

**HAMBLE-LE-RICE PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY, 11<sup>th</sup> DECEMBER 2017  
AT THE ROY UNDERDOWN PAVILION, COLLEGE PLAYING FIELDS, BARON ROAD,  
HAMBLE-LE-RICE AT 7.00 PM**

**PRESENT:**

- Cllr S Cohen - Chairman
- Cllr P Beach
- Cllr S Hand
- Cllr D Rolfe
- Cllr I Underdown

**In Attendance**

- Mrs A Jobling – Clerk to the Council
- Mrs J Panakis – Minutes Secretary
- 3 Members of the Public

**To Receive Apologies for Absence**

**434/121/17** Apologies for absence were received from Cllr M Cross, Cllr G Woodall, Cllr S Schofield, Cllr D Phillips, Cllr I James and The Assistant Clerk

**Declaration of Interest**

**435/121/17** Cllr Beach declared a dispensation regarding the Foreshore and Dinghy Park. Cllr Cohen declared a dispensation relating to membership of the Royal Southern Yacht Club. Cllr Hand declared a dispensation relating to the Foreshore and Dinghy Park and membership of the Royal Southern Yacht Club. Cllr Underdown declared dispensations relating to the Foreshore and Dinghy Park and the River Hamble.

**To Accept the Minutes of the Council Meeting held on 27<sup>th</sup> November 2017**

**436/121/17** Cllr Cohen proposed, Cllr Underdown seconded, IT WAS RESOLVED that the Minutes of the Council meeting held on 27<sup>th</sup> November 2017 be accepted as a true record. The Minutes were then signed by the Chairman.

**To Accept the Exempt Business Minutes of the Council Meeting held on 27<sup>th</sup> November 2017**

**437/121/17** Cllr Cohen proposed, Cllr Underdown and IT WAS RESOLVED that the Exempt Business Minutes of the Council meeting held on 27<sup>th</sup> November 2017 be accepted as a true record. The Minutes were then signed by the Chairman.

**Public Session**

**438/121/17** A Parishioner spoke to the meeting to complain about the new Community Orchard at College Playing Fields. The complainant felt that the location of the Orchard would cast shadow over her garden during the afternoon and evening. She also complained that she had not been informed about the planting. Cllr Cohen thanked the Parishioner for her comments.

Chairman’s Signature: ..... Date: .....

## **Community and Partnership**

**439/121/17 Complaint regarding the Community Orchard at College Playing Fields** The Clerk advised that the trees should not grow much above 10ft and therefore it was not expected to be a problem. It was agreed to contact the complainant in the summer to assess the situation and if needed to relocate one or more trees as part of the second phase of planting. **CLERK**

**440/121/17 Tree Survey** A full report was circulated with the papers for the meeting. Cllr Underdown proposed, Cllr Hand seconded and IT WAS RESOLVED that the following recommendations (with slight modifications from those set out in the paper) were agreed: (1) To instruct Eastleigh Borough Council Tree Services to undertake 5 tree surveys (Phase 1 – details in the report) with the resulting reports being presented to the Asset Management Committee for approval, so that remedial works can start before the end of February 2018. Cost of Surveys - £1,500 plus VAT; Budget for remedial work - £2,000 plus VAT. (2) Agreed in principle to further phases of surveying with all remaining un-surveyed areas [13] being covered by the end of September 2018 with recommended remedial works being achieved by the end of February 2019. (3) To ensure in principle that there is 2018/19 budget provision to undertake remaining surveys and remedial works. **CLERK**

**441/121/17 Hampshire County Council – Hamble Lane Highways Consultation** Representatives from Hampshire County Council Highways have been making public presentations on their Consultation. Concern was expressed on a number of aspects:

- That there was a lack of hard data available at the presentation and that this would negatively affect any conclusions.
- The only traffic monitoring information was gleaned from Mallards Road - no information was available beyond that point, down to the end of the peninsular.
- The questions on the Consultation were not at all clear, and it was difficult to know how to respond to them, particularly for the Parish Council as an entity.  
There was no extra provision for parking at Hamble Station and it appeared that Network Rail had no plans to increase rail services passing through the station.

Hampshire County Council have indicated that they would only put traffic monitoring in if the Parish Council agreed to pay for it. The Council decided that they would seek a meeting with Cllr Humby from Hampshire County Council who is the Executive Member for Environment and Transport. The Council asked the Clerk to draft comment on the consultation to circulate via social media. **CLERK**

*7.37 pm One Parishioner left the meeting.*

**442/121/17 Structure of Council Business for 2018** It was agreed that this paper would be put on the next Agenda for further discussion. **CLERK**

*7.42 pm and 7.50 pm The last two Parishioners left the meeting*

**443/121/17 Clerk's Report** The Clerk highlighted several points from her report:

- Item 1: It was agreed that HCC contractor would be allowed to use the Foreshore Car Park when the works to the High Street and the public Hard commence.
- Item 2 the change in supplier for the office alarm contract. Cllr Cohen proposed, Cllr Rolfe seconded and IT WAS RESOLVED that the Clerk was authorised to change the office alarm contract as outlined in the report. **CLERK**

Chairman's Signature: ..... Date: .....

- Item 4 Health and Safety Matters – including vibration risk linked to some equipment used by the Ground Staff, and Display Screen Equipment (DSE) in the office. With regard to the former, it appeared to be more cost effective to replace some items of equipment. The office workstations required the assessment of a specialist. **CLERK**
- Item 7 - e-mail alert system – the Clerk said she would approach Carrera (the Council's IT suppliers) for advice about this. **CLERK**

### **Planning**

**444/121/17** *H/17/81852* *Side and rear extensions with accommodation in roof space above, raised decking at rear, attached single garage following demolition of existing detached garage and new vehicular access – 48 Satchell Lane, Hamble-Le-Rice, Southampton SO31 4HL.*

Cllr Underdown proposed, Cllr Hand seconded, and **IT WAS RESOLVED** that the decision be left to the Officers, however, the Council expressed the following concerns: that the development was large in relation to the footprint of the property; that the development mass would overshadow the properties to the rear and that the design was out of keeping with the surrounding area. The Council asked that neighbour's comments be taken into account. **CLERK**

**445/121/17** **Response to the Fareham Borough Council Consultation** Cllr Cohen said that she had received comments from Cllr Underdown and would circulate these, along with her own, to Councillors requesting any other remarks from Councillors.

### **Finance, Compliance and Governance**

**446/121/17** **Recommendations from the Burial Committee** A paper had been circulated making 4 recommendations to the Council to approve: (1) Exclusive Right of Burial fee of £150 for new ashes plots; (2) Increase of fee of burial plot headstones to £125; (3) Revised Regulations including dimensions for headstones and tablet memorials; and (4) adoption of the Grave Ownership and Deed Transferral document. Cllr Underdown proposed, Cllr Cohen seconded, and **IT WAS RESOLVED** that these four recommendations be approved.

**CLERK**

**447/121/17** **Recommendations from the Dinghy Party Working Group** A paper had been circulated making 9 recommendations for the Council to approve:

1. The revised Terms and Conditions
2. The Revised Application form
3. Wording of the covering letter
4. Draft questions for survey – to inform plans for future improvements of the area. A public engagement event to be held on 26<sup>th</sup> January 2018 at the Priory Centre
5. Request a budget is set aside to fund improvements programme
6. To further investigate feasibility of using the current sin bin area for income generation such as racking for small craft, eg paddle boards, kayaks and canoes
7. To implement a more frequent inspection programme
8. To request full details from Hamble River Sailing Club of all boats stored at the Dinghy Park, including ownership and emergency contact details. Once this information has been received to allocate numbered stickers to the Sailing Club. (The historical practice has been to issue stickers marked HRSC only – not numbered.)
9. In response to the letter of 9<sup>th</sup> October 2017 from Hamble River Sailing Club requesting that they: lease the area of the Dinghy Park currently used by the Sailing Club; lease an area from the southern end of the Dinghy Park to the southern edge of the barrier and slipway

and lease the sin bin area. The Working Party recommended that the Parish Council should not agree to the proposals at this time.

Cllr Rolfe proposed, Cllr Underdown seconded, and IT WAS RESOLVED that the 9 recommendations from the Dinghy Party Working Group are approved. **CLERK**

**448/121/17 Schedule of Payments** The Clerk highlighted the following in the schedule of payments: the payment to Eastleigh Borough Council for HYPE is disputed, in that the Parish Council has been invoiced for the whole commitment of £10,000, whereas it had been agreed that these payments would be invoiced in tranches. There are 2 entries relating to SLCC, one of which is an adjustment for fees which should not have been paid. The payment to Class Fire was queried: this was for the provision of external training, risk assessment and equipment from this organisation. Cllr Underdown proposed, Cllr Beach seconded, and IT WAS RESOLVED that the schedule of payments be accepted. **CLERK**

**449/121/17 Bank Reconciliation for the Period** The Clerk said that the bank statement had been reconciled to £151,761.32 and signed off by Cllr S Schofield. The Petty Cash reconciliation had been checked and signed by Cllr I Underdown on 5<sup>th</sup> December 2017. The balance was £87.33.

**450/121/17 Draft Budget** The Clerk reported on the list of priorities circulated with the papers of capital expenditure going forward, which had come from working groups, committees or discussion in Council: this amounted to £118,000. At present the Council held £250,000 in reserves, if funding for these capital projects were taken out of reserves this would leave a balance in excess of the minimum reserve advised by the Auditor. The Auditor has already commented that the Parish Council's reserves are high. The Clerk asked whether the Council wanted to approve the list of projects, and whether they wished to use reserves to fund them, or authorise a slight increase in the precept. In the next financial year there could be a 2% increase in staff salaries plus pressures from pension increases. In addition, next year the revenue support grant from Eastleigh Borough Council may be withdrawn. This year the grant was £15,000. Income of £8,000 is anticipated from the telecoms mast and there is scope to increase some income charges. Decision as to whether to increase the precept will need to be done at the next meeting in January 2018.

Cllr Hand proposed, Cllr Cohen seconded, and IT WAS RESOLVED that the Council agreed in principle the priorities identified in the programme of capital expenditure, subject to financial ratification and agreed the revised budget for 2018/19, subject to further discussion on the precept. **CLERK**

**451/121/17 Miscellaneous Charges – Football Pitches** A comparison had been made of Hamble Parish Council's charges for use of their football pitches with other Parish Councils in the area: it would appear that the present charges Hamble Parish Council apply are very low by comparison. The Clerk advised that the Council considered a fee structure similar to that applied by Hound Parish Council for teams using their pitches from outside of the Hound area. The Clerk was asked to work out fees, based on the formula's used by Hound Parish Council, and bring the information back to the next meeting. **CLERK**

**452/121/17 Exempt Business** Cllr Cohen proposed, Cllr Beach seconded, and IT WAS RESOLVED that in view of the confidential nature of the business to be discussed the public and press be excluded.

The matter to be discussed was as follows: Staffing Issues

*The meeting closed at 8.55 pm.*

Chairman's Signature: ..... Date: .....