

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 via the Zoom application on Monday 21st December 2020 at 7.30pm.

Councillors: Cllr G Wright (Vice- Chairman) – in the Chair (P)

Cllr J Case	(P)	Cllr M Havercroft	(P)
Cllr D Hindle	(P)	Cllr P Mballa	(A)
Cllr M Proctor	(P)	Cllr M Saxby	(P)
Cllr A Ushamba	(P)	Cllr R Young	(A)

(P) Present

(A) Absent

In attendance: Mr B Gibbs (Clerk to the Council), Mrs C Cockeram (Deputy Clerk). County Cllr Harrison and District Cllrs Hoare and Bennison. Four members of the general public.

Apologies for absence

21/132 Cllrs Mballa and Young had sent their apologies to the meeting.

Declarations of Interest

21/133 No declarations of interest were made.

Public Participation

21/134 Although there were members of the public in attendance none of them wishes to speak at this time.

Chairman's report

21/ 135 Cllr Wright spoke about the following items and précised a written report from Cllr Young:

- Cllr Young welcomed Cllr Ushamba to her first meeting. He said he very much looked forward to working collectively with her for the benefit of the wider Marchwood community.
- In recent weeks Cllr Young had been involved with other volunteers in supporting the most vulnerable members of the community at this time.
- He thanked the Marchwood Isolation Support Group and Welcome Co-Op for putting together a number of seasonal gift bags using the #WeLoveMarchwood tote bags which have now been distributed to nominated recipients.
- He also thanked the local mums, dads and “elves” who have assisted Father Christmas in individually responding to letters from the youngest members of our Marchwood community this festive season.
- He thanked all involved in the Marchwood Advent Windows where the story of Christmas is being told through the medium of illuminated window displays scattered all around the village.

Parish Council Co-option process

21/136 The Clerk introduced this item. The vacancy had arisen following the death of Cllr Gant in October 2020. An application has been received from Mr Bill Bucknell.

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21/137 Mr Bucknell had previously submitted a written application and he spoke about how he thought he could help the Parish Council with its business. He expressed a particular interest in planning.

21/138 He was then asked to return to the Zoom waiting room whilst councillors discussed his application and made a decision.

21/139 **RESOLVED:** To co-opt Mr Bill Bucknell on to the Parish Council.

21/140 **RESOLVED:** To allocate Cllr Bucknell to the Planning committee in time for its next meeting.

21/141 The Clerk was instructed to liaise with Cllr Bucknell so that the required forms could be completed in a timely manner.

Minutes

21/142 **RESOLVED:** To accept the minutes of the meeting held on the 12th October 2020 as a true record.

Reports from the New Forest District Councillors

21/143 Cllr Hoare said that NFDC will shortly be going out to consultation on a plan to approve the implementation of restrictions contained in S157 of the housing Act 1985, to restrict the onward disposal of council properties sold under the right to buy, in designated rural areas, including the National Park and areas of outstanding Natural Beauty within the District.

21/144 Section 157 is a discretionary power that local councils can choose to take to restrict the sale of former council houses within the designated areas to those people who have a local connection. Covenants will be imposed when any council property is sold under the right buy, (unfortunately we have no powers to stop this) which requires the council's consent for any future disposal.

20/145 NFDC have installed 25 electric charging points in 9 of their council run car parks, planning permission has also been acquired to stall electric charging points in Lyndhurst car park, (Because Lyndhurst is in the National Park, NFDC had to gain planning permission) and it is hoped they will be installed by the spring.

20/146 The draft NFDC waste strategy consultation was extended until the evening of the 20th December, primarily due to IT issues that prevented residents from accessing it. There was such a high-level demand that we decided to extend, in order that residents who wanted to have their say were able to. In early 2021 we are hoping to hold a virtual online question and answer session for all Town and Parish Councils.

20/147 Cllr Bennison spoke about the NFDC Health and Leisure portfolio and its search for a strategic partner. Currently, it is fully funded by the District Council. The aim would be for the leisure centres to provide an income to this District Council.

20/148 She also spoke her community grant fund and reminded people that there was still some money available.

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Report from the Hampshire County Councillor

21/149 Cllr Harrison spoke about County Council's financial situation. This has got worse since the last report. There has been a huge increase in the cost of adult social care during the Covid-19 pandemic. There is still a need to identify over 80 million pounds in savings. There is a proposal to increase the County Council's Council Tax charge by 5%.

21/150 Cllr Harrison also spoke about the Marchwood to Eling Walking and Cycle Path. Sadly, this is in poor condition in places due to the recent wet weather. There is a proposal to improve the Trotts Lane crossing point in order to provide a safer crossing for pedestrians and cyclists. Cllr Harrison also spoke about the potential for extending the path through to Houndsdown.

21/151 Cllr Harrison concluded his report by saying that the Hampshire Waste Recycling Centres will continue with the booking system for the foreseeable future.

Budget & Precept 2021-22

21/152 The Clerk introduced this item and asked Councillors to review Appendices A and B and Report A. He commented that these have had been amended after being published on the website.

21/153 He continued his report by referring to the draft minutes of the Policy and Resources committee meeting of the 23rd November 2020. One of the recommendations emerging from that meeting was a proposal to increase the precept for 2021-22 by 2%. This increase is now reflected the background documents presented at this meeting.

21/154 As a result of the work done to put together the budget for 2021-22 the precept calculation is for a figure of £244,948.

21/155 It was pointed out that the tax base for Marchwood had reduced since last year. This will have the effect of affecting the Band D Council Tax rate. If the proposed increase to the precept is agreed this will take the Band D rate from £116.21p to £119.04p

21/156 Returning to the revised appendix A (Budget 2021-22) the Clerk highlighted that even with a 2% rise to the precept there would be a budget shortfall of £2,002. The options available to the Parish Council included a further revision of the budget or the possibility of drawing down some money from the general reserve.

21/157 Cllr Wright summarised the position. P&R have reviewed all of the earmarked reserves and the budget 2021-22. It had also recommended a precept rise of 2%.

21/158 **RESOLVED:** To approve the draft budget as published in Appendix A (as amended) to raise the sum of £259,250.

21/159 **RESOLVED:** To approve the 2021-22 Precept at a figure £244,948. This would mean the Band D rate for Marchwood in 2021-22 would be £119.04p.

21/160 **RESOLVED:** To approve a drawdown of £2,002 from the general reserve in order to cover the projected shortfall in the 2021-22 budget.

21/161 The Parish Council thanked the Responsible Financial Officer and the Clerk and Deputy Clerk for all their work involved in producing the reports for both the Policy & Resources committee and the Full Council.

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Orders for Payment November 2020

21/162 **RESOLVED:** The Parish Council approved the Orders for Payment that are outstanding up to the date of the meeting.

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

Income & Expenditure as at 31st October 2020

21/163 **RESOLVED:** The Parish Council noted the Income & Expenditure Report as at 31st October 2020

The Clerk referred members to Appendix D in their briefing pack that showed the summary of the Income and Expenditure up to the 31st October 2020

Income & Expenditure as at 30th November 2020

21/164 **RESOLVED:** The Parish Council noted the Income & Expenditure report as at 30th November 2020

The Clerk referred members to Appendix E in their briefing pack that showed the summary of the Income and Expenditure up to the 30th November 2020

Income & Expenditure against Budget as at 31st October 2020

21/165 **RESOLVED:** The Parish Council noted the Income & Expenditure against Budget as at 31st October 2020

The Clerk referred members to Appendix F in their briefing pack that showed the Income & Expenditure against Budget as at 31st October 2020

Income & Expenditure against Budget as at 30th November 2020

21/166 **RESOLVED:** The Parish Council noted the Income & Expenditure against Budget as at 30th November 2020

The Clerk referred members to Appendix G in their briefing pack that showed the Income & Expenditure against Budget as at 30th November 2020

Balance Sheet as at 31st October 2020

21/167 **RESOLVED:** The Parish Council noted the Balance Sheet report as at 31st October 2020

Members were told that the Balance Sheet up to the 31st October 2020 was Appendix H in their briefing pack.

Balance Sheet as at 30th November 2020

21/168 **RESOLVED:** The Parish Council noted the Balance Sheet report as at 30th November 2020

Members were told that the Balance Sheet up to the 30th November 2020 was Appendix I in their briefing pack.

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Bank Reconciliations at 31st October 2020

21/169 **RESOLVED:** The Parish Council noted the Parish Council's Bank Reconciliations as at 31st October 2020.

Lloyds Bank Instant Access Account £27,960.77
Lloyds Bank 30 Day Notice (Treasurers) Account £135,984.
Lloyds Bank Business Instant Account £50,003.67

Members were told that the Bank Reconciliations up to the 31st October 2020 was Appendix J in their briefing pack.

Bank Reconciliations at 30th November 2020

21/170 **RESOLVED:** The Parish Council noted the Parish Council's Bank Reconciliations as at 30th November 2020.

Lloyds Bank Instant Access Account £74,011.17
Lloyds Bank 30 Day Notice (Treasurers) Account £66,162.42
Lloyds Bank Business Instant Account £50,004.09

Members were told that the Bank Reconciliations up to the 30th November 2020 was Appendix K in their briefing pack.

Policy Review 2020-21:

21/171 The Clerk spoke about the recommendation received from the Policy & Resources committee (emerging from its meeting held on the 23rd November 2020) to create a new standing committee. This committee would replace the existing staff management arrangements that are conducted via the staffing panel. This recommendation was contained in Report B alongside the proposed terms of reference for the new committee contained in Report C.

21/172 It was noted that the Parish Council has recently adopted modern employment policies (Disciplinary, Grievance, Sickness and Absence, Data Protection) to assist it in its role as an employer but that further work is recommended to ensure that the Parish Council has a full range of robust and relevant policies and procedures that are compliant with employment legislation.

21/173 To ensure continuity of service delivery; it would be appropriate to begin the process of reviewing the current organisational structure including; succession planning, job analysis, job design and job evaluation.

21/174 **RESOLVED:** The Parish Council appointed a new standing committee with immediate effect. The new committee will hold delegated powers to deal with all personnel, employment and recruitment issues, with where necessary, reports and recommendations being made to the Parish Council.

21/175 **RESOLVED:** That the new committee is known as the Personnel committee and that its appointment follows the guidance contained in Standing Order 4 (d).

21/176 **RESOLVED:** The Parish Council formally adopted the draft terms of reference for the Personnel committee following the guidance contained in Standing Order 4 (d (i)).

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21/177 **RESOLVED:** As part of its work the Personnel Committee will undertake a full review of the current organisation as outlined in Report B.

21/178 **RESOLVED:** To approve that any costs of the review would be met from the General Reserve as one-off costs.

21/179 **RESOLVED:** That the members of the Personnel committee shall be Cllrs Case, Hindle, Ushamba, Wright and Young.

21/180 **RESOLVED:** That the Chairman of the Personnel committee shall be Cllr Case.

Lloyd Recreation Ground Trust matters:

21/181 **RESOLVED:** To accept the minutes of the Lloyd Recreation Ground Trust Annual General Meeting held on the 9th October 2020 as a true record.

Trees management and works orders

21/182 **RESOLVED:** To note there has been a lot of work undertaken on the Parish Council's trees in recent weeks. The total cost of this work will be £12,616.30 exclusive of VAT.

Parish Council meetings schedule 2021

21/183 The Clerk referred members to Report F with a published schedule of meetings for the year 2021. Dates to note were the Annual Parish Assembly would take place on the 29th March 2021, the Annual Council Meeting would take place on the 17th May 2021, the LRGD Annual General Meeting (if required) would take place on the 24th May 2021 and the sign-off of the AGAR 2020-21 would take place on the 28th June 2021.

21/184 **RESOLVED:** To publish the 2021 meetings schedule.

Committee Minutes

21/185 **RESOLVED:** To receive as follows:

Planning: 5th October 2020 and 7th November 2020.

Policy & Resources: 18th November 2019 and 28th September 2020.

Amenities: 8th June 2020 and 21st September 2020.

Exempt Business

21/186 **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 9.06pm

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Exempt Business

21/187 **RESOLVED:** To accept the exempt minutes of the Full Council Meeting held on 12th October 2020 as a true record of that part of the meeting.

There being no further business the meeting closed at 9.06pm.

Chairman's Report 21/12/202

Good Evening Colleagues and Members of the public,

I must apologise I am not with you this evening as a personal family matter has cropped up at the last moment. I have every confidence that our vice Chairman Councillor Gary Wright will do a sterling job in my unplanned absence. I wish to warmly welcome Councillor Alice Ushamba to our number. Along with everyone here I very much look forward to working collectively with you Alice for the benefit of the wider Marchwood community.

In recent weeks I have been involved with other community minded volunteers in supporting the most vulnerable members of our community as we face this challenging winter period. I particularly wish to thank the Marchwood Isolation Support Group and Welcome Co-Op for putting together a number of seasonal gift bags of goodies using the #WeLoveMarchwood tote bags which have now been distributed to nominated recipients. I also wish to thank the local mums, dads and "elves" who have assisted Father Christmas in individually responding to letters from the youngest members of our Marchwood community this festive season. Furthermore I am grateful to all involved in the Marchwood Advent Windows where the story of Christmas is being told through the medium of illuminated window displays scattered all around the village with a new window each day of advent featuring an online cryptic clue as to its location. In summary I think it is fair to say the true spirit of Christmas is alive and well across Marchwood.

This last week in company with Councillor Wright I was invited to attend a site meeting and tour of Marchwood Military Port/Solent Gateway with Port Director Mr Richard Parkinson. We spent around two hours on site where we were shown all areas of the port and I was pleased to learn how much port activity is already happening on site with seemingly little relative outward negative impact on the village itself. Examples include the importation, storage, and onward transport of vast quantities of 108 metre sections of rail for Network Rail, pipeline for Exxon Mobil, as well as the mandated military related functions of the port. SGL clearly wish to be good neighbours in our community and I look forward to learning the details of the next stage of public consultation regarding future development of their port operations.

The last fortnight has also seen the first meetings take place of various Scout and Guide groups at the new Scout and Guide Building on the Lloyd Recreation Ground. After many decades of deliberation, delay, and fund raising it is very welcome to see the fruition of years of hard work from a number of community minded volunteers who should be congratulated for their determined endeavours to deliver for the many young people involved in Scouting and Guiding in Marchwood.

2020 has provided us as a first tier authority with many challenges, and I am pleased at how flexible, dynamic, and forward thinking we have collectively been in responding to the varying needs of our community. My sincere thanks go to all MPC staff who whilst balancing their own personal challenges and difficulties during COVID have at all times continued to implement our decisions in delivering for Marchwood. As we look forward to 2021 there are a number of major developments on the horizon including significant potential housing and significant potential road and rail projects. Getting the balance right between ensuring local prosperity and protecting the special qualities of Marchwood will be a challenge but it is one I am confident that we will collectively meet together.

May I wish you and your families and very happy and healthy Christmas.

Councillor Richard Young

Chairman

Report of District Councillor Alison Hoare

December 2020

Housing

NFDC will shortly be going out to consultation on a plan to approve the implementation of restrictions contained in S157 of the housing Act 1985, to restrict the onward disposal of council properties sold under the right to buy, in designated rural areas, including the National Park and areas of outstanding Natural Beauty within the District.

As you are all aware rural areas in the District face special difficulties when it comes to affordable housing, not only is there less but there are real problems with affordability, especially for younger families who have always lived and worked within the Forest, and this is coupled with the fact that there is less opportunity to build new dwellings.

Section 157 is a discretionary power, which if local councils choose to take can restrict the sale of former council houses within the designated areas to only those people who have a local connection. Covenants will be imposed when any council property is sold under the right buy, (unfortunately we have no powers to stop this) which requires the council's consent for any future disposal.

Alongside this NFDC have built their first houses for shared ownership, 4 have built in Mulberry Gardens Blackfield.

Electric Charging Points

NFDC have installed 25 electric charging points in 9 of their council run carparks, planning permission has also been acquired to stall electric charging points in Lyndhurst car park, (Because Lyndhurst is in the National Park, NFDC had to gain planning permission) and it is hoped they will be installed by the spring.

Waste Strategy

The consultation was extended until the evening of the 20th December, primarily because on the date we were hoping to end the consultation NFDC ICT suffered a glitch and residents were unable to access it. There was such a high-level demand that we decided to extend, in order that residents who wanted to have their say were able to. As I write this on Friday, we have had about 3600 people contribute with a 50/50 split of opinion. We are hoping in the New Year to hold a virtual online question and answer session for all Town and Parish Councils.

Local Response centres

Work is ongoing preparing the local response centres to be available 24 hrs. a day over the Christmas period for residents in difficulty.

Wishing you all a Merry Christmas and a Happy, ordinary and free 2021.

Alison

Cllr Alison Hoare

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