

HAMBLE-LE-RICE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY, 8TH MAY AT THE ROY UNDERDOWN PAVILION COLLEGE PLAYING FIELDS, BARON ROAD, HAMBLE-LE-RICE AT 7.00 PM

PRESENT

Cllr S Cohen – Vice Chairman
Cllr P Beach
Cllr M Cross
Cllr T Hughes
Cllr C Palmer
Cllr D Phillips
Cllr D Rolfe
Cllr S Schofield
Cllr I Underdown
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
6 Members of the Public

Election of Chairman

179/51/17 Cllr Woodall proposed, Cllr Hughes seconded, Cllr Cohen abstained, and **IT WAS RESOLVED** that Cllr Cohen is elected Chairman of the Council for the municipal year 2017-18.

To receive the Declaration of Acceptance of Office by the Chairman

180/51/17 Cllr Cohen signed the Declaration of Acceptance of Office as the Chairman of the Parish Council for the municipal year 2017-18.

To Receive Apologies for Absence

181/51/17 Apologies for absence were received from Cllr S Hand and Cllr I James.

Declaration of Interest

182/51/17 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 Cross declared an interest in planning. Cllr Underdown declared dispensations relating to the

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Foreshore and Dinghy Park and the River Hamble and an interest in Item 9 on the Agenda relating to Planning Application N/17/80314. Cllr Woodall declared a dispensation relating to membership of the Royal Southern Yacht Club

To accept the Minutes of the Council Meeting held on 24th April 2017

183/51/17 Cllr Underdown proposed, Cllr Hughes seconded, all agreed, and IT WAS RESOLVED that the Minutes of the Council Meeting held on 24th April be accepted as a true record. The Minutes were then signed by the Chairman.

Public Session

184/51/17 Two members of the public spoke to Item 10 on the agenda, concerning the Planning Application O/17/80319 regarding the land at Satchell Lane. The concerns covered the following:

- Current inadequacies and safety concerns about Satchell Lane which will be exacerbated by further development.
- Rural nature of this part of Hamble making it unsuitable for development.
- Scale and size are inappropriate in a rural setting.
- Impact of overlooking and concerns about drainage/runoff.
- Remote from services, public transport and village centre.
- Impact on local services of an increase in population especially Blackthorn Surgery.
- Traffic movement will add to current congestion.
- Not sustainable

Cllr Cohen thanked the public for their comments. Agenda Item 10 would be dealt with at the close of the public session to enable the public to learn how the Parish Council were going to respond to the Planning Application.

Planning and Development Control

185/51/17 Cllr Cohen invited volunteers from the Council to become part of a Task and Finish Group to consider the consultation document on Planning Application O/17/80319 regarding the land at Satchell Lane, Hamble-Le-Rice, Southampton SO31 4HP. Cllr Woodall, Cllr Phillips and Cllr Beach volunteered. Their response to the Planning Application would be presented to the next full Council meeting on 22nd May: the Parish Council had obtained an extension to the published deadline to 28th May.

CLERK

Election of the Deputy Chairman

186/51/17 Cllr Cohen proposed and Cllr Woodhall seconded and IT WAS RESOLVED that Cllr Schofield is elected as the Deputy Chairman of the Council for the Municipal Year 2017- 18

Governance Review

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Membership of Committees, Working Parties and Nominees to External Organisations for the Municipal Year 2017-18

187/51/17 Council considered and agreed membership to the following Committees which included a new Asset Management Committee as follow:

Asset Management Committee <i>(now to incorporate the work of the Leases Working Party and Storage Facility Working Party)</i>	Cllr M Cross (Chair); Cllr S Schofield, Cllr I Underdown; Cllr G Woodall; Cllr D Phillips	Substitutes: Cllr S Hand and Cllr T Hughes
Burial Ground Committee	Cllr S Schofield (Chair); Cllr I Underdown; Cllr P Beach	Substitutes: Cllr S Hand and Cllr D Rolfe
Personnel Committee	Cllr I Underdown (Chair); Cllr S Cohen; Cllr P Beach	Substitutes: Cllr S Hand

Representation on Working Parties

Appeals Panel	Cllr M Cross, Cllr T Hughes and Cllr D Rolfe	N/A
Christmas Lights Working Party	Cllr D Phillips, Cllr D Rolfe and Cllr I James	N/A
Travel Tokens Working Party	Cllr G Woodall, Cllr C Palmer, Cllr Schofield	Substitute: Cllr S Cohen

An alternative to the current arrangement for external bodies and organisations was discussed and agreed in principle. At present there was an urgent need to nominate a representative to the Passenger Transport Forum: Cllr Woodhall volunteered.

Cllr Underdown proposed, Cllr Cohen seconded and all agreed and IT WAS RESOLVED that Cllr Woodhall would be Hamble Parish Council's representative on the Passenger Transport Forum.

With regard to representatives on External Organisations Cllr Cohen proposed, Cllr Underdown seconded and all agreed and IT WAS RESOLVED that the membership would remain as present pending moving towards the newly proposed system.

Dates and Times of Meetings to the Annual Council Meeting 2018

188/51/17 The schedule of meetings was reviewed. It was agreed that the 14th August would not be included in the list. An addition a note would be added stating that meetings would ordinarily take place in the Roy Underdown Pavilion Committee Room. There was discussion regarding the start time of Council meetings, and it was agreed to continue to meet at 7 pm.

Cllr Cohen proposed, Cllr Hughes seconded and all agreed and IT WAS RESOLVED that Council meetings schedule be adopted with the above alterations. **CLERK**

Media Policy

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189/51/17 There was discussion concerning Item 4.1 and it was agreed that the Clerk and Chairman should liaise over responses to the media. Cllr Phillips said that she was presently experiencing problems with her wifi and requested that another Councillor assisted in the management of the Council's Facebook Page. Cllr Woodall volunteered to assist. **CLERK**

Customer Complaints Policy

190/51/17 This document should be renamed "Hamble-le-Rice Parish Council Complaints Policy and Procedure" to accurately reflect the contents of the document. Paragraph 6: as there were recent changes in the Code of Conduct legislation, this needed to be reflected in this paragraph. Ownership of the document requires changing. This would be updated ready for the Council to agree in due course. **CLERK**

Equality and Diversity Policy

191/51/17 This Policy follows national guidelines, and therefore does not require discussion.

Cllr Underdown proposed, Cllr Schofield seconded and all agreed and IT WAS RESOLVED that the Media Policy and Equality and Diversity Policy had been reviewed and approved by the Council. **CLERK**

Asset Register

192/51/17 Mrs Jobling reported that more work was required to the Council's Asset Register before it was ready to bring to the Council. **CLERK**

Insurance Cover

193/51/17 Mrs Jobling said that the Council's insurance cover, at present held with Zurich Insurance, ran until the 1st June 2017. Notification had been received of the renewal premium which was lower than last year's premium. Mrs Jobling was also requesting a quote from another insurance broker. **CLERK**

Standing Orders

194/51/17 Mrs Jobling explained that these had not been revised for some time. This would be done and presented to the Parish Council for approval in due course. **CLERK**

Procedure for Freedom of Information Policy and Data Protection Act

195/51/17 Mrs Jobling reported that more work was needed on this policy and would be bought back for consideration as soon as possible. **CLERK**

Community and Partnership

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To Consider any Planning Applications

196/51/17 N/17/80314 *Notification of intent: Crown reduction/lopping of 2 no Poplar to 4 m in height. Royal Airforce Yacht Club, Riverside House, Rope Walk, Hamble-Le-Rice, Southampton SO31 4HD.*

Cllr Schofield proposed, Cllr Cohen seconded, Cllr Cross and Cllr Underdown abstained, and the majority agreed and IT WAS RESOLVED that the decision be left to the arboriculturist. **CLERK**

197/51/17 N/17/80328 *Notification of intent: felling of 1 no Apple Tree (T1) and crown reduction and reshaping (to height of 3m and spread of 2m) to 1 no Bay tree at 7 Crowsport, Hamble-Le-Rice, Southampton SO31 4HG.*

Cllr Underdown proposed, Cllr Woodall seconded, Cllr Cross abstained, the majority agreed and IT WAS RESOLVED that the decision be left to the arboriculturist. **CLERK**

Resources

To Receive Recommendation from the Personnel Committee

198/51/17 The Personnel Committee recommended to the Parish Council that the new Clerk's appointment be confirmed.

Cllr Underdown proposed, Cllr Cross seconded and all agreed and IT WAS RESOLVED that Mrs Jobling's position as Clerk to the Council be confirmed following the successful completion of 3 months probationary period.

Finance

199/51/17 **Electronic Banking** Mrs Jobling requested that the Council agree changes to the banking mandate to enable the Council's payroll provider to make salary payments which would simplify the procedures.

Cllr Schofield proposed, Cllr Rolfe seconded and all agreed and IT WAS RESOLVED that the Council's procedure and changes to the banking mandate are altered to allow the Parish Council's payroll provider to make salary payments. **CLERK**

200/51/17 **Petty Cash Reconciliation** Mrs Jobling informed the Council that the process of reconciling the petty cash had been changed on the accountants advice. At the end of the month the petty cash had to be reconciled and the petty cash amount topped up to £200. Cllr Beach had visited the office this month to check and sign off the petty cash reconciliation for April. This was noted.

201/51/17 **Bank Reconciliation** Mrs Jobling highlighted the balance showing in the Bank Account as being £169,202.73 which matches the information from the accounts system for the end of the month of April. The precept had just been received from Eastleigh Borough Council, which accounted for the unusually large amount of money in the bank account. This was signed by the Chairman. Mrs Jobling informed the Council that she had transferred £50,000 from the Council's savings account to ensure that their liabilities could be met, before the precept payment

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was made. This amount would now be transferred back into the Council's savings account. This was noted. **CLERK**

202/51/17 Authorisation of Schedule of Payments Mrs Jobling informed the Council that Cllr Rolfe had checked and approved the list of payments. Mrs Symes confirmed that there were issues to be cleared with BT Business and Opus Energy's invoice arrived on the last day of the previous month, so will show in next month's schedule. This was noted.

203/51/17 Income and Expenditure Summary This was noted.

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

From Eastleigh Borough Council

204/51/17 A quote had been received from Eastleigh Borough Council on the cost of Japanese knotweed control this year. This was noted.

From Hampshire County Council

205/51/17 No correspondence received.

Other Correspondence

206/51/17 Letter received from Cllr Simon Hand, which was noted.

207/51/17 E-mail received from Jo Ward, Chair of the Mercury Area Residents association dated 24th April 2017 re Japanese knotweed . This work would be undertaken by Eastleigh Borough Council on Hamble Parish Council's behalf. This was noted.

208/51/17 Scottish and Southern Wayleave Agreement dated 24th April at St Agatha's Road. This was in relation to installation of electrical supply to the telecoms cabinet at this location.

Cllr Cohen proposed, Cllr Schofield seconded and all agreed and IT WAS RESOLVED that the Wayleave Agreement we accepted and was duly signed by the Chairman. **CLERK**

Exempt Business

209/51/17 Cllr Underdown proposed, Cllr Phillips 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:

Hamble Lifeboat Update

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The Meeting Closed at 8.36 pm

Chairman's Signature:

Date: