

HAMBLE-LE-RICE PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON
MONDAY 11TH JULY 2016 AT THE ROY UNDERDOWN PAVILION,
COLLEGE PLAYING FIELDS, BARON ROAD, HAMBLE-LE-RICE AT 7.30 PM**

Present

Cllr S Hand – Chairman
Cllr S Cohen – Vice Chairman
Cllr P Beach
Cllr M Cross
Cllr S Hamel
Cllr E Lear
Cllr D Phillips
Cllr D Rolfe
Cllr S Schofield
Cllr I Underdown

In Attendance

B Gibbs – Clerk to the Council
J Symes – Assistant Clerk to the Council
J Panakis – Minutes Secretary
S Emery – Member of the Public
N Rose – Member of the Public
T Daniels – Clerk, Denmead Parish Council

To Receive Apologies for Absence

300/71/16 Apologies had been received from Cllr T Hughes and Cllr C Palmer.

Declaration of Interest

301/71/16 Cllr Cross declared an interest in Planning; Cllr Underdown declared a dispensation relation to the Foreshore and Dinghy Park, and the River Hamble; Cllr Cohen declared a dispensation regarding 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 Beach declared a dispensation regarding the Foreshore and Dinghy Park; Cllr Lear declared an interest in Planning; Cllr Hamel declared a dispensation relating to the Foreshore and Dinghy Park.

To Accept the Minutes of the Extra Ordinary Council Meeting held on 22nd June 2016

302/71/16 Cllr Underdown commented that the minutes had not shown that the Council considered it a priority to open the unisex toilets. This was noted and added to the minutes. Cllr Underdown proposed, Cllr Lear seconded and all agreed and IT WAS RESOLVED that the modified minutes of the meeting held on 22nd June 2016 was a correct record and was then signed by the Chairman.

To Accept the Minutes of the Council Meeting held on 27th June 2016

303/71/16 Cllr Underdown commented there were some omissions in the initial draft of the minutes sent to all councillors. He had spoken to the Clerk about these and he was happy to see that they had now been added. This was noted by all. Cllr Lear referred to Item 464/121/15 page 5, first line which stated

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that the boards at Westfield Common were installed on Tuesday 22nd June. This should have read “Tuesday, 21st June”. This correction was noted in the minutes.

Cllr Underdown proposed, Cllr Lear seconded and all agreed and IT WAS RESOLVED that the modified minutes of the meeting held on 27th June 2016 was a correct record and was then signed by the Chairman.

Cllr Cohen commented that she found the format of the agenda items month by month difficult to follow and wondered whether the layouts could be simplified. She highlighted other issues, in particular the difference between exempt and non-exempt business; the listing of Councillors’ interests and dispensations on each set of minutes. The Clerk suggested that this could be investigated: new numbering commenced at the beginning of the year, so this would be an ideal time frame to work to.

Public Session

304/71/16 Cllr Hand welcomed Mr Tony Daniels to the meeting, who had kindly agreed to talk to the Council about the Development of Denmead’ s Neighbourhood Plan. Denmead started their Plan in June 2011 shortly after the Localism Act had come into effect, and was one of the first Parish Councils to begin their Plan.

The Plan was finally successful at their Referendum in March 2015

Winchester City Council gave the Parish Council a lot of assistance and a specific Planning Officer was also assigned to help. The work involved a Steering Group, comprising of Councillors and 1 or 2 residents, and a Forum Group made up of residents and some Councillors. The groups met approximately twice a month at first with just one steering one group continuing the work. The Plan involved surveying residents which revealed a strong dislike of the increasing housing development in the Parish over recent years. Residents liked the village feel and character of the Parish and they did not want to lose that through over development connecting them to Waterlooville.

The Plan took three and a half years to develop and involved many meetings, together with a significant amount of information gathering from residents, the 2011 census and from Winchester City’s Plan. Once all the information was available it became apparent that the Neighbourhood Plan itself needed to be written by a qualified Planner so the information would be presented in an appropriate and accessible manner. To this end the Parish council engaged the services of a Planning Consultant to write it and this cost £12,000. In total the Parish received £27,000 in grant money and all together £23,500 was spent on the project. The Parish Council also took the opportunity to update their Village Design Statement at the same time.

The Neighbourhood Plan gave Denmead the opportunity to influence where development occurred and what it looked like, plus a say on the other facilities they felt were important for the area by the use of Developer’s Contributions. However, the Plan was not able to prevent the building of new homes or the business park, thus there was no guarantee that having a Plan would protect the wishes of the Parishioners. In Denmead Winchester City Council had identified and allocated 2 fields for new builds. Through developing the Plan, the Parish Council were able to identify small, infill sites across the area to take some of the housing development. Eventually building was required on only 1 field and the Plan also helped to mitigate that construction project in that the homes were built in 4 phases so they look like 4 small developments, rather than one large one. In addition through the Plan they were able to negotiate for the needs of older residents by the provision of some bungalows with disabled access in the new build.

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Cllr Hand thanked Mr Daniels for sharing this useful information with Hamble Parish Council.

Mr Daniels left the meeting at 7.56 pm

Hamble Lifeboat Station Construction Project

52/21/15 Since the last full Council meeting, the Leases Working Party had met to look at the specifications for fitting out the toilets. There had recently been an exchange of e-mails between the Clerk and Mr Emery: two aspects had been highlighted by the latter: disposal of sanitary waste and provision of drainage in the store room. The Council would contract an operator to deal with sanitary waste. As far as drainage was concerned, as there was no provision in the original plans, this situation would have to be accepted. Mr Emery commented that the relocation of the standing pipe in the Dinghy Park may allow for a low level sink. The Clerk informed the Council that there was still a residual water leak in the pipe work which was discovered once the water had been turned on and the pipe work was under normal water pressure. The Council enquired the nature of the leak: this was approximately 1 litre every 5 mins, however, the water was at present turned off. The leak was between the road and the first meter. The Council agreed that the Clerk could organise mending the leak as soon as possible. **CLERK**

The Council enquired whether the sinks could be raised: Mr Emery thought that this is not possible as it would require ripping out the present installation and starting again. He confirmed that the trustees would use contractors for the bulk of the work as listed in items Nos 1-8. Cllr Hand referred to Item 9 in the e-mail: the tiling of the facilities and confirmed that the original specification, accepted by the Parish Council, was for half-height tiling only. It was agreed that this work would be done by Hamble Lifeboat Trustees' contractors.

Mr Emery asked about the lease: operations of the Lifeboat Station had been severely affected by the Parish Council being unwilling to sign the lease, which would permit the volunteers to return to normal activities. He also pointed out that in his opinion the Building Agreement did not allow the Parish Council to with-hold the signing of the lease: this should have been signed on the issue of the Building Control Certificate. The Parish Council re-iterated its reluctance to sign the lease over to the Lifeboat Station due to the incomplete state of the public toilets.

Following discussion it was agreed that the Lifeboat Trustees would obtain estimates for the work, and communicate a proposed completion timescale to the Parish Council. The proposal regarding the work to be done by the HLL charity was accepted alongside acceptance of Mr Emery's specification. Where extra costs had been identified (such as with full height tiling) it was agreed to share these.

At the same time the Parish Council would work towards the grant of the lease (after seeking advice from their Solicitors).

Mr Emery and Mr Rose left the meeting at 8.35 pm.

Planning and Development Control

To consider any Planning Applications

305/71/16 *F/16/78717 Single Storey side and rear extension and alterations to fenestration 20 Oakwood Way, Hamble-Le-Rice, Southampton SO31 4HJ.*

Cllr Underdown proposed, Cllr Hamel seconded and the majority agreed (Cllrs Cross and Lear abstained) and IT WAS RESOLVED that the decision be left to the Planning Officers. **CLERK**

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306/71/16 F/16/78726 Rear conservatory at 6 Coach Road, Hamble-Le-Rice, Southampton SO31 4JW.

Cllr Hamel proposed, Cllr Cohen seconded and the majority agreed (Cllrs Cross and Lear abstained) and IT WAS RESOLVED that the decision be left to the Planning Officers. **CLERK**

307/71/16 F/16/78735 Single storey side extension at 1 Grantham Avenue, Hamble-Le-Rice, Southampton SO31 4JX.

Cllr Hamel proposed, Cllr Underdown seconded and the majority agreed (Cllrs Cross and Lear abstained) and IT WAS RESOLVED that the decision be left to the Planning Officers. **CLERK**

308/71/16 F/16/78701 Replacement garage, two storey rear extension and single storey side extension at Watermans Cottage, School Lane, Hamble-Le-Rice, Southampton SO31 4JD.

Cllr Cohen proposed, Cllr Hamel seconded and the majority agreed (Cllrs Cross and Lear abstained) and IT WAS RESOLVED that the decision be left to the Planning Officers. **CLERK**

309/71/16 F/16/78751 Upgrading and improvement of existing access road and new soft landscaping (resubmission) at Mercury Marina, Satchell Lane, Hamble-Le-Rice, Southampton SO31 4HQ.

Cllr Underdown proposed, Cllr Hamel seconded and the majority agreed (Cllrs Cross and Lear abstained) and IT WAS RESOLVED that the decision be left to the Planning Officers. **CLERK**

To receive any Planning Decisions and Matters at Appeal

The list had been circulated

310/71/16 It was noted that planning permission had been refused for Application F/16/78420 application to hip to gable roof enlargement, box dormer to rear and loft conversion at 15 Kings Avenue, Hamble-Le-Rice, Southampton. The Council enquired why this had been refused: The Clerk agreed to circulate to members, via e-mail, the refusal reason. **CLERK**

311/71/16 The Council queried why there was no objection to application N/16/78596 Notification of intent to fell 4no Cypress trees at Manor Cottage, The Green, Green lane, Hamble-Le-Rice, Southampton. This had been permitted because the trees were causing damage to the property and because these trees were not native they could not have a Tree Preservation Order placed on them.

Finance

312/71/16 To receive the July 2016 Orders for Payment. The Council queried the following: Wybone £645.38 – these were for 2 heavy duty litter bins. The Council suggested that mixed use bins could be purchased in the future. Solent Garden Services Ltd £247 for grass cutting: this company were commissioned to cut grass at the Cemetery and Agro Court, as the current ground staff were unable to cover this work. Engraving and Sign Solutions Ltd £765.60 for Signage for Somme Commemoration – this was a coding error and should have been for the notice boards at Westfield Common. The Clerk would make the necessary computer alterations on this entry. **CLERK**

Cllr Underdown proposed, Cllr Hamel seconded and all agreed and IT WAS RESOLVED that the July 2016 Orders for Payment be accepted.

313/71/16 To consider the quotes to replace the fencing at the Donkey Derby field. The Clerk reported that the Ground Staff would be doing the work on replacing the fencing, and the costs of materials were all within the Clerk's agreed signing limit. The Council requested that the Clerk's final decision on the quote be cleared with either the Chair or Vice Chair before going ahead. **CLERK**

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Pay and Display Car Park – Hamble Foreshore

314/71/16 On 22nd June an electrical storm disrupted the electrical supply to the Pay and Display meter at Hamble Foreshore. Despite extensive investigation, it has been impossible to determine the source of the electricity supply. Arrangements have been made to provide a new electric connection to the machine and to the CCTV: the work has been scheduled for 25th July. With regard to the proposal to convert the meter to being powered by a solar panel, investigations have revealed that the panels do not last very long and thus the Council felt that this was not a practical solution.

Internal Audit 2015-16

315/71/16 To note that the Internal Auditor has carried out a review of the Parish Council’s accounts for the year ended 31 March 2016 and has completed an audit report. The Clerk highlighted to the Council that the report looked at various aspects of the Council’s work including general record keeping in the Parish Office, income and expenditure records, minutes of the Parish Council meetings, banking arrangements, car park pay and display meters, etc. and showed that a full audit trail has been produced.

The Council queried the money held at Barclays Bank and the letter informing the Council that the Financial Services Compensation Scheme only protects monies up to £75,000 held in the bank. At present, money held in the bank exceeded this amount. The Clerk replied that the Council had discussed the issue of long term investment of funds at the Council meeting on 13th June when it was decided to postpone a decision until after the National Referendum. It was agreed that this situation now required attention and Cllr Schofield volunteered to work with the Clerk on investigating a way forward on this issue. **CLERK**

Cllr Underdown proposed, Cllr Lear seconded and all agreed and IT WAS RESOLVED that the Internal Audit Report for 2015/16 be accepted.

Annual Governance Statement – Section 1 of the Annual Return

316/71/16 External Auditors – BDO Ltd – are responsible for the Annual Governance Statement. The Clerk read out, and explained, the 8 elements of Section 1 of this document to the Council.

Cllr Underdown proposed, Cllr Phillips seconded and all agreed and IT WAS RESOLVED to accept Section 1 of the Annual Governance Statement.

Accounting Statements for 2015-16 – Section 2 of the Annual Return

317/71/16 The Clerk explained the figures in the Accounting Statement came from the Balance Sheet as at 31st March, all details of which were included in the papers before the Council. The only exception was the figures from the Fixed Asset Register.

Cllr Underdown proposed, Cllr Cohen seconded and all agreed and IT WAS RESOLVED to accept the the Accounting Statements for 2015-16.

Authorisation of Signing of Section 2 of the Annual Return

318/71/16 Cllr Underdown proposed, Cllr Cohen seconded and all agreed and IT WAS RESOLVED that the Chairman and the Clerk/RFO be authorised to sign Section 2 of the Annual Return.

Reports from the Clerk

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239/81/12 Hamble-Le-Rice Parish Council Secure Storage. The Parish Council had just received planning permission from Eastleigh Borough Council. The Clerk was asked to mobilise work on this project. **CLERK**

205/61/13 Path from Well Lane to Marina Drive. No further information received on this item.

111/32/15 Eastleigh Borough Council Developer Contributions. No further information available.

275/71/15 Hamble Footpath 5. No further information available at present.

464/121/15 Westfield Common Information Boards. Cllr Underdown confirmed that the Information Boards were now re-instated.

236/52/16 Barclays Bank Treasurers Account Mandate. This has been completed and sent to the Bank.

247/52/16 Trees at Woodpecker Walk and Spitfire Way. The works here have been completed. Cllr Underdown proposed, Cllr Hand seconded and all agreed and IT WAS RESOLVED that this item be closed. **CLERK**

319/71/16 Trees in the Parish. The Council mentioned that there were issues with large branches coming off trees near the railway line, just past the Junior School. The Clerk was asked to contact Hampshire County Council about this. **CLERK**

320/71/16 Tree problems in the Parish: half way down Woodpecker Walk there were branches from a tree hanging very low. The Clerk was asked to investigate this. **CLERK**

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

From Eastleigh Borough Council

321/71/16 HYPE Steering Group Meeting held on Thursday, 7th July in Pilands Wood Centre, Bursledon. Unfortunately no member of the Parish Council had been able to attend this meeting. The Parish Council had received an e-mail from the Headmistress of the School complaining about problems with children attending HYPE sessions. There is an agreed procedure for dealing with any incidents; unfortunately those who had made the complaints had not followed it, which made the situation difficult to retrospectively resolve any problems.

From Hampshire County Council

322/71/16 Hamble Estuary Partnership meeting June 2016. Cllr Underdown had attended this meeting and he reported that there were two main issues discussed: the England Coastal Path and River Hamble to Portchester Coastal Flood and Erosion Risk Strategy. With regard to the former, the coastal path between Calshot and Gosport implementation process should begin this month, with proposals produced by mid-Summer next year. The coastal erosion strategy for the east side of Hamble River is not to provide coastal protection, consequently the path may need to be raised or re-routed in the future as it is anticipated that the Solent Way will flood regularly from 2030 onwards. The next meeting would occur in December this year.

323/71/16 Japanese Knotweed Management at Mercury Marsh. The Clerk said that following investigations he had determined that the land at Mercury Marsh was owned by Hampshire County Council and they have been contacted about this problem. This would be dealt with before the end of August.

Other correspondence

324/71/16 One Community Network and Volunteering matters July 2016. This document was noted.

325/71/16 Eastleigh Southern Parishes Older Peoples' forum AGM Notice. This document was noted.

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Exempt Business

326/71/16 The Chairman proposed, 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-Le-Rice Parish Council 2016 Salary Review – report of the Personnel Committee

Hamble Lifeboat Station construction Project.

The meeting closed at 9.25 pm.

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