



HYTHE AND DIBDEN PARISH COUNCIL

The Grove, 25 St. John's Street, Hythe, Hampshire SO45 6BZ

Serving the communities of Dibden, Dibden Purlieu and Hythe

DAVID SHIMPE Clerk to the Council

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To:

All Members of the Council
District and County Councillors for the Parish

AGCOU184

4 September 2014

Members of the Council

You are hereby summoned to attend the Meeting of the Council to be held in The Grove, 25 St. John's Street, Hythe on Wednesday 10 September 2014, at 8.00 pm.

Yours faithfully

Clerk to the Council

AGENDA

1. Apologies for absence.
2. To note any declaration of interest made by Members in connection with an Agenda item. The nature of the interest must be specified.
3. To consider and approve the Minutes of the Meeting of the Council held on 13 August 2014.
4. Public Forum – up to 15 minutes will be allowed in accordance with Standing Order 17 for the Public Forum.
5. Chairman's Announcements.
6. Reports of the County Councillors on County Council matters concerning the Parish.
7. Reports of District Councillors on District Council matters concerning the Parish.
8. Reports of Representatives on Outside Bodies.

9. Questions to District, County Councillors and Representatives on Outside Bodies arising from their reports.
10. Questions under Standing Orders 25 and 26.
11. To receive and adopt the attached Minutes of the following Committees: -
 - a) Planning 13 August 2014
12. Conclusion of Annual Audit 2013/2014.
13. Grant Applications 2014/15 – First Batch.
14. Bank Reconciliation – July 2014 and Sweep Arrangement – Wages Imprest.
15. Pylewell Precinct – Building Site.
16. Litter and Public Conveniences within the Parish.
17. Maintenance of Ewart Recreation Ground.
18. Open and Accountable Local Government.
19. Proposed Netley View Community Building.
20. The Grove – Agreement on building materials.
21. Signing of Documents. – To authorise the signing of a 15 year Sub Lease for Clayfields Sports Centre between the Parish Council and Hythe and Dibden Football Club.
22. Accounts for payment.
23. Exclusion of Press and Public.
24. Staffing matters – Clayfields Sports Centre.

HYTHE AND DIBDEN PARISH COUNCIL

COUNCIL MEETING 10 SEPTEMBER 2014

AGENDA NOTES

Item 12 Conclusion of Annual Audit 2013/14

At the time of publishing the agenda the Annual Return had not been received from the external auditor, it is anticipated that it will be available at the meeting.

Members are requested to approve the Annual Return following which it will be published.

Item 13 Grant applications 2014/15- First Batch

A list of grant applications is attached.

Member's views are requested.

Item 14 Bank Reconciliation July 2014 and Sweep Arrangements – Wages Imprest

Bank Reconciliation

In accordance with Finance Code of Practice, attached is the bank reconciliation for July 2014.

Sweep Arrangement – Wages Imprest

Following the transfer of the two ACSOs it is necessary to increase the sweep arrangement in the Wages Imprest account to £38,000 to cover the additional salary payments.

Member's views are requested.

Item 15 Pylewell Precinct – Building Site

At the last meeting of the Council a member of the public raised concerns about the visual appearance of the land at 50 Pylewell Road.

Members of the Council agreed to discuss the issue at this meeting and therefore Members' views are requested.

Item 16 Litter and Public Conveniences within the Parish

At the last meeting of the Council a member of the public raised concerns over the following,

- The amount of litter visible across the parish
- The lack of public toilet provision in the parish

Members agreed to discuss the concerns at this meeting therefore Members views are requested.

Item 17 Maintenance of Ewart Recreation Ground

The Ewart Recreation Ground Charity has formally requested the Parish Council to undertake the maintenance and administration of the charity land at Ewart Recreation Ground on its behalf.

The Charity has confirmed that all of the income that is received will be passed to the Parish Council to help offset the costs of maintaining the public facility.

Members' views are requested.

Item 18 Open and Accountable Local Government

The Local Government Open and Accountable Act requires the Council to record and publish decisions taken by officers using delegated powers in respect of the following;

- The granting of a permission or licence that affects the rights of an individual.
- The awarding of a contract or to incur expenditure which materially affects the Council's financial position.

Currently Parish Council officers have delegated powers in the following:

- To take appropriate action following consultation with either the Chairman or Vice Chairman of the Council in order to manage the operation of the zip wire at Ewart Recreation Ground.
- To determine applications to use Council owned land.
- To determine future arrangements for office closures over the Christmas period in consultation with the Chairman of the Council.
- To waive the 25% commercial enhancement fee for a period of time for commercial hirers of the Parish Council facilities.

The decision to grant a permission or licence that affects the rights of an individual.

The Clerk already has delegated power to determine applications to use council owned land.

The Council issues a number of Leases or Licences which are in force for varying periods of time. Renewals have historically been undertaken by the Clerk to the Council.

In order to comply with the new regulations, Members are requested to consider whether or not they would like the issuing of Leases and Licences to continue to be dealt with by the Clerk using delegated powers. The documentation required under the new Regulations to accompany the decisions will then be published and made available on the Council's website.

To award a contract or incur expenditure which has a material effect on the Council

The Council presently awards contracts in compliance with its adopted Financial Regulations and Standing Orders. The following clauses of the documents delegate power to the Clerk to spend up to £5,000

Standing Order 74.2 provides power to the Clerk to accept tenders/quotations up to the value of £5,000 provided that it is the lowest quotation/tender.

Financial Regulation 4.5 allows for the Clerk to spend up to £5,000 in times of an emergency or if there is an extreme risk to the delivery of Council services.

For expenditure over £5000 the following applies

Standing Order 74.3 requires that tenders over £5,000 are subject to approval by the Council or appropriate Committee.

In order to comply with the requirement of the Act it is necessary for the Council to decide on a monetary amount, over which expenditure is deemed to have a material effect on the Council. Currently £5000 equates to 0.72% of the projected total expenditure for 2014/15.

Members are requested to consider whether or not £5,000 is an acceptable amount as the threshold for "material effect".

Item 19 Proposed Netley View Community Building

Members will recall that Officers have held discussions with the Forestry Commission to seek agreement to construct a community building on Forest Front Open Space. Unfortunately, discussions have stalled due to unforeseen circumstances.

Recently there has been a change of personnel in the Community Affairs Department at the Exxon Fawley complex. As a result, an approach has been made to the company to investigate the possibility of constructing the community building on the former Blackfield and Langley site adjacent to Fawley Road. The feedback from Exxon has been very positive and a letter of intent to grant a lease is due to be received shortly.

As a result, Members are requested to confirm that they would like further discussions to take place with a view to securing a lease for the land.

Item 20 The Grove – Agreement on building materials

The Parish Council has obtained planning consent to construct an extension to The Grove for use by the Wessex Cancer Trust.

One of the conditions placed on the consent is that a sample or exact details of the facing and roofing materials to be used shall be approved by the Local Planning Authority.

Members are asked to consider whether either of the samples that are on display at this meeting are acceptable to be forwarded onto the Local Planning Authority for approval.

Item 21 Signing of Documents – To authorise the signing of a 15 year Sub Lease for Clayfields Spots Centre between the Parish Council and Hythe and Dibden Football Club.

Hythe and Dibden Football Club have been informed that their grant application that was submitted to the Football Foundation has been approved. As a result the Trustees are keen to sign a lease.

Currently the facility is leased to the Parish Council from New Forest District Council. Permission allowing the Parish Council to sub-let has been sought. The Council's solicitors have advised that the lease between the club and the Council should not be completed until permission has actually been granted by the District Council. The permission is imminent however the Council is not due to meet again until October. The delay could affect the clubs chances of installing the floodlights and other required infrastructure whilst the weather remains reasonable.

Discussions regarding the sub lease have been ongoing for a number of months and a 15 year repairing lease for the building, one pitch and containing the following Heads of Terms has been agreed between Officers and the Football Club

- A schedule of decoration inside and outside the building every 5 years and at the end of the lease.
- The Building to be maintained to the current standard.
- The building is subject to six monthly inspections by the Council.

- Failure to carry out repairs will result in the Council undertaking the work and recharging. Failure to pay the recharge within one month resulting in the termination of the lease

Use of the demised premises to be restricted to football and associated activities unless prior approval is given by the Council.

The hours of use to be restricted to 8.00 am to 11.30 pm Monday to Saturday and 8.00 am to 11.00 pm Sunday, unless different times are agreed in advance by the Council.

The Parish Council should be protected from any liability in the event the club fails to act appropriately e.g. if a club member got injured whilst changing the high level floodlights.

No alterations are to be carried out to the building, pitch or area contained in the lease without the approval of the Council and will be subject to any planning and building regulation requirement.

No buildings or fences are to be erected without the approval of the Council.

The initial rent level be as agreed by Council on 12 February 2014. The lease to contain rent review dates in years 7 and 12. Rent to be paid quarterly in advance

The Council to continue to pay the insurance and utility bills (capped at the current Council budget levels) with HDFC making an increasing contribution until year 6 when HDFC would be responsible for the total expenditure. (Agreed by Council 12 February 2014).

The Council will make a contribution to any business rates on a reducing scale until year 6 when HDFC would be responsible for all business rate expenditure.

The Council would continue to carry out pitch maintenance on the dedicated pitch used by HDFC.

No external signage either temporary or permanent to be erected on the site/building without the prior approval of the Council and where necessary with the appropriate advertising consent.

The lease is not transferable and there is to be no subletting.

Provision be made to allow the Post Office to continue its part time service from the Clayfields building. Currently Monday and Wednesday Mornings and Tuesday and Thursday afternoons.

HDFC will have joint use of the car park with the parish council. The New Forest District Council recycling containers will remain located in the car park.

HDFC must comply with Food Hygiene Regulations and the local authority licensing requirements in respect of the clubhouse.

Access to and across the site must be maintained for Council vehicles and employees

The management of the 2nd public pitch be administered by the Council with the income being shared between the Council and HDFC on terms to be negotiated by the Clerk to the Council.

HDFC must submit audited annual accounts to the Parish Council within three months of the end of the financial year along with copies of their public liability insurance policy

The premises are to be made available to the proper authority for local and national elections.

The all-weather courts are not included in the agreement.

Members are requested to approve the Chairman and one other Member to sign the lease when it is available

Grant aid Applications 2014/15

Ref:	Applicant	13/14 Actual	Request 14/15	Purpose	Suggested Grant
P1	Policy Groups				
	CAB	1741		Policy Grant - Core Work	1775
P2	Community First Direct	1291		Policy Grant - Core Work	1315
P3	Friends of Forest Front N. R.	513		Policy Grant - Towards running costs Public Liability Insurance (Agreed Council June 2014)	572
P4	Waterside Heritage	316		Policy Grant - Towards running costs	320
	Budget Policy Grants	3861		Budget Policy Grants	3982
C37	Community Groups Hythe and Dibden Woodland and Waterside Conservation Group		700	Purchase equipment, materials (edging, stakes/poles) to create footpaths around Tates Copse and to create woodland garden for Hythe Primary school Total cost =£700	700
C50	Hythe Cricket Club	500	600	Contribution to bring pitch up to standard to ensure safety of participants Total Cost - £964	300
C51	Jubilee Sailing Trust	0	1000	Keeping ships seaworthy and safe and towards the cost providing the challenge of Tall Ship sailing to H&D residents. Last year 22 H&D residents took part	500
Total			2800	Total	1850
				Budget Section 137 Grants (Non Policy)	3738
				Balance	1888

Bank Reconciliation - JULY 2014**Bank Statements @**

31 July 2014

Barclays Current Account	51,386.58
Barclays Fixed Term Account	0.00
Lloyds Business Investment Account	126,160.49
Lloyds - Amenity Areas	0.00
Lloyds - Current	25,000.00
Lloyds - Wages Imprest	28,000.00
Lloyds - Fixed Term Deposit	100,000.00
Lloyds - Short Term Deposit (2)	100,000.00
Lloyds - Short Term Deposit (3)	50,275.75
Lloyds - Short Term Deposit (4)	100,000.00
Petty Cash	250.00

Total **581,072.82**

Adjustments

Adjusted Total **581,072.82**

AdvantEdge @

31 July 2014

Barclays Current Account	51,386.58	
Barclays Fixed Term Account	0.00	
Lloyds Business Investment Account	126,160.49	
Lloyds - Amenity Areas	0.00	
Lloyds - Current	20,757.46	4,242.54
Lloyds - Wages Imprest	28,000.00	
Lloyds - Fixed Term Deposit	100,000.00	
Lloyds - Short Term Deposit (2)	100,000.00	
Lloyds - Short Term Deposit (3)	50,275.75	
Lloyds - Short Term Deposit (4)	100,000.00	
Petty Cash	250.00	

True Balance **576,830.28**

Uncleared Cheques 4,242.54

As per Bank **581,072.82**

Agrees

**HYTHE AND DIBDEN PARISH COUNCIL
COUNCIL MEETING
10 September 2014
ACCOUNTS FOR PAYMENT**

Payments already made, for approval		£
9767 New Forest District Council	September rates - Parish Hall (D/D)	278.00
9773 New Forest District Council	September rates - The Grove (D/D)	718.00
9779 New Forest District Council	September rates - The Grove (D/D)	191.00
9785 New Forest District Council	September rates - Clayfields (D/D)	231.00
9791 New Forest District Council	September rates - Workshop (D/D)	372.00
9898 Central Computer Management Limited	Postage and Packing	8.70
9899 - 9902 Helping Hand Recruitment Limited	Temporary Maintenance staff July / August 2014	2,088.56
9903 - 9904 Ace Liftaway	Skip Hire	565.20
9905 Ace Office Environments	Clothing for A.C.S.O.'s	262.80
9906 - 9907 ASAP Signs	Various signs for Parish	100.80
9908 Mr. J. Ashby	Allotment deposit refund	40.00
9909 Chubb Fire and Security Limited	Work to Clayfields alarm system	160.45
9910 Complete Security	Cabin hooks	9.66
9911 Dale Valley Training	First Aid Course	90.00
9912 Eden Springs	Water cooler hire	47.76
9913 Fred Hurst	Landscaping work Clayfields	40.00
9914 Go Pak	Tables for Parish Hall	498.58
9915 Hampshire and Isle Of Wight Community Rehab	Community Payback June 2014	150.00
9916 - 9917 Hampshire County Council	Cleaning materials	307.19
9918 - 9919 Holbury Hardware Stores	Maintenance items	120.92
9920 - 9925 Holbury Tool Hire Limited	Maintenance items	458.89
9926 K. Holloway	Window cleaning at The Grove	160.00
9927 Handy Trust	Summer youth activities	151.10
9928 Hythe Tyre and Exhaust	Puncture repair	15.00
9929 Krowmark Limited	Protective clothing	133.56
9930 Moviola Limited	July 2014 film show	323.50
9931 N.J.M. Metal and Recycling	Skip hire	4,536.00
9932 - 9933 Ocean Securities (U.K.) Limited	Security Locking Noads Way and Ewart Rec.	652.80
9934 - 9938 P.C. Building Supplies Limited	Maintenance items	70.92
9939 T.J.M. Groundwork and Building Contractors Limited	Erect steps at Ewart Recreation Ground	2364.00
9940 Thorntons Communications	Telephone charges - July 2014	129.59
9941 Warrens Office Limited	Precision trimmer	61.20
9942 Zurich	Additional insurance premium	253.09
9943 Mr. Andres Prieto	Parish Hall Deposit Refund	150.00
9944 Mr. S. Valman	Parish Hall Deposit Refund	150.00
9945 Mrs. Hayllar	Allotment Deposit refund	40.00
9946 HM Revenue & Customs	PAYE/NIC July 2014)	
9947 Wages & Salaries	Net salaries July 2014)	25092.34
9948 Hampshire County Council	Pensions contributions July 2014)	
9949 Unison	Union contributions July 2014)	
9950 Total Gas and Power	Workshop (D/D)	132.61
9951 Newsquest	Newspapers June / July 2014 (D/D)	12.60
9952 Clarion Communication	Telephone charges - July 2014 (D/D)	95.36
9953 Fuelgenie	Fuel for vehicles - August 2014 (D/D)	651.43
9954 Newsquest	Newspapers July / August 2014 (D/D)	12.60
9955 Kompan Limited	Parts for Shore Road	2864.59
9956 Neptune Outdoor Furniture	Memorial seat for cricket club (rechargeable)	597.60

Sub-total £45,389.40

Payments for approval