

## NETLEY MARSH PARISH COUNCIL

Minutes of the Parish Council meeting held at Woodlands Community Hall on Wednesday 16 January 2019

**Present:** Cllr Welbourn, (Chairman), and Cllr Shaw.

**In attendance:** Brian Loades, Derek Tipp, the Parish Clerk and the Clerks Assistant:

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116. **Welcome**

Cllr Welbourn welcomed Councillors and Members of the Public to the meeting

117. **Apologies** for absence had been received from Cllr Antrobus, Cllr Babey, Cllr Cook, Cllr Humphray and Cllr Puttock - **there was therefore no quorum – decisions were not made but solutions were suggested for ratification at the next meeting.**

118. **Declaration of Interests** – there were none.

119. **Public Participation** – there were no comments

120. **Approval of minutes of 12 December 2018**

The minutes having been circulated were agreed and signed by the Chairman.

121. **Planning**

Planning and appeal decisions from NFNPA and NFDC were noted.

121.1 The following decisions made by the planning sub-committee were ratified to be passed to NFNPA

00997	Oak Cottage, 297 Woodlands Road, Woodlands, SO40 7GE	Creation of new access; removal of existing access	1. Permission, but accept officers decision
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**Assistant Clerk to send comments to NFNPA**

121.2 The cessation of supply of paper plans by NFNPA from 1. Mar 2019 was noted with regret.

122. **County, National Park & District Matters**

Cllr Tipp advised the meeting on NFDC matters, commenting on pollution levels at Redbridge. Cllr Tipp also mentioned the phone box on Woodlands Road near Alpine Road which has been adopted by the Neighbourhood Watch Group. The Clerk will draft an item for the website and Outlook for Cllr Tipp's approval seeking volunteers to assist with maintenance. The A326 was also mentioned, the Clerk was asked to put this on the next agenda.

**Clerk to draft item for Website and Outlook**

**Clerk to put A326 on next agenda**

123. **Matters Arising**

123.1 **Quadrant meeting 23 January** Netley Marsh hosting noted.

123.2 **History Society** talk, many NMPC historical items are held at the Hampshire Record Office, the Clerk will advise the History Group. The Clerk will also check if any old maps etc., remain in her records

**Clerk to contact History Group**

124. **Members Report**

124.1 Woodlands Community Hall Cllr Shaw reported various minor maintenance issues are being dealt with including the light in the mens toilets. Consideration is being given to replacement radiators.

124.2 Play area; Outdoor gym; Defibrillator; Noticeboards; nothing to report.

124.3 Items for Outlook: Tea Party, draft advert was amended and approved. Neighbourhood Watch and the phone box and volunteers for Outlook delivery will all be mentioned.

**125. Footpaths and Bridleways**

**Footpath 5** a series of photographs from a member of the public had been received. These will be forwarded to Cllr Cook for comment and HCC querying whether the access is acceptable and according to regulations. It was noted that there appeared to be an HCC footpath arrow on the structure.

**Clerk to send photos to Cllr Cook and HCC**

**126. Lengthsman** no matters to report

**Woodlands, Shepherds Road** – Cllr Babey will meet with the owner in due course.

**127. Clerks Report**

127.1 **Digital VAT, advice** from the Internal Auditor and MP Julian Lewis, that as NMPC income and expenditure is below the VAT threshold, then the Council can continue to submit VAT returns manually online was noted. It was also noted that the internal audit will take place on 20 June.

127.2 **Elections**, dates were noted and it was agreed to ask NFDC to send all post items to the Assistant Clerk from 1 March to 17 April.

127.3 **Health and Safety course** March 2019. The Assistant Clerk has already booked four days holiday from her other post in order to allow time to work on her Cilca submissions and did not feel able to commit to another training day this year. She would be willing to attend such a course in the future. The Clerk is out of the Country on the date in question.

**128. Correspondence** a list of correspondence had been circulated. Matters requiring attention were

NFALC	NFALC Agenda	Cllr Welbourn and Cllr Puttock will attend
Sylvia Crocker	NM History Group	It will be suggested the Group contact Mark Littleton-Gray and/or visit the Hampshire record office where most historical items belonging to the Parish Council are lodged. The Group will also be asked to put on a display at the Tea Party
Woodlands Pre-school	Village Tea Party	Clerk to contact the Facepainters re. the tea party.

**129. Financial matters** 129.1 the following cheques were approved for payment

Expenditure Detail	Cheque no	Net	VAT	Gross
Netley Marsh Community Hall for Quadrant meeting	2015	20.00		20.00
J Shadick	2016	155.08	6.01	161.09
H Lawrence	2017	165.22	0.72	165.94
R Cooper	2018	300.15	- 5.07	295.08
				642.11

129.2 **Land rent** – to consider any adjustment for 2020 – 2024 – this to be an item on the next agenda.

129.3 **Transfer** £1000.00 deposit to current account was agreed.

**130. Parish Matters**

130.1 **APM invitations** – the usual invitations will be sent – with Councillors/MP having a reminder re Purdah/elections, Veolia and Stephen Lawton of Paultons Park will also be invited.

130.2 **Tea Party** Saturday 15 June Face Painting, see 128 above Notice in Outlook, amended and agreed. Invitations as APM and as agreed in the October 2018 minutes. RSVP by Friday 10 May. Musical entertainment will be sought, possibly a string quartet or a harpist – this to be an item on the next agenda.

**Councillors items**

130.3 **A326-** it was noted that Cllr Penman is on the committee looking at issues relating to the A326 comments concerning the road will be an item on the next agenda.

131. **Confidential**

‘That in view of the special/Confidential nature of the business to be transacted, it was advisable in the public interest that the press and public be temporarily excluded and they were instructed to withdraw’

Changes to the Clerk and Assistant Clerk salary/scales/ in relation to their altering responsibilities and the new Pay Scale which comes in on 1 April were discussed. The following recommendations will be considered at the next meeting.

Assistant Clerk should go to point 15 from 1 April, that is LC1-5 on the new scale

Subject to Assistant Clerk having two of the four sections of the Cilca course submitted and passed she should go up one point to LC1-6 per hour – with a stated aim of this being achieved by 1 April  
When Assistant Clerk has a third section submitted and passed she should go up to point LC1-7 – with a stated aim of this being achieved by 1 July

At that stage Assistant Clerk to be taking considerably more work from Clerk – at this point Clerks pay may need to be considered as will job titles for both members of staff.

Review situation at the June meeting.

There being no further business the Chairman closed the meeting at 8.00 pm.

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Clerk to the Council                      to: All Members of the Council

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**Next meeting** Wednesday 20 February 2019 at 7.45 pm Woodlands Community Hall

Signed:

date: 20 February 2019