

HAMBLE-LE-RICE PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY, 10TH APRIL AT THE
ROY UNDERDOWN PAVILION COLLEGE PLAYING FIELDS, BARON ROAD,
HAMBLE-LE-RICE AT 7.00 PM**

PRESENT

Cllr I Underdown – Acting Chairman
Cllr P Beach
Cllr M Cross
Cllr D Phillips
Cllr D Rolfe
Cllr S Schofield
Cllr G Woodall

In Attendance

Mrs A Jobling – Clerk to the Council
Mrs J Symes – Assistant Clerk to the Council
Mrs J Panakis – Minutes Secretary
No Members of the Public

To Elect a Chairman for the Meeting

143/14/17 Cllr Cross proposed and Cllr Phillips seconded, all agreed and IT WAS RESOLVED that Cllr Underdown act as Chairman in the absence of both the Chairman and the Vice Chairman.

To Receive Apologies for Absence

144/14/17 Apologies for absence were received from: Cllr S Hand; Cllr S Cohen; Cllr T Hughes; Cllr I James and Cllr C Palmer.

The Chairman sent wish wishes for a speedy recovery to Cllr Hand on behalf of the council and staff.

Declaration of Interest

145/14/17 Cllr Underdown declared dispensations relating to the Foreshore and Dinghy Park and the River Hamble. Cllr Cross declared an interest in Planning. Cllr Beach declared a dispensation regarding the Foreshore and Dinghy Park. Cllr Woodall declared a dispensation relating to membership of the Royal Southern Yacht Club.

Chairman's Signature: Date:

To accept the Minutes of the Council Meeting held on 27th March 2017

146/14/17 An amendment to notes on the pre-application presentation to be amended to strike out 'on behalf of Foreman Homes' as this is incorrect.

Public Session

147/14/17 No members of the public were present at the meeting.

Community and Partnership

To receive any Planning Decisions and Matters at Appeal

148/14/17 Information on planning decisions was circulated with the papers. Planning Permission had been refused for construction of detached two storey 4 bedroom dwelling and detached garden gym, following demolition of existing bungalow at Abbey Court, School Lane, Hamble-Le-Rice, Southampton. This was noted.

To Consider any Planning Applications

149/14/17 *F/17/80124 Replacement garage, two storey rear extension and single storey side extensions to side, front and rear of Waterman's Cottage, School Lane, Hamble-Le-Rice, Southampton SO31 4JD.*

Cllr Schofield proposed, Cllr Rolfe seconded and the majority agreed (Cllr Cross abstained) and IT WAS RESOLVED that the decision should be left with the Officers of Eastleigh Borough Council under delegated authority.

CLERK

Request to Remove Tree at 16 Pegasus Close, Hamble-Le-Rice

150/14/17 Mrs Jobling referred to the report provided by the tree specialist sent out with the papers, which stated that the tree was not diseased or dangerous and there was no evidence that damage was being done to the building. The resident had seen the report and had stated that he was disappointed in its findings. He was invited to attend the meeting to address the Council. On the basis of the report the Council agreed that the tree should not be removed although the situation should be monitored. Cllr Woodall proposed, Cllr Schofield seconded and all agreed and IT WAS RESOLVED that Hamble Parish Council refused permission to have the tree removed.

Community Resource Centre and Library

151/14/17 Mrs Jobling reported that, following the last meeting of the Parish Council, she had written to Eastleigh Borough Council asking how the facilities would be managed going forward. Eastleigh Borough Council confirmed that they would manage the facilities and that they anticipated that Hamble Parish Council would only be responsible for getting volunteers to staff it.

Chairman's Signature: Date:

It was noted that the consultation period finished at the end of this week and that the Borough Council would be making a presentation at the Annual Parish Meeting on Wednesday 12th April, consequently there was very little time for parishioners to respond to the consultation. Concern was expressed about the availability of volunteers and whether security would be sufficient to protect them. Mrs Jobling was thanked for compiling the Parish Council's response to the Consultation document.

Community Wide Consultation Process for Hamble-Le-Rice – Neighbourhood Plan

152/14/17 A meeting of the Neighbourhood Plan Working Party had been held last week. Mrs Jobling said that she had been advised that it was important to consider the needs of the Parish and whether a Neighbourhood Plan or a Village Plan would best meet them. Cllr Woodall reported that this would be a topic at Wednesday's Annual Parish Meeting and that the consultation process would run from 15th May to the end of June 2017. Modes of consultation would include a questionnaire (hopefully promoted by local businesses), articles in the village magazine and using social medial. This would involve a projected expenditure of approximately £5,000.

Cllr Woodall proposed, Cllr Rolfe seconded and all agreed and IT WAS RESOLVED that the Parish Council agreed the consultation process for this project and approved a budget of £5,000 to cover the costs involved, which would be taken from reserves. **CLERK**

Parish Council Assets

Appointment of Consultants to assist with Human Resources and Health & Safety Policies and Advice

153/14/17 Mrs Jobling spoke to the paper she had presented to the Council about the need for the Parish Council to urgently review their policies on employment and health & safety. Three quotes had been from consultants who were specialists in this type of support to local councils. Of the three consultants, Ellis Whittam had been recommended by HALC as having the necessary experience and their quote is the most competitive. Peninsular do not do accident investigation, which has the potential to be important as Hamble Parish Council employ ground staff.

Ellis Whittam offers a full telephone advice service and they would do an initial site visit. Mrs Jobling would have to do the Risk Assessments. They offer training, site assessments and compliance checks. As each policy is put in place, there will be an electronic reminder send of any regular health and safety checks that require updating. They are confident that the policies and procedures they recommend are such that there should be no extra consultation work required, provided the Council follow them. The financial commitment should, therefore, remain stable even if they are consulted to resolve issues.

Cllr Cross asked about the qualifications of the advisors. Mrs Jobling responded that there seemed to be a lot of different grades of qualifications and it was extremely difficult to work out the differences. She had received assurance from Ellis Whittam that their staff were qualified to the equivalent of head of health and safety in a corporate situation. Legal advice comes from lawyers

Chairman's Signature: Date:

qualified to Grade 7 (degree level). Mrs Jobling recommended that the Council engage in a 3 year contract with Ellis Whittam.

Cllr Underdown proposed, Cllr Cross seconded and all agreed and IT WAS RESOLVED that, subject to confirming that the qualifications of the staff Ellis Whittam were to the required standard, that Ellis Whittam was recommended as the Consultants to the Council for matters concerning Human Resources and Health & Safety Policies and Advice. **CLERK**

Hire Agreement for the Roy Underdown Pavilion

154/14/17 Mrs Symes explained the important aspects of the draft paper she had prepared for the Council meeting, which had been circulated for the Members to consider. A copy of the Hire Agreement/Terms and Conditions of Hire for Hamble Village Memorial Hall had been obtained to act as a guide to developing this for the Roy Underdown Pavilion, as at present the Parish Council do not have such documents in place. Mrs Symes had modified the Hamble Village Memorial Hall documents to make them pertinent to the facilities at Roy Underdown Pavilion, and as a result there were three aspects that the Council needed to consider:

1. Item 26 relates to the issue of 3rd Party Insurance and states that if the hirer does not have their own, insurance and extra fee of £10 is levied. Mrs Symes had checked with the Council's insurers, who confirmed that they cover hirer's liability provided the Council could prove that they were not negligent in any way should an incident occur. If a claim was made on the Parish council's insurers, this would undoubtedly increase the Council's insurance premiums in future. The main risk was probably around parties. It is comparatively easy for hirers to obtain their own insurance for one off events. Cllr Cross advised that the Council should obtain advice about this from their health and safety consultants, once engaged.
2. The Parish Council did not, at present, charge a non-returnable deposit for a hire and Mrs Symes asked whether the Councillors felt that they should do so. Cllr Schofield enquired how often had a room booking been cancelled: there had been only one instance in the last 12/18 months. It was agreed therefore that no deposit should be charged due to the extra financial administration this would create for staff.
3. Finally, is it desirable to specify a finishing time for functions? Following discussion Cllr Rolfe proposed, Cllr Underdown seconded and all agreed and that a finishing time should be set for 11 pm with an extra 30 mins mandated to allow for clearing up.

The document to be revised accordingly and presented to the Council for full approval in due course. **Assistant Clerk**

Finance

Transparency Code 2015

155/14/17 Mrs Jobling explained that this Code had been introduced in 2015 and was, up to recently, only applicable to County and District/Borough Councils. However, Local Councils were now expected to comply with the legislation. The Code meant that the Parish Council has to

Chairman's Signature: Date:

publish more information, for example expenditure over £500 and other financial data. This was clearly going to be an onerous job. Mrs Jobling recommended that this project be done in a structured manner and that she would report back monthly on progress. Cllr Schofield advised that the Clerk endeavoured to use the financial data that the Council already had to produce rather than creating new formats and therefore extra work. **CLERK**

Mrs Panakis left the meeting.

Additional Support for Council Meetings

156/14/17 Mrs Jobling spoke about the need for engaging additional support for Parish Council Meetings, which had been fully explained in the paper presented to the Council. Following discussion Cllr Underdown proposed, Cllr Woodall seconded and all agreed and IT WAS RESOLVED that additional administrative support be engaged up until September 2017 based on the terms outlined in the report to the Council.

Mrs Panakis returned to the meeting.

Approval of the Following Finance Documents for March 2017

157/14/17 The Bank and Petty Cash Reconciliations: Mrs Jobling explained that she would be presenting the Council's Balance Sheet to a meeting every 2 months in future. This gives an accurate picture of their resources, liabilities and reserves. She drew attention to the Bank Statement balance of £62,240.46 recorded in the Cash and Investment Reconciliation to 31 March 2017 which should be checked against the current Bank Statement and the Petty Cash reconciliations. Similarly the amounts in the Reserve Account and EBC High Interest Account should be checked to ensure they reconcile to the Cash and Investment Reconciliation and any discrepancies adequately accounted for. The Petty Cash reconciliation had been signed off by Cllr Cohen. The Auditor has advised that we need to change the way we do Petty Cash - on every last day of the month the petty cash tin should be topped up to the agreed level. In the future this process will be overtaken by Debit Cards.

There is also an Income and Expenditure Summary report which shows what the Council spend and income generated. Councillors need to focus on aspects that show a high percentage figure and/or where that equals a significant sum of money. To illustrate Mrs Jobling drew attention to Code 202: College Playing Fields – the significant sum of money and the high percentage figure is due to the storage shed and monies will be moved from earmarked reserves to bring that expenditure code up to an acceptable position. Code 102; Civic and Archives – the amounts and percentages here are affected by the Council's grant to HYPE of £10,000. Code 302: Foreshore – this relates to income from car parking, income was negatively affected by the machines being inoperative over some of the summer months. This report will be brought to the Council on a quarterly basis.

158/14/17 Income and Expenditure Statements: the relevant documents for the Council to consider were the Sales and Purchases Ledger reports. Mrs Jobling explained the elements of the reports that the Council needed to scrutinise, for example, in the Sales Ledger the amount in

Chairman's Signature: Date:

the final column, which in total amounted to £1,150 owed to the council. The majority of this related to money owed by football clubs who are invoiced for the whole season, but pay monthly. With regard to the Purchase Ledger, some of the outstanding payments in this document will be going through the process of being settled as a result of the meeting.

Cllr Schofield proposed, Cllr Phillips seconded and all agreed and IT WAS RESOLVED that the Bank and Petty Cash Reconciliations, and the Income and Expenditure Statements were approved and Cllr Underdown (as Acting Chairman) signed the documents accordingly. **CLERK**

Coronation Parade Improvements

226/52/16 No further information about this has been received.

Hamble Lifeboat Project

52/21/15 Mrs Jobling reported that, as per the Council's instructions at the last Parish Council Meeting, she had written to the Lifeboat Trustees. The Trustees, represented by Nick Rose and Steve Emery have agreed to meet with representatives from the Parish Council (Cllr Hand, Cllr Cohen and the Clerk). Mrs Jobling said that she had tried to locate an independent mediator to assist, but had not so far been successful. Mrs Jobling emphasised that no public statement should be made about the matter by Councillors, as they Parish Council were obliged, under the terms of their legal agreement, to have the agreement of Hamble Lifeboat Trustees about any public statements made. Councillors asked whether the number of Portaloos should be increased to cope with demand over the Easter holidays.

Cllr Schofield proposed, Cllr Phillips seconded and all agreed and IT WAS RESOLVED that additional Portaloos would be ordered to bring the number of cubicles up to 4 for the remainder of the Easter holidays, and they would be removed after 2 weeks. **CLERK**

CPF Storage Building Project

477/111/16 Mrs Jobling reported that until there was some heavy rain she could not be sure the remedial work done by the contractors had made the building water proof. Mrs Jobling was therefore retaining the final payment until it was clear that the building work was done to a satisfactory standard. The Building Inspector had passed the work and the Council were awaiting the relevant certificate. It would be necessary for the Leases Working Party to meet again to consider the need for further electrical work, the installation of an alarm and racking within the building to make it useable. **CLERK**

Foreshore Waste Bins

360/91/16 There was no further information to present to the Council at this time.

Chairman's Signature: Date:

To Authorise the Clerk to Deal with Correspondence relating to Council Matters, including:

From Eastleigh Borough Council

159/14/17 Eastleigh Borough Council has requested funding from Hamble Parish Council amounting to £333 to support Park Sport in 2017. It was noted that there would not be a Skate Park this year in Hamble due to the fact that Eastleigh Borough Council moved activities around the area each year.

Cllr Underdown proposed, Cllr Cross seconded and all agreed and IT WAS RESOLVED that Hamble Parish Council would grant Eastleigh Borough Council £333 in support of Park Sport 2017. **CLERK**

From Hampshire County Council – The Harbour Authority

160/14/17 The Harbour Authority had communicated that they proposed to install a new pontoon at the YMCA, Fairthorne Manor, Curdridge. This was noted.

Exempt Business

161/14/17 Cllr Underdown proposed, Cllr Woodall seconded and all agreed and IT WAS RESOLVED that in view of the confidential nature of the business to be discussed the public and press be excluded.

The matters to be discussed were as follows:

Community Resource Centre and Library
GE Aviation: Feedback from Meeting

The Meeting Closed at 8.15 pm

Chairman's Signature:

Date: