

Council Meeting 10 January 2022 7.00pm Roy Underdown Pavilion

	Lead	Mins
1. Welcome:	Chair	5
<p>Apologies for absence Expressions of interest Approve the minutes of 13th December 2021</p>		
2. Public participation.		15
Community Issues		
3. New Year's Honours – Steve Emery BEM		5
4. Grant Applications: Speed Watch	Chair	10
5. Cemex – Updates	Chair	20
6. Letter from MARA – for noting		
7. Projects update	Project Manager	5
8. Recommendations from Working Groups and Committees		10



Financial, Risk and Governance

9. Budget, precept and fees and charges for 2022	Clerk	20
10. Payments and Bank reconciliation for November 2021	Clerk	10
11. Monthly accounting reports	Clerk	5
12. Accidents and incidents	Clerk	5

Exempt business

To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 in respect of the following item(s) of business on the grounds that it is/they are likely to involve the disclosure of exempt information as defined in paragraphs 1, 2, 3 of Part 1 of Schedule 12A of the Act. The Schedule 12A categories have been amended and are now subject to the public interest test, in accordance with the Freedom of Information Act 2000. This came into effect on 1st March 2006. It is considered that the following items are exempt from disclosure and that the public interest in not disclosing the information outweighs the public interest in disclosing the information.

13. Staffing Pay for 2022/23 (part of item 8)

14. Insurance Claim - outcome

Signed: *Amanda Jobling*
Date: 5th January 2022

Clerk and Proper Officer



Council Meeting 13 December 2021

Minutes

Hamble Parish Council, Parish Office, 2 High Street, Hamble, Southampton SO31
4JE

Present

Members: Cllr Cohen, Cllr Cross, Cllr Dann, Cllr Hand (Chair), Cllr Lehneis, Cllr Jones, Cllr Nicholson, Cllr Thompson and Cllr Underdown

Staff: Clerk

1. Welcome – Chair welcomed everyone to the meeting.
 - a. Apologies – Cllr Ryan
 - b. Declarations of interest – none
 - c. Minutes of 8.11.2021
Proposed: Cllr Underdown
Seconded: Cllr Cohen and the minutes including the exempt minutes for November were agreed unanimously.
2. Public participation – none
3. Grant Applications – Carols in The Square and Speed Watch
The council noted that the Carols in The Square had been cancelled due to the current restrictions and the Speed Watch was deferred until January 2022. over until January 2021. Clerk was asked to write thanking them for their efforts to date and also put posters up in the notice boards to spread the word.
4. Cemex – Strategy and next steps:
Chair outlined a number of issues as follows:
Recruitment of consultant – A number of consultants have been approached including the consultant who had worked for RAGE in the previous campaign. It was decided to appoint Steve Tilbury who has local knowledge of the key players and has already carried out work as part of the training exercise. Council agreed to delegate the contract details to the Clerk with a view to securing a strategy for dealing with the application. This stage of work should not exceed £3,500 with the remainder of the money being set aside for retaining specialists where the strategy recommends it.

Working with Partners – The team meeting highlighted the importance of joint work with EBC and neighbouring parishes although also recognising that we have a lead role given it is within the parish. An officer meeting has been set for the 31st January 2022 to discuss next steps although the Councils paper which it was agreed would be sent to partners might bring forward action especially if the planning application goes live early in January. Chair also highlighted the positive discussions with Hampshire County Council's lead officer and also the MP Paul Holmes.

Initially the Groups suggested in the paper were agreed (acknowledged they might need to change once the application is in) and members were asked to confirm which group they would join by the end of the week. The groups are as follows:

- Infrastructure Group – Sheelagh Cohen
- Operational Impacts Group – Sarah Lehneis
- Fact Finding Group - Trevor Dann, Craig Palmer,
- Restoration Group – Chris Jones, Sarah Lehneis

All councillors are expected to get involved.

Lastly a request was made for FAQ's so that Councillors could give a consistent response to questions when asked.

Proposed Cllr Hand

Seconded Cllr Underdown and all agreed to accept the principles in the report and the way forward.

5. Allotments – request to closure allotment pathway

The Council considered the report and the recommendation from the Allotment Working Group which on balance felt that the path should remain permanently closed to the public. This recognised the concerns and issues raised by the two objectors but on balance felt the request from the allotment holders and the improvement in site security justified the closure.

Proposed: Cllr Thompson

Seconded: Cllr Cohen

and the recommendations from the report were agreed by the majority. One member voted against it and one member abstained.

6. Publication survey – outcome and recommendations

Cllr Nicolson outlined the key findings from the survey and the work of the Communications Group to now develop a further iteration of the newsletter – slightly larger publication, with a different blend of advertising and the inclusion of local contact numbers – if the recommendations were agreed by Council.

Proposed: Cllr Nicholson

Seconded: Cllr Lehneis

and the recommendations from the report were agreed unanimously.

7. Project updates – Foreshore benches, Roy Underdown Works, Digital Transformation – website and migration

Members were updated on the key projects and the next steps and welcomed the progress with them.

8. Purchase of ICT hardware – linked to transformation project

Clerk outlined the rationale for the additional expenditure as part of an extension of the transformation project. Generally things had progressed well although there was a need to do the following:

- Arrange the second training event for Councillors for Teams
- Arrange the training for Decisions for staff in January 2022 followed by training for Members in Feb.
- Purchase the use of meeting equipment.

To bring all of the ITC under one roof the Council were asked to now replace leased equipment with outright purchase with Cloudy IT linking all the devices into their support service. At this stage it was difficult to assess the impact of the change on the annual charges as the basis for operating was different but the issue was also about upgrading our use of technology with a focus on remote working.

As part of the discussions Council were also asked to confirm the purchase of equipment to enable broadcasting of meetings recognising the need for this in the light of the Cemex application. To enable work to continue:

Proposed: Cllr Nicholson

Seconded: Cllr Hand and all approved the

- a) Acquisition of new office equipment including Microsoft Business Voice (telephony) outlined in quote 1998 for £10,902.90
- b) Terminate the current contract with Carrera and transfer the contract to Cloudy IT
- c) To purchase of equipment for hybrid meetings but defer the decision on which product but request a demonstration of both to enable the decision to be taken.
- d) To approve a top up to the Ear Marked Reserve to fund the expenditure for equipment purchase.

9. Recommendations from Working Groups and Committees

Nothing to report

10. Feedback from EBC Team Meeting

Chair confirmed that EBC would be looking to roll out charging in non-charged for Car Parks in New Road Netley and in part of the Station Car Park at Bursledon.

11. Payments and Bank reconciliation for November 2021

Signed

Date

The information was not available for the meeting – for which the clerk offered her apologies. Council was asked to delegate the decision to the Chair and Clerk to sign the reconciliation as soon as it was complete. The Payment list would be published and again approval delegated assuming no issues were raised with the list so that suppliers could be paid prior to Christmas. The Clerk confirmed the current account stood as follows:

Start balance £103,256.31

Money out £35,367.29

Commission charges £17.91

Money in £5,742.86

End balance £73,631.88

Proposed Cllr Underdown

Seconded Cllr Jones and all agreed to delegate approval of the bank reconciliation and payment list to the Chair and Clerk for the November reconciliation and the December payment list.

12. Monthly accounting reports

The reports were not available but would be shared via Teams as soon as they were.

13. Budget scenarios

These were to be discussed at the next meeting.

Meeting ended at 20.35

Signed

Date

Council 10th January 2022

Cemex Update

Since the meeting in December the following has taken place:

Status of the application

The Planning Application has been lodged with Hampshire County Council and is being registered. This could take several weeks. Once it is registered and the application will be published, and the formal consultation period will commence.

Partnership working

Following the meeting Cllr Hand forwarded copies of the Council report to EBC elected members on the peninsula and to the MP Paul Holmes. Officers at adjoining parishes and EBC were also included. There has been no feedback yet.

Paul Holmes MP raised the inappropriate nature of the consultation and the proposals on the floor of the House before Christmas, and he has requested that he be invited to any public and or local meetings.

EBC have had their first officer meeting and identified Ross McClean as the link for us. They have requested an extension to the Consultation period and are looking to respond. They are also looking to raise the issue with Southampton City Council.

Communication

The microsite is up and running thanks to Smart Marketing and feedback from EBC was that they were impressed with the information and advice available there! Site can be found at the following: <https://cemex.hambleparishcouncil.gov.uk/>

A series of FAQs have been prepared and will be posted in the next few days. Residents will be able to ask further questions and we will do our best to address them.

A decision is still needed about how best to manage the public consultation during the initial Planning Application consultation stage. Issues with Covid make a large public meeting less viable and alternatives to garner residents views will have to be explored. This could include an exhibition over the course of two-week period with access to information and options for comments.

Members are also asked to confirm whether a briefing with Cemex is wanted to look at some of the more technical aspects of the application – which would probably

involve Councillors from across the Peninsula and the MP. It is unlikely to be an open meeting although it could be recorded and published.

Appointments and membership of groups

Steve Tilbury has agreed to support and advise the Council and a site visit with him is planned for next week. Terms will be concluded at that meeting and a report produced for February assuming the application is registered ahead of this. An earmarked reserve has also been set up to cover costs associated with the Application.

Councillors have confirmed membership of the different groups as follows:

- Infrastructure issues – highways, rail, water quality, biodiversity, and climate change – Cllrs Cohen and Cross
- Operational issues – noise, dust, flood assessment and localised water issues – Cllrs Nicholson and Lehneis
- Restoration issues – public access, ownership, carbon neutral measures etc – Cllr Jones
- Fact finding – other sites, Cemex and the decision-making process – Cllrs Dann, Lehneis and Palmer

Agreeing the working arrangements for these groups is the next step including the reporting lines and links to other groups and organisations.

Members are asked to identify any other issues and concerns for discussion.

Mercury Area Residents Association

Chairman: Jo Ward, 37 Mercury Gardens, Hamble, S031 4PA.
(home) 023 8045 5895: (work) 023 80 742391

13 December 2021

Simon Hand
Chairman of Hamble Parish Council
c/o Amanda Jobling
HPC Office
The Memorial Hall
Hamble

Dear Simon

Contribution to MARA funds

On behalf of the Committee of the Mercury Area Residents Association, may I belatedly express to you and your team of Councillors our sincere thanks for your contribution of £157 to our funds.

This covered our expenses in putting in place the public liability insurance to cover annual MARA Autumn Clear-Up Day and was very much appreciated.

We had a productive day on 13 November with a good turn-out of residents and their families – all taking care to stay at a safe distance and not to gather in groups. A satisfying amount of pruning of shrubs and trees along the pathways took place, plus pruning of undergrowth where necessary, and clearing the choked-up stream was achieved during the day. It was good to have a community task such as this, particularly during this second difficult year – and once again let's hope that 2022 will be better for us all.

Yours sincerely



Jo Ward
Chairman

MARA Committee

Roy Baker 11 Mariners Close
Jo Ward 37 Mercury Gardens
Maggie Widdop 33 Mercury Gardens

Valerie Archibald 8 Kingfisher Close
Leslie Jenkins 8 Mariners Close
Paul Stonehouse 52 Mercury Gardens

Community Safety and Crime Reduction Working Group Meeting Debrief

Date of Meeting: 06/12/2021

Attendees: Cllr Palmer, Cllr Cross, Cllr Nicholson, Cllr Dan

Outcome of Discussions:

Agenda Item 1: Brief Overview of Working Group

All agreed on the premise and objectives of the working group, and all agreed the creation of the Working Group served a practical purpose for the Peninsula

Agenda Item 2: Operation Aquatic Review

The Working Group agreed that generally the Increased commitment by Force to the Foreshore this summer resulted in an overall reduction in ASB in the area.

All Agreed that the use of the Police Van at the foreshore during the Summer contributed to the reduction in ASB during the day. We will be seeking the use of this van again next year.

Cllr Dan also noted that the weather this year wasn't the best, and this may have contributed to the lower crime rates at the foreshore, the official operation Aquatic report also backs this up. Moving forward to next summer the Working Group will make sure the Force are keeping an eye on weather forecasts in an attempt to predict spikes in ASB at the Foreshore.

Cllr Nicholson raised the point that the success of Aquatic at the foreshore could lead to youths migrating around the Pensiula to avoid the Police Presence and commit crimes Elsewhere. As such, the Working Group agreed that approaching the Police with a view expanding Aquatic to include areas such as: The Common and Hamble Point would be ideal for Crime Reduction next Summer.

Agenda Item 3: Neighborhood Watch Scheme

The Working Group agreed that setting up a Neighborhood Watch scheme would be highly beneficial for the Community. All agreed that dividing

Hamble into four zones with each zone having a Co-ordinator and Deputy was a good idea.

It was also mentioned that the Green Zone should be expanded to include the houses at the top of Hamble Lane by the Train Bridge and Secondary School.

The Working Group agreed to the responsibility of Advertising for, and vetting candidates for these roles.

The Working Group also agreed that the best approach regarding The Neighbourhood Watches scheme would be a central Facebook group to be overseen by the four Co-ordinators.

Agenda Item 4: Community Speed Watch Scheme

In General, the Working Group supported a Speed Watch Scheme for Hamble. Cllr Cross volunteered to approach the LAC for funding for the RADAR guns for the volunteers. Cllr Cross also volunteered to gather data for the Working Group on the busiest roads using the Digital Speed warning signs installed by the County Council.

The Working Group agreed that Cooper Vision is an ideal target for Volunteers, especially around 7:45pm as cars have been known to dangerously pull out of the Factory onto Hamble Lane.

Once confirmation of Funding is Secured, we will endeavor to advertise to the Community for Volunteers for this scheme.

Agenda Item 4: ANPR Camera at Hound Roundabout

The Working Group agreed that the best way to approach this subject is to seek consultation from professional organizations such as the Police,

Borough Council and Suffolk County Council to hear how the ANPR cameras impacted Speeding in that area.

Once the views from these organizations have been received the Working Group will make a formal decision at the next meeting.

Next Meeting

The Working Group agreed that the next meeting shall take place on the 27th of January at 7pm.

Actionable Items:

- 1) Cllr Palmer to E-mail Cl Cator about the expansion of Aquatic
- 2) Cllr Nicholson to approach Hamble Neighbours to ask if anyone would like to become a Neighbourhood Watch Co-ordinator
- 3) Cllr Cross to enquire about funding from LAC regarding RADAR guns for Speed Watch Volunteers
- 4) Cllr Palmer to compile report on ANPR cameras.

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Budget report including Precept for 2022/23

Background

Last year the Council requested that the budget be prepared to reflect minimal increases in both the precept and fees and charges. As a result the precept was fixed at 2020/21 levels with most charges being frozen or waived for 12 months.

It was recognised however that a freeze this year would result in a larger increase in 2022/23.

What does our budget consist of?

The Council's budget comprises a number of elements as follows:

Expenditure – based on known or new spending commitments

Income – generated from a number of sources including fees and charges and the precept.

Precept - is a charge that is made on behalf of the Parish Council by Eastleigh Borough Council as part of the Council Tax bill and is paid by all residential occupiers in the parish. It is paid in two tranches each year and is effectively the cost paid by residents for Parish Council services

Reserves – Small Councils are expected to hold 6 months' worth of monthly expenditure (average spend for HPC is about £20,000) in reserve to cover civil contingencies and emergencies. We hold our reserves in a Premium Barclays Account - current balance is £100,000 plus we also have on deposit with EBC a further £120,000. Of this total pot an element of money is set aside for specific activities and these are known as Ear Marked Reserves (EMR). Over the course of the last year, we have used a mix of unallocated and ear marked reserves to fund a number of capital projects such as the bin replacements at the Foreshore, the replacement benches at the Southern Quay, additional training for staff and members, Communications Contract with Smart Marketing and also the purchase of ITC equipment and software.

Taking money from reserves to support the budget reduces the precept but does limit the scope of HPC to plan projects in the future and to keep its assets fit for purpose.

The budget effectively is an exercise in balancing the amount of income to be raised either through charging or through the precept with the levels of known expenditure.

Detailed Considerations

Last year the Council agreed to freeze our fees and charges (with the exception of allotments) and the precept at 2020/21 levels. It also agreed to waive the charge for parking permits.

In addition to the freeze in income there has been a reduction in income – most especially the Roy Underdown Pavilion (lost bookings due to covid and vandalism), use of playing pitches (covid related) and in the Foreshore Car Park.

At the same time there has been a marked increase in the cost of supplies and services with inflation set to be at 5% by the start of the financial year. This has had knock on effects to all parts of the business.

The other significant change has been to the staffing structure. With two staff leaving in Feb 2021 and one member of staff on long term sick leave, the Personnel Committee were asked to look at the staff structure. Several new posts were agreed, with a greater mix of permanent/ non-permanent and full/part time roles. This was designed to give greater flexibility in the future but was agreed after the budget had been set for the year – thereby creating pressures on the staffing budget for 2022/23.

During year the Council has also incurred additional expenditure in a number of areas. This has included investment in ITC licenses and hardware, appointment of consultants to assist with communications and planning as well as funding a range of capital projects. These have all been funded from the reserves, reducing the level of money being held by the Council. Previous audits have raised concerns that reserves are being held and not spent. This issue should now be addressed and has been possible through the appointment of the Project and Assets Manager.

Budget setting

The budget has been reviewed based on the following:

- Income generation based on the new fees and charges set out in the document
- Review of known expenditure for next year.
- The Precept based on a 4% charge.
- No subsidy from reserves into the budget

The proposal is based on 4% is slightly below the Consumer Price Index in October which was running at 4.2%. Inflation is expected to be at or in excess of 5% by April 2022.

A breakdown by cost centre shows income and expenditure last year, this year and proposed for 2022/23. Changes to either income or expenditure has a direct impact on the amount needed to be made up from the precept. The supporting spreadsheet titled "Leaflet 2022-23" allows different percentage increases to be modelled showing the impact on householders and on the total precept available.

Based on a 4% increase in the precept the average annual charge for householders will go up from £125.78 to £130.81 an increase of £5.03. This means that an average charge for HPC services is £2.50 per week. The impact on the precept is an increase of £12,332 from £242,271.00 this year to £254,603.

Information on other Parish Councils proposed increases (still to be agreed) can be found in the benchmarking spreadsheet.

Projects

At the next Council meeting members will be asked to prioritise projects for the year. This needs to be done in the light of reduced reserves for the year. Finding ways to recoup costs or to secure external funding will continue to be a feature of our work.

Recommendations

The Council to approve the 2022/23 budget as follows:

Precept for 2022/23 = £254,603.35

Fees and charges as set out in the attached document

The income and expenditure identified in the Budget sheets.

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Incidents and Accidents

Accidents

Two accidents have recently taken place involving staff. The first was a cut injury to a member of staff emptying bins. The cut was treated initially but has been infected subsequently and needed follow up treatment. The cut wasn't reported at the time only when follow up treatment was needed. Management action has been to reissue advice that all injuries must be reported in a timely way and to ensure staff know the correct form to complete. The process for manual handling of the bin has been looked at and was acceptable.

The second incident involved a staff member stepping on a nail which punctured the skin. Medical advice was sought, and the staff member received a tetanus injection. Management action was to ensure that staff are wearing Council PPE and that it is adequate for the job.