

HAMBLE-LE-RICE PARISH COUNCIL

MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON MONDAY 9TH MAY 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 T Hughes
Cllr E Lear
Cllr C Palmer
Cllr D Phillips
Cllr D Rolfe
Cllr S Schofield
Cllr I Underdown

In Attendance

Brendan Gibbs – Clerk to the Council
Jeanette Symes – Assistant Clerk
Jacqueline Panakis – Minutes Secretary
Mr Steve Emery – Member of the Public
Mr David Aspinall – Member of the Public
Mr Ken Munro – Member of the Public

Cllr Underdown, the Chairman, welcomed the new members to Hamble Parish Council and informed them that as this was a newly elected Council, the Agenda at the first meeting of the new Council was specific as required by law.

To Elect a Chairman for the Municipal Year 2016-17

179/15/16 Cllr Hand was proposed for the position of Chairman by Cllr Cohen, and seconded by Cllr Hamel, and the majority agreed and IT WAS RESOLVED that Cllr Hand was elected as Chairman for the municipal year 2016-17.

To Receive the Chairman's Declaration of Acceptance of Office

180/15/16 Cllr Hand signed the Declaration of Acceptance of Office. Cllr Hand thanked the Council for their support and also took time to thank Cllr Underdown for all his work as Chair in the last municipal year.

To Receive Apologies for Absence

181/15/16 There were no apologies for absence – all Councillors were present.

To Receive Declarations of Interest

Chairman's signature

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182/15/16 The Clerk informed the Council that all Councillors had to apply for dispensations to engage in any discussions that they had any interests in. Cllr Hand elaborated saying that there were two categories of interest: (1) Councillors who were, for example, members of clubs in the area and they could both discuss and vote on any issues, and (2) Councillors who had a pecuniary interest in items under discussion, for example those with dinghy spaces. They could contribute to the discussions of the Council on such matters, but were unable to vote on a decision and also had to leave the room when a vote was taken. All Councillors must apply formally for a dispensation for matters they have interest in, and at the next meeting the Council as a whole would discuss and decide whether to approve the application or not. The following interests were declared: Cllr Hamel: matters relating to the fore shore and dinghy park; Cllr Rolfe – the Victory Inn; Cllr Beach – Beach Hut Café and Dinghy Park; Cllr Hand – Member of the Royal Southern Yacht Club and the Dinghy Park; Cllr Underdown – The Foreshore and Dinghy Park; Cllr Cross – Planning; Cllr Lear – Planning; Cllr Cohen – Member of the Royal Southern Yacht Club

To Accept the Minutes of the Council Meeting held on 25th April 2016

183/15/16 Cllr Underdown proposed, Cllr Hamel seconded and all agreed and IT WAS RESOLVED that the minutes of the meeting held on 25th April 2016 was a correct record and was then signed by the Chairman.

Public Session

184/15/16 Mr David Aspinall highlighted his concerns about the Beach Hut Café to the Council. He supported the café and the business it bought to Hamble’s river front; however, he was concerned about the amount of obtrusive advertising the café displayed in what was after all a conservation area. He was aware that planning permission had been granted for 2 new signs, which he felt were both tasteful and sufficient. However, in the last few weeks the café had put up 2 “A” boards, a red Coca-Cola sign outside the café, an illuminated neon light inside the café above the new sign and 2 large ice cream cones by the serving hatch. Mr Aspinall felt that the excess signs were inappropriate in a conservation area and that the original signs with planning permission were more than adequate.

Cllr Hand thanked Mr Aspinall for bringing his concerns to the Council. The matter would be investigated by the Clerk, who would need to speak to Eastleigh Borough Council’s Planning Department.

A report would be brought to a future Council meeting if necessary.

CLERK

Mr Aspinall left the meeting at 7.55 pm.

Election of a Vice Chairman for the Municipal Year 2016-17

185/15/16 Cllr Cohen was proposed for the position of Vice Chairman by Cllr Hand, and seconded by Cllr Hamel, and the majority agreed and IT WAS RESOLVED that Cllr Cohen would be the Council’s Vice Chairman for the municipal year.

Structure and Membership of Committees and Working Parties for the Municipal Year 2016-17

186/15/16 To consider and confirm the frequency of meetings for the remainder of the Calendar year 2016. Cllr Hand informed the Council that the Personnel and Burial Committees were new, following a review of the Council’s working party structure. It was recommended good practice to have a set timetable of 1 to 2 meetings per annum for these two committees, whether there was business to discuss

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or not. Personnel issues can arise very quickly, so members of that committee may expect to have extra ordinary meetings called. The Personnel Committee needed to meet in May to receive the Clerks annual appraisal and again in early November to discuss potential pay rises for staff in general, before the Council’s budget meeting. These needed to be done in between the council’s regular meetings. It was suggested that the Burial Committee had one set meeting date each year. The Clerk was asked to propose suitable dates and circulate to all members. **CLERK**

Cllr Rolfe queried why the Council’s meeting dates were always on a Monday evening, since she was aware that the local Police Officer and PCSO did not work on that particular evening, and it could be helpful to the Council if a representative from the Constabulary was present. Full Council meetings are set on the 2nd and 4th Mondays of each month and start at 7.30 pm, except where there is a bank holiday and then the affected meeting moves to the Tuesday. They are always held in the meeting room at the Roy Underdown Pavilion. The schedule of meetings for 2016 has already been published. There are other things to be taken into consideration if the Council wish to change their meeting dates for 2017. These include: not coinciding with nearby Parish Council meetings, or Eastleigh Borough’s meetings and the availability of the meeting room (which is hired to other organisations on an ongoing basis). A new date and time would have to be considered by the whole of the Parish Council.

187/15/16 To confirm the committee structure or consider any amendments including substitutes. Cllr Hand said that members of working parties and committees could be established with an extra person nominated as a substitute who could be called upon to attend in order to keep the meetings quorate. However, these needed to be nominated at the onset.

188/15/16 Personnel Committee: The Terms of Reference for this Committee provided for the Chairman to be an ex-officio member and a full member of the committee. As the Chairman has ultimate responsibility for the line management of staff, through the Clerk, the Chairman of the Council should not be Chairman of this Committee. It was proposed and the majority agreed and IT WAS RESOLVED that the Personnel Committee would comprise Cllr Hamel, Cllr Cohen, Cllr Lear, Cllr Hand and Cllr Underdown.

189/15/16 Burial Committee: It was proposed and the majority agreed and IT WAS RESOLVED that the Burial Committee comprise Cllr Lear, Cllr Underdown and Cllr Schofield.

190/15/16 Leases Working Party: It was proposed and the majority agreed and IT WAS RESOLVED that the Leases Working Party Committee comprise Cllr Hand, Cllr Underdown, Cllr Hamel and Cllr Rolfe. Cllr Beach wished to be a member of this committee, however as proprietor of the Beach Hut Café it was felt that advice should be sought on whether this was appropriate or not. **CLERK**

191/15/16 Travel Tokens Working Party: It was proposed and the majority agreed and IT WAS RESOLVED that the Travel Tokens Working Party would comprise Cllr Lear, Cllr Phillips and Cllr Cohen.

192/15/16 Appeals Panel: This dealt with any grievances or disputes regarding the Council’s employees. It was proposed, the majority agreed and IT WAS RESOLVED that this Panel comprise Cllr Cross, Cllr Hughes and Cllr Rolfe.

To elect a Chairman for each Committee

193/15/16 Chairman of the Personnel Committee: Cllr Hand proposed, Cllr Lear seconded and the majority agreed and IT WAS RESOLVED that Cllr Cohen be Chairman of the Personnel Committee.

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194/15/16 Chairman of the Burial Committee: Cllr Lear proposed, Cllr Cohen seconded and the majority agreed and IT WAS RESOLVED that Cllr Underdown be Chairman of the Burial Committee.

195/15/16 Substitute for the Burial Committee: Cllr Hand proposed, Cllr Underdown seconded and the majority agreed and IT WAS RESOLVED that Cllr Cohen is the substitute for the Burial Committee.

196/15/16 Substitute for the Travel Tokens Working Party: Cllr Hand proposed and Cllr Underdown seconded and the majority agreed and IT WAS RESOLVED that Cllr Schofield is the substitute for the Travel Tokens Working Party.

Appointment of Parish Council Representatives to Other Organisations

197/15/16 Hamble River Valley Forum: Cllr Underdown and Cllr Cohen

198/15/16 Hamble Estuary Partnership: Cllr Underdown

199/15/16 Hamble Village Memorial Hall Management Committee. Following discussion it was decided that further advice would be sought about the Parish Council's representative to this committee and dealt with at the next meeting. **CLERK**

200/15/16 Scout and Guide Liaison: Cllr Palmer

201/15/16 Henville Educational Foundation: This was a 4 year term of office which extended to May 2018 and Cllr Underdown had been elected previously as the representative.

202/15/16 Youth Liaison – HYPE Co-ordinator. Cllr Schofield and Cllr Phillips

203/15/16 Eastleigh Safer Neighbourhoods Local Action Group. The Clerk reported that this forum was not currently active.

204/15/16 Hamble Primary School – Associate Governor. As the rules regarding appointment of governor to schools had altered in the past year, more advice would be sought on this. **CLERK**

205/15/16 Older Peoples Champion: Cllr Lear

Hamble Life Boat Station Construction Project

52/21/15 Cllr Hand thanked Mr Emery for attending the Council meeting to answer the Council's questions on the project. Late on Monday afternoon the Council had received the structural engineer's report (tabled). Councillors therefore had not had an opportunity to study it fully. However, it was noted in Item 28 on page 4 of the report that the building "does not comply with current building regulations". Eastleigh Borough Council had confirmed to Mr Emery that they had seen a copy of the Certificate, however, as they do not retain copies of these documents, were unable to provide a copy to the Trustees. The Trustees have been denied a copy of the Certificate by HCD and have been advised by their solicitors that, if they decided to sue Ab Initio and were successful, the court could then order HCD to release the Certificate. Unfortunately, the Trustees cannot afford to do this. Mr Emery commented that this was one professional opinion being expressed which was opposite to HCD's professional representative who had assessed the building and issued the Certificate.

Ab Initio has claimed that the Trustees are in breach of contract as the Trustees are retaining management fees, due to the problems with the building. Solicitor's letters are being exchanged, which is escalating the fees being claimed by Ab Initio. Consequently, at present the Trustees do not have the confidence, whilst they are being threatened with legal action, to spend money to fully complete the project. A notice was published in the London Gazette recently stating that Ab Initio has failed to deposit their accounts and unless they did so within 3 months would be struck from the Companies Register. The Trustees had authorised Mr Emery to instruct contractors to make good the cladding on the building and were looking at obtaining quotes from a local contractor which specialised in steel framed buildings to deal with water ingress.

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The Council enquired whether the Trustees had sufficient funds to complete the building: Mr Emery said that it was possible that they did not. Cllr Hamel pointed out that Hamble Lifeboat Station was the Mayor's charity during her term of office, and that a considerable sum of money had been raised. This should go some way to ameliorating the financial problems the Trustees face. The Council asked what was the Trustees anticipated time schedule for fixing all the problems. Mr Emery said that this was still very difficult to project. The Council's major concern at present is the lack of public toilets, and although temporary toilets have been installed, visitors are using toilets at the Café and other premises.

Cllr Cohen left the meeting at 8.45 pm.

The Council enquired of the present situation with regard to the water supply. The Clerk responded that he had received a second quote for the work, which he would circulate to Councillors so a decision could be made before the next Council meeting. If Southern Water approves the contractors the Council appoints, they will be happy to do their portion of the work free of charge. **CLERK**

Cllr Hand thanked Mr Emery for attending the meeting and updating the Council on the present state of the project.

To Receive a Report from the Internal Auditor

206/15/16 A report had been received from the Internal Auditor in respect of a recent enquiry from a Parishioner, concerning the replacement of the Hamble Foreshore public toilets. This document was noted and it was agreed that this would be considered at the next meeting. The outgoing council had produced a document suggesting ways of managing such a project in the future, and this would also be on the agenda. **CLERK**

9 pm – Mr Steve Emery and Mr Ken Munro left the meeting.

Planning and Development Control

To consider any Planning Applications

The Clerk informed the Council that after the Agenda had been set and circulated, 2 further consultations documents were received from Eastleigh Borough Council:

207/15/16 Land at Coronation Parade, Hamble-Le-Rice. The Borough Council are seeking the Parish Council's view on Eastleigh Borough Council intention to purchase the land, which is presently ownerless and has thus become the property of The Crown. Cllr Hamel proposed, Cllr Cross seconded and all agreed and IT WAS RESOLVED that Hamble Parish Council has no objection to Eastleigh Borough Council purchasing the land at Coronation Parade. **CLERK**

208/15/16 Land and Premises at Riverside Caravan Park, Satchell Lane, Hamble-Le-Rice. The applicant has applied to Eastleigh Borough Council for a Certificate of Lawfulness for part of the site to be used as a Caravan Park. The Clerk was asked to reply to the Borough Council on the basis that the Parish Council could not comment on the information contained in application and also to raise an issue regarding the provision of a local footpath. **CLERK**

To receive any Planning Decisions and Matters at Appeal

209/15/16 There were no items to discuss with regard to Planning Decisions or Matters at Appeal.

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Finance

210/15/16 To receive the May 2016 Orders for Payment. It was noted that the provision for emptying the dog waste bins was expensive. The payment to Geko Projects was questioned. This was for the provision of an electrical point, for use by the Parish Council, in the foreshore car park and replaces the one removed when the toilet block was demolished. This was for use by the Council during special events. Cllr Underdown proposed, Cllr Hamel seconded and all agreed and IT WAS RESOLVED that the orders for payment be accepted. The current bank mandate for signatories on the Parish Council's bank account were now out of date, following the changes in Councillors from the elections. Cllrs Cross, Underdown, Hand, Cohen, Hamel and Lear volunteered to be on the mandate and the Clerk requested that they call at the office as soon as possible to complete the relevant forms. **CLERK**

211/15/16 To note the Parish Council's Fixed Asset Register. The register had last been updated three years ago, so the Internal Auditors had been asked to update it. The Register will inform the Council's insurance policy.

212/15/16 Renewal of the Parish Council's Insurance Policy. This will expire on the 31st May. The policy is held with Zurich and the Council is currently tied to 3 year deal and thus were obliged to renew the policy with Zurich. Cllr Hand proposed, Cllr Hamel seconded and all agreed and IT WAS RESOLVED that the clerk could raise the cheque to renew the Council's Insurance Policy. **CLERK**

213/15/16 To receive the Internal Audit report for the period 1st February to 31st. Cllr Underdown proposed, Cllr Hamel seconded and all agreed and IT WAS RESOLVED that the internal audit report was noted by the Council.

To Consider Grant Applications received at 31st March 2016

214/15/16 A grant request had been received from QEII Silver Jubilee Activities Centre at Manor Farm Country Park. It was noted that the application had been received mid-March: the Clerk apologised that it had not been dealt with at that time. Cllr Underdown proposed, Cllr Cross seconded and a majority agreed (with 2 abstentions: Cllrs Hamel and Lear, who were trustees of this organisation) and IT WAS RESOLVED that the grant be approved. **CLERK**

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

From Eastleigh Borough Council

215/15/16 Correspondence from Eastleigh Borough Council concerning Coronation Parade had been dealt with under Planning (item 207/15/16 refers).

From Hampshire County Council

216/15/16 No correspondence had been received.

Other correspondence

217/15/16 Correspondence had been received from HALC giving advice on proposed future legislation relating to Data Protection. This was noted.

The Cllr Hand explained that HALC provided training for new councillors and that this would be sought for the newly appointed councillors, possibly in conjunction with nearby local councils who also had

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elections recently. The Clerk mentioned that each Councillor had been provided with a folder containing information pertinent to the Parish Council and their role as Councillors. This would be updated in the future and had a copy of the “Good Parish Councillors” guide in it. The Clerk also pointed out that Confidential items of business were discussed in exempt business and any confidential information was printed on pink paper, circulated at the meeting, but collected by the Clerk for destruction at the end of the meeting.

CLERK

Exempt Business

218/15/16 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 matter to be discussed was a personnel issue concerning a member of the Parish Council’s office staff.

Jeanette Symes left the meeting at 9.25 pm

The meeting closed at 9.27 pm.

Chairman's signature

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