of repair and no amount of extra money will improve things.
- Local employment is unusual these days.
- The majority of people now commute to work with these journeys becoming longer and more frequent.
- The re-instatement of a railway will have the effect of making the waterside area a more attractive place to live and work.
- Passenger traffic can be accommodated without too much additional infrastructure being added.
- Bus services are poor and are badly timetabled with no integration between service providers.

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20/145 The Chair thanked everyone for their comments and said that any decision made by the Parish Council at this meeting would be of an "in principle" nature and would not commit it to the support of any proposal in future that might be considered as undesirable.

20/146 A resident spoke about the Scout & Guide building at the Lloyd Recreation Ground. The main points raised by him are as follows:

- Health & Safety at the site appeared to be minimal with poor working practices being observed on a daily basis.
- The construction site is excessively large and is extremely untidy.
- The Scout & Guide Committee show a continued lack of courtesy in that they have not kept their neighbours informed of what is currently taking place.
- No apologies for the continued disturbance and delays to the project have been received from the Parish Council, the Lloyd Trustee and the Scout & Guide Committee.
- The resident said that the building is not being built according to the approved planning permissions.
- Enforcement action has been taken regarding several aspects of the project but with no resolution.
- The Parish Council and the Lloyd Recreation Ground Trust should be more proactive about controlling the project.
- £30,000 should not have been given to the project from public funds.
- If the building is completed it would impact upon the viability of the Village Hall.
- The new building should have been integrated into the existing buildings rather than where it is now being built.
- The tender process was not transparent and it is unclear how many quotes were received from local building contractors.

20/147 The Chair commented that control of the project remains with the Scout & Guide Committee. Providing the sum of £30,000 to the project was discussed over many months and at many meetings with members of the public present.

20/148 A resident asked if the provision of utilities had been completed. She was concerned that utilities supplied from an existing source will not be paid for by the Scouts & Guides.

20/149 The Clerk commented that all utilities supplied to the building (Water, Gas and Electricity) will have their own meter installed.

20/150 The Clerk commented that no historic utility bills relating to the old Scout headquarters had been paid by the Parish Council.

20/151 He continued by saying that at no stage in the future will the Parish Council be underwriting the day to day activities of the Scouts and Guides in Marchwood.

20/152 The Chairman thanked everyone for their contributions.

Chairman's report

20/153 Cllr Young drew everyone's attention to the agenda for tonight's meeting and commented that a lot of business would be conducted.

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Minutes

20/154 **RESOLVED:** To confirm the minutes of the meeting held on the 15th July 2019 as a true record.

Parish Councillor vacancy

20/155 The Clerk said that Mr David Makinson has resigned at the end of July 2019 and a casual vacancy had been declared. No election had been called within the allotted timescale. At that point the Parish Office advertised for candidates to be co-opted.

20/156 Mr Gary Wright of Bilberry Drive had responded to the advert by submitting an introductory letter outlining how he felt he could make a contribution to the community. The Chair asked Mr Wright if he would like to introduce himself to the members.

20/157 Mr Wright said that he had lived in Marchwood for fourteen years with his wife and two daughters. He worked in IT and his wife was a local school teacher. He said that he had visited the Parish Office and had spoken to The Clerk and Deputy Clerk.

He had also spoken to other councillors about how best to make a contribution. He concluded by saying he was keen to give back something to the community.

20/158 Councillors were offered the opportunity to ask questions prior to the Chairman proposing Mr Wright as a suitable candidate for co-option.

20/159 **RESOLVED:** That Mr Gary Wright is co-opted on to Marchwood Parish Council with immediate effect.

Having signed the declaration of acceptance of office in the presence of the Clerk Cllr Wright joined the meeting.

Reports from District Councillors

20/160 Cllr Bennison spoke about the new policy regarding the allocation of the District Council's social housing and how applicants' details were now being compiled in a different manner. She confirmed that a shared ownership scheme is also under consideration.

20/161 Cllr Bennison spoke about progress with the NFDC Local Plan. The Inspector was broadly speaking happy with the document with just a few minor adjustments needing to be made.

20/162 Cllr Hoare spoke about how many local authorities have recently made statement declaring a "climate emergency". She said that NFDC had not agreed to such a move.

However, the District Council was making efforts to reduce its own carbon footprint. Initiatives included a switch to electric vehicles and battery powered equipment. These initiatives were part of the District Council's environmental action plan.

20/163 Cllr Hoare then spoke about the District Council's tree policy. This was under review and would look to provide native species that are more resistant to disease. Different planting and re-planting policies will be put in place in future.

20/164 Cllr Hoare concluded her report by commenting about recycling rates in Hampshire with an ambition to increase recycling rates from the current 34% to at least 50%

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Report from the County Councillor

20/165 Cllr Harrison had previously sent his apologies and had provided a written report for members to receive.

The Waterside Railway

20/166 Cllr Pocock introduced this item and referred fellow councillors to his report (Report A) published with the agenda. He asked members to consider passing an “in principle” resolution in support of the restoration of a passenger rail service from the waterside area. In the discussion that followed the following points were made:

- This proposal had been discussed before without much agreement.
- Any passenger rail services should be provided as part of an integrated transport solution.
- Not everyone in Marchwood would support the restoration of the passenger service.
- With the proposed developments along the waterside it was essential for a passenger railway service to be provided.

20/167 **RESOLVED:** That Marchwood Parish Council supports, in principle, the delivery of an integrated transport infrastructure solution for the waterside area with the restoration of a passenger railway serving the parishes of Totton and Eling, Marchwood, Hythe and Dibden and Fawley being a major part of this.

20/168 The Clerk was asked to write to the leaders and chief executives of the District and County Councils together with Mr Julian Lewis MP and the portfolio holder for the Environment and Transport at Hampshire County Council. Copies were to be provided to all neighbouring councils and to the district and county councillors for the area.

To receive the completed external audit for the financial year 2018-19

20/169 The Clerk spoke about the recently completed external audit process for the year 2018-19 (Report B) He said that the Annual Governance and Accountability Return (AGAR) had been signed off in June 2019 with one error or omission being identified and declared.

The external auditor had now commented on this declaration and had accepted the fact that an action plan was being prepared to ensure the AGAR was completed correctly in future.

20/170 **RESOLVED:** the Parish Council noted the completed external audit report for the year 2018-19 and had accepted its conclusions. It also noted that the completion notice was now published on the Parish Council’s notice boards and website.

To consider the appointment of an internal auditor for the financial year 2019-20

20/171 The Clerk spoke about the need to appoint an internal auditor for the financial year 2019-20. The Parish Council had first appointed “Do the Numbers Ltd” for the financial year 2018-19 and was happy to continue this arrangement. Do the Numbers were quoting the same price as 2018-19 for the sum of £750 (Report C)

20/172 **RESOLVED:** To appoint “Do the Numbers Ltd” as the Parish Council’s internal auditor for the financial year 2019-20 at a total cost of £750 exclusive of VAT.

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To consider a Memorandum of Understanding between the Lloyd Recreation Ground Trust and Marchwood Parish Council

20/173 The Clerk gave a brief history of the Lloyd Recreation Ground Trust (LRGT) and referred everyone to a proposed Memorandum of Understanding (MOU). Both the report and a draft MOU were published in Report D. Effectively, the MOU will act as a contract to manage the day to day functions of the LRGT and provide a streamlined way of managing its affairs.

20/174 The Clerk said that an agreement like this would provide ease of administration as it would enable the Parish Council and its committees to make decisions that would benefit the LRGT and enable the two organisation's accounts to be combined. This would save a significant amount of officer time managing two sets of accounts amongst other things.

20/175 The Clerk said that the way forward was for the Parish Council to agree on a list of tasks and processes it would like to manage. The LRGT would then be asked to agree that these should be managed by the Parish Council. With agreement it was envisaged that the MOU can be signed after the LRGT Annual General Meeting in May 2020.

20/176 The Clerk then informed the meeting of what was outside the scope of this agreement.

These were as follows:

- The MOU will not seek to remove the charitable objects of the Lloyd Recreation Ground Trust (that is the provision of a Recreation Ground) as part of the agreement.
- The MOU will not allow the Parish Council to incorporate the land into its fixed asset register as an area of public open space that it can then treat as a corporate asset.
- The MOU is not designed to permit the Parish Council to dispose of any part of the land nor enter into any agreement with a third party to hire, rent or licence any part of the land that has the effect of forfeiting control of the land to the third party.

20/177 The Clerk concluded his report by saying that any decisions on any future land disposals will remain a matter for the Trust meeting as a corporate body.

20/178 **RESOLVED:** The Parish Council instructed the Clerk to produce a final draft of the Memorandum of Understanding for agreement with the Lloyd Recreation Ground Trust by May 2020.

The Scout & Guide Building at the Lloyd Recreation Ground

20/179 Councillor Young referred everyone to Report E (previously circulated) that contained the latest information on the project from the Scout & Guide Committee. He asked for it to be re-produced in the minutes in its entirety.

20/180 *I would like to briefly report to you with an update on the build thus far. This last week (w/e 4th October) the concrete screed flooring has been laid throughout the building and the contractors are now busily preparing for the next phase which largely focuses on the internal fitting out and a few external works.*

To that end it is expected that a multitude of trades people will be on site fulfilling various tasks including but not limited to electrics, insulation, and plumbing as we edge ever nearer to completion. Externally the storm drain diversion work is now fully finished and has been signed off by Southern Water. The drainage systems from the building have also been installed and connected.

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Now that the concrete screed has been laid focus will also shortly shift to the remaining external works including connection of the water supply, cleaning up of the site, restoring safe access routes, and landscaping.

As has been stated before, there is a certain amount of work that is being undertaken by suitably skilled volunteers. These include the tiling of the toilets and wash areas, installation of the kitchens, and the painting of the vast majority of the internal walls. The latter actually commenced over the previous weekend.

So as you can see from the above there will be a significant amount of work taking place on site over the next three weeks.

At this time the contractors are still aiming to meet the end of October deadline.

Finally the Build Committee wishes to pass on its thanks to the Council for their continued support shown towards the fruition of this important new facility.

20/181 Cllr Case expressed his sympathies with the owners of the neighbouring properties to the Scout and Guide Building. He said that it was clear that communication between the Scout and Guide Management Committee and other stakeholders was lacking and he hoped that it would greatly improve as the building is completed and comes into use.

The Handy Trust (provision of a targeted youth service)

20/182 The Clerk referred everyone to Report F. This contained a draft contract and service level agreement for the provision of a targeted youth service within Marchwood.

20/183 Cllr Case then provided a verbal report in support of the documentation previously circulated. He explained that the contract and service level agreement has been discussed and agreed between an MPC working party and the Handy Trust.

This now required a resolution from the Parish Council in order to enter into this agreement.

Cllr Case made the following points during the discussion:

- The contract was for a three year period (backdated to the 1st April 2019) with the service level agreement being renewed annually.
- Within each year of the service level agreement there should be a six monthly review to ensure all contracted services are being delivered.
- The true cost of the services would exceed the 2019-20 budget allocated.
- The Dibden Allotment Fund makes a contribution of 50% towards the youth worker costs.

20/184 **RESOLVED:** The Parish Council would sign the contract and service level agreement with the Handy Trust for the period up to 31st March 2022.

20/185 Cllr Hindle sought clarification that the involvement of the Marchwood Youth Club should be more formally recorded by an exchange of letters. The Clerk was instructed to complete this piece of work.

20/186 Cllr Young thanked Cllr Case for all the work in putting together the two documents.

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A calendar of meetings for Marchwood Parish Council and its committees 2020

20/187 The Clerk referred members to Report G with a published schedule of meetings for the year 2020. Dates to note were the Annual Parish Assembly would take place on the 30th March 2020, the Annual Council Meeting would take place on the 4th May 2020, the LRGT Annual General Meeting would take place on the 18th May 2020 and the sign-off of the AGAR 2019-20 would take place on the 22nd June 2020.

20/188 **RESOLVED:** The Parish Council approved the schedule of its meetings for the year 2020.

The felled Oak at the St John's Church Open Space

20/189 The Clerk referred everyone to Report H. This is a report written by the Deputy Clerk proposing the transformation of a felled Oak tree into a piece of interactive public art at the St John's Church open space. A local contractor specialising in this type of work had inspected the tree and has said that it was in an ideal condition for this sort of development.

20/190 The Clerk highlighted the fact that the cost of the works would be fixed with a sum of £3,000 being required. He said that the Parish Council was holding an earmarked fund of £945.00p in the accounts that could be allocated to this project. The earmarked fund was made up of money returned to the parish of Marchwood through the Community Infrastructure Levy.

20/191 The Clerk said that the remaining costs could be met from the general reserve if the Parish Council considered this project as worthy of their support.

20/192 **RESOLVED:** The Parish Council approved a budget of £3,000 in order to commission the work at the St John's Church open space.

Orders for Payment October 2019

20/193 **RESOLVED:** The Parish Council approved the Orders for Payment that were outstanding up to the date of the meeting

The Clerk referred members to Appendix A in their briefing pack.

20/194 The Parish Council uses various powers to provide grant funding for organisations in the Village and beyond. Up to now the powers used have not been explicitly recorded in the minutes. The Parish Council has now received a recommendation from its internal auditor to routinely record in the minutes the powers that the Council uses in order to provide grant funding.

20/195 The Clerk then asked the Parish Council to retrospectively note the powers it had used in order to provide grant funding for the Marchwood Community Association and the Marchwood Scout & Guide Building Management Committee.

20/196 Marchwood Scout & Guide Building Management Committee. To provide a grant towards the costs of completing the new Scout & Guide headquarters at the Lloyd Recreation Ground.

Marchwood Parish Council notes that the statutory basis for this item is the Local Government (Miscellaneous Provisions) Act 1976 Section 19.

Marchwood Parish Council having considered the grant application from the Marchwood Scout & Guide Building Management Committee approved the payment of £30,000.

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20/197 Marchwood Community Association. Grant towards the refurbishment of the Marchwood Village Hall's kitchen.

Marchwood Parish Council notes that the statutory basis for this item is the Local Government Act 1972 Section 133 and Local Government (Miscellaneous Provisions) Act 1976 Section 19.

Marchwood Parish Council having considered the grant application from the Marchwood Community Association approved the payment of £5,000.

Income & Expenditure as at 30th September 2019

20/198 **RESOLVED:** The Parish Council noted the Income & Expenditure Report as at 30th September 2019.

The Clerk referred members to Appendix B in their briefing pack that showed the summary of the Income and Expenditure (by Cost Centre) up to the 30th September 2019.

Income & Expenditure against budget as at 30th September 2019

20/199 **RESOLVED:** The Parish Council noted the Income & Expenditure Report against Budget as at 30th September 2019.

The Clerk referred members to Appendix C in their briefing pack that showed the Income and Expenditure up to the 30th September 2019.

Balance Sheet as at 30th September 2019

20/200 **RESOLVED:** The Parish Council noted the Balance Sheet report as at 30th September 2019.

Members were told that the Balance Sheet up to the 30th September 2019 was Appendix D in their briefing pack.

Bank Reconciliations as at 30th September 2019

20/201 **RESOLVED:** The Parish Council noted the Parish Council's Bank Reconciliations as at 30th September 2019.

Lloyds Bank Instant Access Account £50,970.49
Lloyds Bank 30 Day Notice (Treasurers) Account £171,017.91

Members were told that the Bank Reconciliations up to the 30th September 2019 was Appendix E in their briefing pack.

Exempt Business

20/202 **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 9.24pm.