

## HAMBLE-LE-RICE PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY, 12<sup>TH</sup> FEBRUARY 2018 AT THE ROY UNDERDOWN PAVILION, COLLEGE PLAYING FIELDS, BARON ROAD, HAMBLE-LE-RICE AT 7.00 PM

#### PRESENT:

Cllr S Cohen – Chairman  
Cllr S Schofield – Vice Chairman  
Cllr J Dajka  
Cllr D Phillips  
Cllr A Thompson  
Cllr I Underdown

#### **In Attendance**

Mrs A Jobling – Clerk to the Council  
Mrs J Panakis – Minutes Secretary  
Mr Matt Blythe – Local Area Manager (LAM) Eastleigh Borough Council  
Mrs Paula Sanderson

#### **To Receive Apologies for Absence**

**53/21/18** Apologies for absence were received from Cllr G Woodall, Cllr M Cross, Cllr D Rolfe, Cllr S Hand and Mrs J Symes (Assistant Clerk to the Council).

The Council then held a minute's silence in honour of an past member and past Chairman of the Parish Council, Mr Bill Harris, who had died recently.

#### **Declaration of Interest**

**54/21/18** Cllr Cohen declared a dispensation relating to membership of the Royal Southern Yacht Club. Cllr Dajka declared an interest in 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 22nd January 2018**

**55/21/18** The following errors were to be rectified: Item 39/12/18, 4<sup>th</sup> line – the numbers "2 or 3" were struck from the record. Cllr Underdown drew attention to the fact that from the bottom of page 4, through to page 5, his name had been erroneously typed as "Underwood". Cllr Schofield proposed, Cllr Cohen seconded, all agreed, and IT WAS RESOLVED that the Minutes of the Council meeting held on 22<sup>nd</sup> January 2018 were accepted as a true record. The Minutes will be signed by the Chairman when the amendments have been completed.

#### **To Accept the Minutes of the Council Meeting held on 8<sup>th</sup> January 2018**

**56/21/18** The necessary corrections to these minutes had been made. Cllr Underdown proposed, Cllr Schofield seconded, all agreed, and IT WAS RESOLVED that the Minutes of the Council meeting held on 8<sup>th</sup> January 2018 be accepted as a true record. The Minutes were then signed by the Chairman.

#### **Public Session**

**57/21/18** No issues were raised by the members of the public in attendance.

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## **Community and Partnership**

### **58/21/18 Mr Matt Blythe Local Area Manager: Update on Eastleigh Borough Council led Projects**

Hamble Library and Community Hub The construction of the building was well underway, completion anticipated by the end of May. Discussions had been held with representatives from Barclays Bank who have agreed to assign some staff time to helping set up IT services in the building. An operational model for this project had not yet agreed and it was suggested that visits be made to other similar projects in Botley and West End to ascertain how they used their facilities. The Borough Council hoped that the Parish Council would run the facilities: Cllr Cohen expressed concern about this assumption as the Parish Council had no budget for this extra responsibility.

At present there were a number of parishioners who had volunteered to run the building as a library. Hampshire County Council have agreed to supply 'old stock' books to the facility, but have declined to make it a proper library. They had, however, offered some consultancy advice on this aspect of the project and there was a possibility that the building could be stocked with shelves from a County library which had been decommissioned or refitted.

Councillors requested that an opening date should be set in liaison with the Parish Council, as training of volunteers would be necessary and it was unlikely that the building would be operational before the summer school holidays. Important details such as responsibility for opening and closing the building still had not been decided. As there were so many aspects still to be agreed, the Council asked that any announcements about the project in the Borough News only reported progress on the building itself, and not how it was going to be used.

Coronation Parade Work had begun on the Coach Road parking spaces – there would only be 4 as following safety advise from Hampshire County Council Highways. The raised table proposed at Kings Avenue no longer was part of the works, owing to the discovery of major drainage problems prohibiting construction. Engineers from British Telecom and Virgin Media were awaited to do their work, and once this had been done, the parking areas could be completed. Road Safety Audits were also required before the work could be put out to tender and contractors appointed. With regard to the public art in the area (decorative railings), meetings had been held with a contractor and initial designs were expected shortly: there would be consultation on the choice of design. It was anticipated that all work at Coronation Parade would be completed by the end of May.

Youth Services There is a new initiative to engage with Youth Options to carry out youth services in the area. At this stage it is not known what the costs will be and what the financial contribution will be required from each Parish Council. The Clerk commented that she hoped that the organisation would be able to provide something other than just outreach in the Hamble area and that a programme of events for young people could be organised during the summer months. The Clerk and the Chairman were invited to a team meeting on the 6<sup>th</sup> March where this would be discussed.

Gun Placement The placement on which the gun is located has been badly undercut by erosion from the sea, within a very short period to time. Eastleigh Borough Council has erected a fence around it to make the placement safe: due to the requirements of Natural England and Historic England, this procedure required the presence of an archaeologist whilst it was being done. Any work on the placement also has to be agreed with these two organisations: initial estimates for repair work is in the region of £50,000. The Strategic Maritime Study on Coastal Erosion suggests

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that this problem is likely to occur over and over again. LAM agreed to establish the regulatory position regarding repairs with Historic England and Natural England before considering the problem further.

Hamble Station Car Park Cllr K House is in discussion with the Police with regard to access to any proposed car park at Hamble Station. Access would be viable through the Police road but permission for access across the Police land still needs to be determined. Councillors emphasized the importance of this car park in reducing traffic on Hamble Lane and further up into Bursledon and the Windhover roundabout. LAM agreed that this project was important and said he would seek feedback from the next team meeting when green projects in the Borough would be discussed.

Local Area Priority The Clerk said that there was an emerging Community Plan from the WeRHamble survey which identified areas where more play provision was required. In addition, there was a recent safety inspection of play equipment at Bartlett's Field which has revealed that urgent work is required, estimated at £55,000. This needs to be sorted quickly in order to make use of developer's contributions. Mount Pleasant is also high on the list and there are similar projects coming out from the Survey and Plan. LAM said that there was a meeting on the 6<sup>th</sup> March where funding for some projects would be agreed: there is money available for play equipment.

Speed Awareness Map There is a programme of speed limit reminders which is being coordinated by Local Engagement Officers in the Borough Council. Any specific areas the Council identify for this programme should be communicated to LAM and he would pass the information onto the Engagement Officers. The Clerk requested that these officers attend a future Parish Council meeting to inform the Council of their community role.

*Mr M Blythe left the meeting at 8.56 pm*

**59/21/18 Tree Policy** Mrs Paula Sanderson introduced the Tree Management Policy and Guidance for Residents. There was one small alteration to page 9, 1<sup>st</sup> line, 2<sup>nd</sup> paragraph: which should read: "Neighbours of Hamble Parish Council are required to contact the Council" (replacing "requested" to contact the Council. Cllr Cohen thanked Mrs Sanderson for the work she had done for the Council in developing this Policy. Cllr Underdown proposed, Cllr Dajka seconded, all agreed, and IT WAS RESOLVED that the Tree Management Policy and Guidance for Residents be approved.

**CLERK**

**60/21/18 Refilling of Plastic Water Bottles** Cllr Cohen said that she hoped that the business community would engage with this initiative, displaying window stickers to alert visitors where they could refill their water bottles. In the future the Parish Council would look towards getting sponsorship for the provision of water fountains in areas such as the Foreshore, The Square, Coronation Parade and the Railway Station where bottles could re-refilled. The Clerk had spoken to Southern Water about this suggestion and they had reported that in the future they hoped to put in public water points in various locations and was keen to liaise with the Parish Council on the initiative. This initiative would be promoted from 2 aspects: the health benefits of staying hydrated and the reduction of plastic waste in the marine environment. Cllr Schofield proposed, Cllr Phillips seconded, all agreed, and IT WAS RESOLVED that the Council recognised the increasing concern about plastic in the marine environment and Hamble's iconic status as a visitor and sailing centre, the Council would encourage the reduction in the use of plastic bottles by initially encouraging businesses in the Parish to refill bottles and in the longer term, where possible and

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with the help of appropriate bodies, to provide water bottle filling facilities across the Parish.  
**CLERK**

**61/21/18 Hamble River Valley Forum** A report had been submitted by Cllr Underdown: this was noted.

**62/21/18 Withdrawal of the 2008 Hamble Village Plan** The proposal to withdraw this plan was discussed. Cllr Cohen commented that the summary of key considerations from the WeRHamble consultation would be developed into a Plan.

Cllr Underdown proposed, Cllr Cohen seconded, all agreed, and IT WAS RESOLVED that the Council agreed the guiding principles for the emerging full plan be brought back to the next meeting along with details of the Council's Policies.

**CLERK**

### **Feedback from Committees**

**63/21/18 Asset Management Committee** Cllr Schofield proposed, Cllr Underdown seconded, all agreed, and IT WAS RESOLVED that the following recommendations of the Asset Management Committee be accepted by the Parish Council:

- (1) The Adoption of the Biodiversity Strategy and Action Plan, and to identify immediate actions.
- (2) To adopt a new policy on the placement of commemorative plaques on memorial benches via a short Task and Finish Group
- (3) To set a 10-year limit for new and existing plaques
- (4) To set a fee of £350 per plaque with a maximum of 5 per bench
- (5) Terms and Conditions be reported to the Council
- (6) To purchase the new equipment as recommended in the Groundsman's report at a cost of £19,353 plus VAT in this financial year
- (7) To proceed with the cheapest quotation for the electrical works required to provide sockets in the sports pavilion changing rooms for the cleaners' equipment – Extra sockets £298.31 plus VAT, emergency lighting £632.95 plus VAT.

**CLERK**

**64/21/18 Dinghy Park Working Group** Cllr Cohen gave a verbal report of this meeting. The request from Hamble River Sailing Club for a 10% discount was declined. There was concern about the slipperiness of the slipway with overgrowth of marine algae and how this could be cleaned. A further meeting is scheduled with Dinghy Park Users. The proposed Terms of Reference for the Working Party would be submitted to the next meeting of the Parish Council for approval.

### **65/21/18 Personnel Committee**

Cllr Underdown proposed, Cllr Schofield seconded, all agreed, and IT WAS RESOLVED that the following recommendations of the Personnel Committee be adopted:

- (1) That annual pay is on a Pay Point, rather than a Salary Grade
- (2) That staff are rewarded for performance linked to the appraisal process
- (3) Where staff are at the top of the pay grade, to consider the use of a single performance payment to reward achievement
- (4) That the Clerk is authorised to produce a list of priorities for 2018/19 to enable appraisals to take place.

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- (5) To appoint an Admin Assistant on the Job Description provided on flexible terms and on the NALC pay scale LC1 (18-22).
- (6) Recruitment to include Cllr Underdown as the Chair of the Personnel Committee, the Assistant Clerk and the Clerk

**66/21/18 Festive Lighting Working Group** The Clerk confirmed that Eastleigh Borough Council were installing electrical sockets in their revamp of Coronation Parade, thus the Parish Council only needed to supply lights there. Concern was expressed about asking residents if they wished to see the Christmas tree moved to The Square, as many problems had already been identified in making this change which meant that the estimated cost of re-location had been prohibitive as it involved digging through various utility systems. Cllr Cohen proposed, Cllr Underdown seconded, all agreed, and IT WAS RESOLVED that the Council would consult the Parishioners on this matter via a survey on the web site and that the Clerk, together with Cllr Phillips, would meet to draft an appropriate wording to this **CLERK**

**67/21/18 Planning – Terms of Reference** The Clerk highlighted that in Item 8 the number of committee members should read “4 members”, as it was not clear that the No 5 had been struck through. Cllr Underdown proposed, Cllr Cohen seconded, all agreed, and IT WAS RESOLVED that the circulated Terms of Reference be adopted by the Parish Council, with the aforementioned amendment of the number of committee numbers **CLERK.**

### Governance, Risk and Finance

**68/21/18 Payments for Approval** The Clerk said that all documents concerning the monthly finance reports would be presented to the Council in a folder in the future, which Councillors were free to peruse. The Council asked that there be 2 folders available at the meetings. There are issues with the computer report on National Insurance and Pension Contributions and this is being resolved by the Council’s new accountant. The Auditor observed that in the list of the month’s payments did not include direct debits and that some payments to Eastleigh Borough Council had to be made by debit card: this information would be provided in future for the Council. Cllr Schofield proposed, Cllr Phillips seconded, all agreed, and IT WAS RESOLVED that the payments listed be approved.

**CLERK**

**69/21/18 Petty Cash Reconciliation Report** This had been signed by Cllr D Rolfe and reconciled to £87.33 for the month of January 2018.

**70/21/18 Bank Reconciliation Report** The bank account reconciled to £122,460.70 for the month of January 2018: Cllr Schofield signed off the report and the bank statement. The Saving Account balance was noted at £140,932.15 and signed by Cllr Schofield

**71/21/18 Hampshire County Council – Changes to Pension Employers Policy** A consultation document had been received and the Clerk commented that this was a lengthy document requiring specialist knowledge to fully comprehend. It appeared that the main aspect that would cause concern was that if the County Council admitted businesses which were financially unsound, any deficit in the pension fund would have to be covered by the other members. Cllr Cohen proposed, Cllr Schofield seconded, all agreed, and IT WAS RESOLVED that the Parish Council’s responded to the consultation saying that they would want Hampshire County Council to ensure no organisation be admitted to the Pension Fund that was financially

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unsound in order to maintain the security of the pension scheme. In addition, the Parish Council were not experts in the field of pension funds and were thus not in a position to fully comment on the consultation. **CLERK**

**72/21/18 Mid-Year Audit Report** The Auditor had made a series of recommendations and the Clerk had provided a commentary to them. The Clerk highlighted the comments on the Register of Members' Interests and asked for completed form to be passed to her by 16<sup>th</sup> February, so they could be published on Parish Council's website. Cllr Schofield proposed, Cllr Underdown seconded, all agreed, and IT WAS RESOLVED that the Mid Year Audit report was agreed. **CLERK**

**73/21/18 Health and Safety RIDDOR Report** The Council had submitted a report to the Health and Safety Executive following an injury to a member of the ground staff. Cllr Underdown proposed, Cllr Schofield seconded, all agreed, and IT WAS RESOLVED that the Council:

- (1) Noted the RIDDOR report and the lessons identified in the report
  - (2) Agreed to a day bespoke consultancy at the cost of £750 plus VAT to identify and assess the risk of a range of work activities
  - (3) That the Asset Management Committee consider the use of CHAS approved contractors for future work
- CLERK**

### Planning

**74/21/18** *F/18/82322 Construction of 200 no. dwellings with associated public open space, landscaping, roads, drainage and diversion of public footpath No 1 with associated access from Bursledon Road and vehicular link to land to the south, and laying out of new Country Park. (The development is contrary to the development plan and affects a public right of way). Land south of Bursledon Road, Bursledon, Southampton SO31 8EY.*

Cllr Dajka proposed, Cllr Thompson seconded, all agreed, and IT WAS RESOLVED that the Council expressed concern that this development would create more traffic pressure on Hamble Lane and Windhover Roundabout, although the Council recognised the efforts made to ameliorate this. The Council were thus opposed to more development along Hamble Lane. **CLERK**

**75/21/18** *T/18/82306 Oak – prune from neighbouring house roof by 1.5m, clear away from electric cables and remove stubs at 28 Satchell Lane, Hamble-Le-Rice, Southampton SO31 4HH.*

Cllr Underdown proposed, Cllr Dajka seconded, all agreed, and IT WAS RESOLVED that the Council requested that the minimum of work be done and the decision be left to the arboriculturist. **CLERK**

**76/21/18** *T/17/81834 T1 and T3 Yew Trees – overall reduction of between 2-3 m with a 1.5-2.5 inch branch diameter. T2 Cherry Tree – fell at land adjacent to 14 River Green, Hamble-Le-Rice, SO31 4JA.*

Cllr Underdown proposed, Cllr Dajka seconded, all agreed, and IT WAS RESOLVED that the Council requested that the minimum of work be done and the decision be left to the arboriculturist. **CLERK**

**Clerk's Report**

**77/21/18** The Clerk highlighted several items in her report. Item 2: a new electricity Contract had been negotiated by the Assistant Clerk and resulted in a financial saving – all documents concerning this had been circulated and the contract was agreed. Item 4: the Council had received a communication from Red Rose, a local Southampton charity, requesting use of Hamble Parish Council's pitches for a football tournament in May/June. Item 5: a meeting organised by St Andrews at the Hamble Village Memorial Hall concerning Carols in the Square – Cllr Thompson volunteered to attend this as a representative of the Parish Council. The Clerk's Report was noted.

**CLERK**

**78/21/18 Exempt Business** To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 in respect of the following items of business on the grounds that it is likely to involve the disclosure of exempt information as defined in paragraph 3 or Part 1, of Schedule 12A of the Act. Cllr Schofield proposed, Cllr Underdown seconded, 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 matter to be discussed was as follows: Personnel Committee – Restructure, Job Descriptions and Job Evaluation

*The meeting closed at 9.17 pm.*

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