

## HAMBLE-LE-RICE PARISH COUNCIL

### MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON MONDAY, 14<sup>th</sup> MAY 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 P Beach  
Cllr J Dajka  
Cllr I James  
Cllr D Rolfe  
Cllr A Thompson  
Cllr I Underdown

#### **In Attendance**

Mrs A Jobling - Clerk  
Mrs J Symes, Deputy Clerk  
Mrs J Panakis – Minutes Secretary

#### **Minute's Silence for Mrs Beda Allwood**

The Clerk informed the meeting that Mrs Beda Allwood had died recently: she had been an active member of the Hamble community, serving on the Parish Council and at one point being its Chairman. A minute's silence was observed.

#### **Election of Chairman**

**116/51/18** Cllr Rolfe proposed, Cllr Schofield seconded, and IT WAS RESOLVED that Cllr Cohen be voted in as Chairman for the municipal year 2018 to 2019. Cllr Cohen accepted her election to Chairman, and said that during the last municipal year there had been a lot of changes to the way the Parish Council worked, particularly in relation to governance. The Council were now reaping the rewards of the changes. Cllr Cohen said she was happy to accept the position of Chairman for the next municipal year. Cllr Cohen thanked the staff for all their hard work for the Council.

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

**117/51/18** Apologies for absence were received from Cllr M Cross, Cllr S Hand and Cllr G Woodall,

#### **Declaration of Interest**

**118/51/18** The Clerk informed the Council she had sought advice on their dispensations as the Auditor had queried this. NALC's new Model Standing Orders makes it clear that dispensations have to be granted at each meeting, according to the items on the agenda. In addition, dispensations are only granted if the Council is unable to conduct its business due to the number of Councillors who have to declare a personal or pecuniary interest in the matter to be discussed. It is advisable, therefore,

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

that the 4 year dispensations previously granted should be relinquished. Councillors were asked to contact the Clerk to confirm their position regarding their dispensations.

**To Accept the Minutes of the Council Meeting and the Exempt Minutes held on 9<sup>th</sup> April 2018**

**119/51/18** Cllr Underdown proposed, Cllr Schofield seconded and IT WAS RESOLVED that the Minutes of the Council meeting held on 9<sup>th</sup> April 2018 and the Exempt Minutes held on 9<sup>th</sup> April be accepted as a true record. Both sets of Minutes were then signed by the Chairman.

**Public Session**

**120/51/18** No members of the public were present at the meeting.

**Election of Vice Chairman**

**121/51/17** Cllr Rolfe proposed, Cllr Underdown seconded, all agreed and IT WAS RESOLVED that Cllr Schofield be voted in as Vice Chairman for the municipal year 2018 to 2019. Cllr Rolfe complimented Cllr Cohen and Cllr Schofield, in their respective roles as Chairman and Vice Chairman of the Council, for the excellent work they had done during the last municipal year.

**Governance Review**

**122/51/18 Membership of Committees, Working Parties and Nominees to External Organisations for the Municipal Year 2018-19**

A proposed Committee structure had been circulated with the meeting papers. A Review Panel is a newly proposed group which would deal with any complaints made to the Parish Council, which included decisions made regarding Burial's Policy. The Burial Committee would now cease to exist, its work taken up by the Asset Management Committee. The Review Panel would be completely separate from the work of the other groups and offer an independent assessment of decisions made.

Cllr Underdown proposed, Cllr James seconded, and IT WAS RESOLVED that the Council accepted the new structure of Committees, Working Parties and Groups as set out in the paper submitted to the meeting, with the inclusion of the Volunteer Hub and Community Relations Group, for the municipal year 2018-2019.

**CLERK**

**123/51/18 Appointment of Chairmen of Committees and Working Parties**

These were agreed as follows:

- **Review Panel** - Cllr Thompson proposed, Cllr Rolfe seconded and IT WAS RESOLVED that Cllr A Thompson would Chair this Panel.
- **Resources Working Group** - Cllr Dajka proposed, Cllr Cohen seconded and IT WAS RESOLVED that Cllr S Schofield would Chair this Group.
- **Asset Management Committee** - Cllr Rolfe proposed, Cllr Dajka seconded and IT WAS RESOLVED that Cllr S Schofield would Chair this Group. In addition, membership of the group would be increased by one, but at present this was noted as a vacancy.

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

- **Planning Committee** - Cllr Thompson proposed, Cllr Rolfe seconded and IT WAS RESOLVED that Cllr Underdown would Chair this Committee. In addition, membership of the group would be increased by two to support the work of the committee which would include Cllr Woodall and with a further vacancy.
- **Personnel Committee** - Cllr Schofield proposed, Cllr James seconded and IT WAS RESOLVED that Cllr P Beach would Chair this Committee, and that membership would increase from 3 to 5. New Members to include Cllrs Hand and James.
- **Dinghy Park Working Group** – The membership of this group was agreed, and Cllr Cohen volunteered to continue to Chair it.
- **Friends of Westfield Common** – The member for this group was agreed as Cllr M Cross.
- **Festive Lights** – Membership of this group was agreed as circulated.
- **Comms Task and Finish Group** – Membership of this group was agreed as circulated, plus Cllr J Dajka.
- **Volunteer Hub and Community Relations** – Membership of this group was agreed as circulated.

**124/51/18 Representatives on Outside Bodies** These were agreed as follows:

- **Henville Trust:** Cllr I Underdown  
This is for a term of 4 years, 2018-2022
- **Hamble Village Memorial Hall:** Cllr J Dajka
- **Hamble River Valley Forum:** Cllr I Underdown and Cllr S Cohen
- **Footpaths:** Cllr A Thompson and Cllr D Rolfe
- **Hamble River Estuary Partnership:** Cllr I Underdown
- **Youth Options:** Vacancy

Cllr Underdown proposed, Cllr James seconded and IT WAS RESOLVED that all the above appointments to Committees, Working Parties, Task and Finish Groups, external and partner groups were approved by the Council.

**CLERK**

**125/51/18 Dates and Times of Meetings to the Annual Council Meeting 2019**

Cllr Cohen proposed, Cllr Underdown seconded and IT WAS RESOLVED that the proposed meeting dates be accepted with the following approved amendments: August Planning Meeting – either the 13<sup>th</sup> or 20<sup>th</sup> August according to Planning Applications received; Personnel Committee’s meeting in January 2019 was added as 24<sup>th</sup> of that month. The meetings projected for the Burial Committee to be deleted.

**CLERK**

**126/51/18 Media Policy** Cllr Underdown proposed, Cllr Cohen seconded and IT WAS RESOLVED that the Media Policy be adopted in principle with the following changes made: reference in 7.2 to “Town Clerk” and “Town Mayor” be altered to “Parish Clerk” and “Chairman of the Parish”.

**CLERK**

Chairman’s Signature: ..... Date: .....

**127/51/18 Customer Complaints Policy** Cllr Underdown proposed, Cllr Schofield seconded

and IT WAS RESOLVED that this Policy be adopted in principle, with alterations made to: the title which would be called Customer Compliments and Complaints Policy; that general complaints are referred to the Review Panel and any complaints about Councillors are referred to the Standards Committee at Eastleigh Borough Council. Compliments about individual members of staff will be recorded in their personnel file (not personal file).

**CLERK**

**128/51/18 Equality Statement** Cllr Underdown proposed, Cllr Cohen seconded and IT WAS RESOLVED that the Equality Statement be accepted.

**CLERK**

**129/51/18 Asset Register** The Asset Register had been revised on recommendation from the Auditor, as the Council's insurance policy and asset figures did not match. Newly acquired assets have been added to the register. It is a requirement that the Register be presented with the Annual Return. The Council's insurance policy is due to be renewed shortly: renewal will be confirmed at the next Council meeting. A query was raised about the IT equipment on the register: the Council do not own their current IT equipment and these items listed on the register will have to be investigated. Cllr Cohen proposed, Cllr James seconded and IT WAS RESOLVED that the Asset Register be referred back to the Asset Management Committee for further consideration with regard to the IT equipment and future discussion with the insurance company with regard to renewal of the Council's policy.

**CLERK**

**130/51/18 Insurance Cover** The Clerk confirmed that all the Council's Risk Assessments for all activities undertaken by Council staff were up to date and the financial risk assessment was completed in March this year. Further work will be done with the insurance company on the schedule and brought back to Council for approval.

**131/51/18 Standing Orders** The new model Standing Orders issued by NALC were discussed and the following decisions made:

- Page 6: Item 1 (t), penultimate line – insert 3 minutes
- Page 8: Item 3 (f), second line – insert 15 minutes
- Page 8: Item 3 (g), second line – insert 5 minutes for any one speaker
- Page 8: Item 3 (i), first two lines accepted – “A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort).”
- Page 11: Item 3 (x) – insert 2.5 hours
- Page 14: Item 6 (d) – revise the wording to reflect that if the calling of an extraordinary committee meeting is not acted on by the Chairman of that committee, that the issue is referred back to full Council
- Page 15: Item 9 (b) – insert “2 clear days before the meeting.”
- Page 15: Item 9 (d) – insert “1 clear day before the meeting.”
- Page 18: Item 13 (e) – select “by the Proper Officer”
- Page 19: Item 13 (g) – retain the paragraph
- Page 21: Item 15 (xiv) – replace with the sentence: “Ensure that electors can access a record of every planning application notified to the Council and the Council's response to the local planning authority.”

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

- Page 24: Item 19 (b) – staff absences will be reported to the Personnel Committee, without identifying the individual member of staff unless there is a problem with a particular member of staff’s sickness record.
- Page 27: Item 24 (a) and (b) – these items regarding inviting District and County Councillors to attend Parish Council meetings to be retained.

Cllr Cohen proposed, Cllr Underdown seconded, all agreed and IT WAS RESOLVED that the new NALC Standing Orders be adopted by the Council with the agreed changes and amendments as listed above.

**CLERK**

**132/51/18 Financial Regulations** The NALC Model Financial Regulations were discussed and the following amendments to this document proposed:

- Page 11: 6.18 (a) – the petty cash float to be £100
- Page 17: 15.2 – the item to read: “Following the annual risk assessment (per Regulation 17), the Clerk shall effect all insurances and negotiate all claims on the Council’s insurers.
- Page 17: 15.2 – item to read: “The Clerk shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances to the Insurance Company”.
- Page 17: 16.1 – delete [with the RFO]
- Page 17: 16.2 – delete [with the RFO]

Cllr Schofield proposed, Cllr Dajka seconded and IT WAS RESOLVED that the Council accepted the NALC Model Finance Regulations with the above agreed amendments.

**CLERK**

**133/51/18 GDPR Issues and Time Table**

The Clerk explained that the main implications for the Council created by these new regulations were as follows:

1. The regulations applied to both paper and electronic records
2. Councillors could not forward e-mails to other organisations without the permission of the originator
3. All e-mail accounts of staff and Councillors were required to be official Parish Council e-mail addresses, rather than personal e-mail accounts.

The Clerk advised that Councillors that they had to sign a compliance statement to say that they understood the new regulations. If Councillors had concerns regarding their understanding, training could be arranged. The issues regarding the Data Controller and the Data Manager still had to be resolved. Cllr Cohen proposed, Cllr Schofield seconded and IT WAS RESOLVED that the way forward for preparing for the GDPR as outlined in the Clerk’s report was agreed and that the Resources Working Group would be appointed to review progress with compliance. **CLERK**

**134/51/18 Parish Council’s New Website** The contract with the current web site provider expires at the end of May 2018. Hugo Fox have been appointed as the new provider – they do not charge to host the web site. There are some disadvantages with the new site, for example the top headings are fixed and it does not work well with

Chairman’s Signature: ..... Date: .....

mobiles, however, there is an important advantage in that the Council can post information to it themselves. The report was noted.

**135/51/18 Clerk's Report** Council noted the Clerk's report, in particular the loss of £8,750 in income from the EE telecoms mast project, which was no longer going ahead. Cllr Cohen proposed, Cllr Underdown seconded and IT WAS RESOLVED that expenditure of up to the value of £500 for the purchase of new workstation equipment and the subscription to HALC of £829 was authorised.

**CLERK**

### **Resources**

**136/51/18 Asset Management Committee's Recommendations** Council noted the following resolution on expenditure: Item 10 – Parish OnLine – OS Tool – subscription to this service for 12 months at a cost of £240. Also noted was the approval of a request for a memorial tree at the Foreshore.  
**CLERK**

### **Finance and Payments**

**137/51/18 Petty Cash and Bank Reconciliation Statements** The Deputy Clerk reported that the Petty Cash Reconciliation amounted to £87.33 and the Bank Account reconciled to £196,646.19.

**138/51/18 Schedule of Payments** This was noted.

**139/51/18 Income and Expenditure Schedule** This was noted.

**140/51/18 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 Cohen proposed, Cllr Underdown seconded 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: Office Accommodation

*The meeting closed at 9.10 pm.*

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