

## HAMBLE-LE-RICE PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY, 11<sup>th</sup> SEPTEMBER 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 P Beach  
 Cllr M Cross  
 Cllr D Rolfe  
 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  
 2 Members of the Public

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

**324/91/17** Apologies for absence were received from Cllr S Hand, Cllr T Hughes, Cllr I James, Cllr C Palmer and Cllr D Phillips.

#### **Declaration of Interest**

**325/91/17** Cllr Cross declared an interest in planning; Cllr Underdown declared a dispensation regarding the Foreshore and Dinghy Park and the River Hamble; Cllr Cohen declared a dispensation relating to membership of the Royal Southern Yacht Club; Cllr Beach declared a dispensation relating to the Foreshore and Dinghy Park; Cllr Woodall declared a dispensation relating to membership of the Royal Southern Yacht Club.

#### **To Accept the Minutes of the Council Meeting held on 24<sup>th</sup> July 2017**

**326/91/17** Cllr Underdown proposed, Cllr Rolfe seconded, all agreed, and IT WAS RESOLVED to accept the Minutes of the Council meeting held on 24<sup>th</sup> July 2017. The Minutes were then signed by the Chairman.

#### **To Accept the Minutes of the Council Meeting held on 14<sup>th</sup> August 2017**

**327/91/17** Cllr Underdown proposed, Cllr Cross seconded, all agreed, and IT WAS RESOLVED to accept the Minutes of the Council meeting held on 14<sup>th</sup> August 2017. The Minutes were then signed by the Chairman.

#### **Public Session**

**328/91/17** A resident spoke to the Council about British Telecom's intention to decommission some 20,000 telephone kiosks throughout the country: they were prepared to sell these for £1 each. There is a telephone kiosk in Hamble Square and she felt that it would be good if the Parish Council purchased the box and retained it, suggesting that it could be used to house a defibrillator. The defibrillator could be locked via a key code, or an access key kept by the Manager of the Co-

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

Operative store (which was open from 6 am to 10 pm). The cost of purchasing a defibrillator was between £1,000 and £1,200.

Cllr Cohen thanked the resident for her presentation and the research she had done into the subject. The Council would consider her suggestion.

*The resident left the meeting.*

**CLERK**

### **Community and Partnership**

**329/91/17 Hamble River Harbour Authority Annual Report** Mr Scott did not attend the meeting to give his annual report. This would have to be re-scheduled<sup>1</sup>

**CLERK**

**330/91/17 Highways** Cllr Cohen reported that she had attended meetings, along with the Clerk, regarding highways issues, including a meeting with Cllr K House and a meeting with Cllr R Humby who is responsible for Transport at Hampshire County Council and a further meeting with Hound Parish Council and local businesses facilitated by Mims Davies MP with Highways England and HCC. A consultation will be launched shortly from Highways England which will be looking at Junctions 7, 8 (Windhover Roundabout) and 9 of the M27. Hampshire County Council will also be considering a potential consultation later in the autumn to look at issues along Hamble Lane.

### **Parish Council Assets**

**331/91/17 Dinghy Park** Cllr Cohen proposed, Cllr Underdown seconded, all agreed, and IT WAS RESOLVED that the Dinghy Park Working Party would be re-convened to review the 2017 Terms and Conditions and to agree the content for a survey of users. Cllr Underdown requested that they be included in the Working Party; Cllr Cross as he was Chair of the Asset Management Committee would also wish to attend meetings. Cllr Phillips would be approached to ascertain whether she wished to remain on the Committee. A member of the public addressed council on this item and requested that he be considered for membership to the Working Party to represent the Foxers User group.

**CLERK**

*Member of the public then left the meeting.*

### **Community and Partnership**

**332/91/17 Consultation Update** An analysis of the Consultation had been made and all Councillors had a copy of this with the meeting papers. Cllr Woodall said that Councillors needed to consider how the Council takes forward the results of the Consultation, in particular the working Groups which needed to be formed to develop relevant policies to reflect the results. There was discussion about the merits of the Council developing a Neighbourhood Plan, Village Plan or a Village Design Statement. Eastleigh Borough Council's emerging Local Plan also needed to be taken into consideration.

Cllr Cohen proposed, Cllr Schofield seconded, all agreed, and IT WAS RESOLVED that the Council noted the final survey outcomes and the key themes arising from it, and would work with Eastleigh Borough Council in relation to their Local Plan. The issue of appointing champions to take forward the work on each of the identified themes emerging from the Consultation would be deferred to the next meeting to allow time for Cllr Cohen and the Clerk to work on the free form text.

**CLERK**

**333/91/17 Festive Lights** There was discussion about the size of the tree proposed, the provision of lights and the need to install a new power source for the lights. Cllr Rolfe agreed to

<sup>1</sup> Mr Scott attended the Hamble Village Memorial Hall at the agreed time and asked this to be noted.

investigate the cost of professional contractors supplying and 'dressing' a tree and bring the information back to the next meeting. It was noted that if a community event was planned, this could also involve application to Eastleigh Borough Council for traffic control and necessitate production of a Risk Assessment.

Cllr Schofield proposed, Cllr Cross seconded, all agreed, and IT WAS RESOLVED that the Working Group be asked to prepare a detailed schedule of action for the next meeting including an event involving the community tree dressing and possible sponsorship. **FESTIVE LIGHTS WORKING GROUP**

### Planning

**334/91/17** F/17/81246 *Replacement roof, wall cladding and roof lights to Building 11, GE Aviation, Kings Avenue, Hamble-Le-Rice, Southampton SO31 4NF.*

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

**335/91/17** F/17/81151 *Siting of 1 no. 10m long floating pontoon attached to Pile G39. Pile mooring G39/40 River Hamble, Hamble-Le- Rice.*

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

**336/91/17** H/17/81335 *Single storey porch to the front elevation 35 Barton Drive, Hamble-Le-Rice, Southampton SO31 4RG.*

Cllr Cohen proposed, Cllr Underdown seconded, Cllr Cross abstained, the majority agreed, and IT WAS RESOLVED that the Parish Council asked that the Officers look into any covenants or planning conditions applying to the building or area. **CLERK**

**337/91/17** O/17/81166 *Outline: erection of up to 200no dwellings, associated open space, landscaping, amenity areas and infrastructure means of access from Providence Hill. (All matters reserved except for access). Land off Providence Hill, Bursledon, Southampton SO31 8AU.*

Cllr Schofield proposed, Cllr Cohen seconded, Cllr Cross and Cllr Underdown abstained, the majority agreed, and IT WAS RESOLVED that the Parish Council objected to this Planning Application on the grounds that it would further contribute to the traffic congestion along Hamble Lane and negatively affect air quality in the area. The Council requested that any Developer Contributions for Highways should be used to improve congestion along Hamble Lane, should planning be granted. **CLERK**

**338/91/17** **The Council's Planning Role** The Assistant Clerk spoke to a report she had prepared for the Council to consider. Following discussion, it was agreed that a Task and Finish Group would be convened to identify how other Local Authorities in the area dealt with this issue although membership was not agreed. In addition, that bespoke training on a Local Area Committee basis would be sought, so the training could be done alongside the other Parish Council's in the area. **CLERK**

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

## **Parish Council Assets**

**339/91/17 Asset Management Committee** Cllr Rolfe proposed, Cllr Cohen seconded, all agreed, and IT WAS RESOLVED that the two recommendations made by the Asset Management Committee Meeting of 29<sup>th</sup> August be approved. **CLERK**

**340/91/17 Car Park Permits** Cllr Cohen proposed, Cllr Rolfe seconded, all agreed, and IT WAS RESOLVED that the annual issue of the car park permits to residents would be moved to the month of December 2017, rather starting in January 2018. In addition reviews would be carried out on concessionary permits that were issued and charging when events were being held, either by the Asset Management Committee or by a special Working Party. It was agreed that the previously agreed increase to £8 per permit for 2018 would remain. Parishioners would be informed of the new car park permit arrangements. **CLERK**

**341/91/17 Facilities Cleaning Contract** Cllr Underdown proposed, Cllr Cohen seconded, all agreed, and IT WAS RESOLVED that the Council would appoint Alliance UK Cleaning Services as cleaning Contractor for the Parish Council's facilities. The Council noted the difficulties staff had experienced in obtaining 3 separate quotes for this work and acknowledged that they had departed from Financial Regulations in this resolution. **CLERK**

## **Finance and Governance**

**342/91/17 Payments** A list of payments for August had been circulated via e-mail to all Councillors. These were noted.

**343/91/17 Bank Reconciliation** The bank reconciliation to the end of August reconciled to £101,242.25. This was noted. The Chairman signed off the reconciliation at the meeting.

**344/91/17 Petty Cash Reconciliation** At the end of August, the Petty Cash Account reconciled to £97.47: this had already been signed off by Cllr Rolfe. This was noted.

**345/91/17 Council's Mid-Year Budget Review** The Clerk said that there were 2 aspects of the review. The first was in considering this year's budget and whether the projected estimates for income and expenditure matched the figures initially set. Chair and Deputy Chair have agreed to work on this with the Clerk and Assistant Clerk prior to reporting back.

The second part of the review was to identify spending priorities for next year and also determining a 3-5 year spending forecast. There were 3 Committees currently responsible for different activities which contributed budget information: the Personnel Committee – responsible for staff salaries; the Burial Committee who had responsibility for the charges made for burials, etc and the Allotments Committee. The Foreshore, Dinghy Park and Car Park is dealt with in other groups, or by full Council. Each Committee needs to decide what we need to spend money on and how much can the Council raise and where they are going to spend money next year. Each Committee needs to have meeting dates in place to do the work on this. The Health and Safety budget has sustained a considerable amount of unplanned additional expenditure. A budget for the new branding exercise needed to be established.

Cllr Cohen proposed, Cllr Underdown seconded, all agreed, and IT WAS RESOLVED that the Council approved the approach to the revised budget and the wider budget setting process for 2018/19 as set out in the Clerk's report. **CLERK**

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

**346/91/17 Members' Code of Conduct** The Clerk informed the Council that she had circulated a copy of the National Code of Conduct with the papers, and suggested that the Council adopt this. The Clerk requested that Councillors considered Appendices A and B carefully to ensure that they have reported all relevant interests and dispensations. With regard to dispensations, the Clerk reported that she was unsure whether the regulations had been interpreted correctly: further advice on this matter would be sought.

Cllr Cohen proposed, Cllr Schofield seconded, all agreed, and IT WAS RESOLVED that the Council adopt the National Code of Conduct for Hamble-Le-Rice Parish Council and asked the Clerk to circulate the Register of Interests form to all Councillors to complete. **CLERK**

**347/91/71 Health and Safety Audit.** The Clerk outlined the findings from the recent audit which highlighted short comings in the Councils approach to Health and Safety. The Clerk reminded Councillors of their collective responsibility to ensure that there was a policy in place and that there was compliance with it. Staff were progressing through the significant list of urgent work which was requiring higher than budgeted for expenditure. This would be reported back at the next meeting.

Cllr Underdown proposed, Cllr Cohen seconded, all agreed, and IT WAS RESOLVED that the Council adopted the Health and Safety Statement; to adopt the Health and Safety responsibilities and the rules and arrangements that have been developed as a result of the audit, and to allocate £3,000 to undertake all the necessary remedial works and actions identified by the Audit. Cllr Cohen would be working with the Clerk, Assistant Clerk and Head Groundsman to progress the actions. Cllrs Schofield, Cross and Beach offered to assist. **CLERK**

**348/91/71 Clerk's Report and Forward Plan** The Clerk spoke to the report that she circulated to the Council. All points were noted, but further investigation and discussion was required with GE regarding the relocation of the football team to College Playing Fields..

Cllr Underdown proposed, Cllr Cohen seconded, all agreed, and IT WAS RESOLVED that the Council agreed the following proposals made in the Clerk's Report:

- (1) that a smaller provider for a card reader would be sought to supply this technology;
- (2) an office smart phone on a budget contract would be sought to facilitate the use of the card reader;
- (3) the Parish Council would convene a business forum to include GE and local business to consider a Hamble Travel Plan (this would be discussed further on 25<sup>th</sup> September);
- (4) to continue with the current pattern of opening up the office to the end of the year;
- (5) the Christmas office closing/opening period would run from 22<sup>nd</sup> December to 5<sup>th</sup> January (with facility to make appointments with staff if necessary from 2<sup>nd</sup> January);
- (6) additional provision of £3,000 in the staff budget for engagement of bank staff with a payment rate of £8.50 per hour;
- (7) agreement to the use of the Donkey Derby Field on 7<sup>th</sup> October for parking to support the Italian Market.

**CLERK**

**The meeting closed at 9.30 pm**

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