

**Council Meeting
Agenda**

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

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **FULL COUNCIL** on the Monday, March 13, 2023, at 7pm which will be held at the Roy Underdown Pavilion for the transaction of business as set out in the agenda below.

This meeting is open to members of the public. If you wish to participate you should contact the Clerk at Parish Office via clerk@hambleparishcouncil.gov.uk

Minute reference for the meeting will follow the following format +item number.

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Welcome

Simon Hand

Chair's announcements
Report, record and approve apologies for Absence
Dispensations or interests.

Minutes

*Clerk - Hamble Parish
Council*

To approve minutes of the Council meeting 13th February 2023 and exempt minutes from 12th December 2022

| For Decision

Attachments

[2023-02-13 - Hamble Parish Council Meeting - Minutes.pdf](#)
[Formal complaint.pdf](#)

Council Meeting

Minutes

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

Minutes of the **Hamble Parish Council Meeting**
held on **Monday, February 13, 2023 at 19:00 - 21:30** in the **Roy Underdown Pavilion, Baron Road, Hamble; Meeting Room**

Present: Ian Underdown, Malcolm Cross, Sarah Lehneis, Sheelagh Cohen, Tony Ryan, Mark Venables, Tony Moody, Michelle Nicholson, Simon Hand (Chair), Andy Thompson

Apologies: Chris Jones, Trevor Dann

Staff In Attendance: Clerk - Hamble Parish Council, Steve Tilbury, Claire Price, Projects Manager.

MINUTES

1 WELCOME

Apologies Cllr Dann and Cllr Cross.

Dispensations and Interests - Cllrs Lehneis, Moody, Underdown and Venables declared dispensations relating to the CEMEX application and Cllr Cross on Planning issues

2 MINUTES FROM JANUARY 2023

Proposed by Cllr Venables and seconded by Cllr Cohen and resolved to approve them unanimously.

3 PUBLIC PARTICIPATION

Four residents attended the session with three asking to speak.

The first was a resident from Satchell Lane who read a statement (attached) setting out a series of criticisms of the Councils approach to the Cemex application.

The issues include the following:

During the public meeting at Aerostructures the questioning strategy didn't allow for multiple questions to be asked by one individual.

The Councils draft submission was narrowly drafted and didn't pick up a number of village wide issues such as the impact of the quarry on the adjoining schools.

Research and Information was not shared with him in a timely fashion (in his role as a School governor).

Request for disclosure of the fee paid to date for Planning Consultancy advice.

Anecdotal evidence indicates that the Parish Council is not willing to work with the Residents Group.

A lack of engagement with the schools about their concerns.

Lack of openness with the community about its strategy.

A loss of faith in the Parish Council and a wish to lodge a formal complaint against the Council. The lead for the Hamble Peninsula Residents Association then spoke.

She set out the purpose of the group and the work it has carried out and particularly with the businesses and the medical community. She felt that prior to Christmas they had addressed the Council and set out how as a group they could help to fill in the gaps and set about doing this.

She then referred to the recent press coverage that the RA had arranged and the approach made to the council to be involved and their disappointment that this was declined. Also perceived that the issue with hirers of the hall were overstated as a means to try to stop the event. Furthermore, they believe that HPC then sought to take the credit for the press coverage with Meridian in social media posts and were piggybacking on the work of the resident's association.

Lastly she questioned the Council's intention around the site and the current application and stated it wasn't clear what we were seeking and that we were not representing the community and the village.

A further resident spoke as a representative of local businesses and stated that she was concerned that our response did not give reference to the business needs of the community.

The Clerk responded to a number of issues before the session was drawn to a close.

4 FUTURE OF HAMBLE AIRFIELD - CEMEX PLANNING APPLICATION

This item is included to allow the following:

a. Council to approve the final response to the Regulation 25 Consultation on the Cemex Quarrying application.

This item was taken at the same time as the item in 6 below - Response to the Draft Partial review of Hampshire Waste and Minerals Plan (HWMP). The Council discussed the pros and cons of the site being removed from the HWMP and whether removal from the plan would increase the prospect of the site coming forward for residential use. Recent discussions confirm that the site as well as being allocated in the plan for sand and gravel are safeguarded, regardless of the site's inclusion in the Plan. In simple terms this means that if removed from the plan and an application comes in for another use, the expectation will be that the sand and gravel will have to be removed first. In the light of this it was agreed that the response should be amended to include a statement asking for the site to be removed from the Plan. With that amendment the response to the Partial Review and the draft Reg 25 response including the addendum were proposed by Cllr Underdown, seconded by Cllr Venables and resolved for approval by majority.

b. Note that further work has been commissioned by Steve Tilbury regarding the Hampshire County Council's Highways response - focusing on their methodology to measuring severe cumulative congestion and how it was related to this application, as well as their policy context for highway responses on Hamble Lane given the evidence recently given at the Satchell Lane Planning Appeal hearing.

c. Consider the range of planning conditions that we consider essential to the Cemex application. Members deliberated whether at this stage being party to discussions about planning conditions and mitigations would be misread by the community as the Council giving in and accepting that the proposal could be seen as acceptable with the use of conditions. This isn't the position but accepting this argument it was agreed to not do more than currently outlined for the moment. The same applied for the item below.

d. To discuss what HPC might want HCC to secure on behalf of the village (if the application is approved). The list is designed to address issues and concerns raised through the consultation exercise and the "Tell us your concerns" exercise.

e. Update council on the various meetings related to the application.

A meeting is being arranged with HCC via Paul Holmes office. Also looking to secure a room at Aerostructures for the 23rd March 2023 for a Public Briefing.

5 GRANT APPLICATIONS

Three grant applications from St Andrews Church, Hamble were considered for the following sums. Professor Hearn outlined the challenges that the church was facing with rising costs and an aging congregation which was reducing in size.

This year's grant budget totalled £4500 at the start of the year. Five payments have been made during the year totalling £1737.00.

£700.00 - repair of the front fence - this was due to damage/anti-social behaviour, not as a result of disrepair.

£890.00 - improve and repair paving at the village Cenotaph - the area is currently subject to regular clearance taking up to eight days a year. Proposal aims to relay some block work and grout them to stop weeds coming through.

£7954.80 - for the maintenance and electrification of the Clock. Currently the clock is wound manually. It is having to be done in the bell tower and fewer of the congregation are able to physically manage the climb to do it, hence the investigation to electrify it. Given the cost it was suggested that they might also seek funding from Hamble's Hampshire County Councillor Keith House who has a community grant fund.

Cllr Underdown proposed, and Cllr Moody seconded that the Council agreed in accordance with its powers under S137 & S139 of the Local Government Act 1972 should incur the following expenditure which in the opinion of the Council is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure to award a grant of £1590 towards the cost of repairs to the fence and the cenotaph.

6 RECOMMENDATIONS FROM COMMITTEES AND WORKING GROUPS

Planning Committee

To approve the Council's draft response to the Partial Review of the Hampshire Waste and Minerals Plan (see above)

Coordination Working Group

To note the approval of expenditure by the Clerk of up to £1,000 for legal advice in connection with the Cemex Planning Application (within the scheme of delegation)

Asset Management Committee

The Committee agreed unanimously to an increase in charges from April 2023 to £1 for the Foreshore Car Park

To start work on a PID for the redevelopment of Mount Pleasant Pavilion and play area with a view to starting the project in September 2023 with a consultation exercise.

Personnel Working Group - meeting scheduled for 10th Feb 2023

To allocate a sum of £500 to fund a social event in recognition of the staff team's performance over the last year.

To establish a task and finish group comprising members of the personnel working group to review the council's current staffing structure and the role of the Clerk as part of a succession planning process. Once completed there will be a second stage that applies this to the council's priorities and also the recruitment timetable.

All the recommendations were accepted unanimously by the Council as listed.

7 FINANCIALS

To approve the bank reconciliation for December 2022 and January 2023 and the payment list. Other financial reports are available for information.

All the reports were proposed by Cllr Venables and seconded by Cllr Thompson, and all resolved to approve unanimously the attached documents.

Ahead of Exempt Business Richard Beach and his wife attended the meeting to discuss the issues that they are currently facing as a business and the concerns that they have about the structure of the lease and possible solutions to it. The Chair thanked them for attending the meeting before moving into exempt business. He also moved an extension to the meeting of 15 minutes which was agreed by all.

Cllr Ryan left the meeting at 9.25pm

8 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 inform

9 RECOMMENDATION FROM ASSET MANAGEMENT COMMITTEE

The Council discussed the proposal put forward by Richard Beach and the recommendation from the Asset Management Committee rejected it, asking that the Council continues to work with the Beach Hut to resolve the outstanding issues. Proposed by Cllr Thompson, seconded Cllr Underdown and all resolved unanimously to reject the proposal.

Good evening, my name is Christian Walton and I am speaking this evening as a resident living in Satchell lane.

I attended the parish council community meeting on Thursday 12th January, as a resident, and as a representative of the primary school board of governors.

I was dissatisfied in how the meeting was conducted. I was disappointed that I, and others were shut down and prevented from asking further valid and relevant questions by the chair.

This quarry is a life changing issue that will impact the quality of life and health of our community. Residents should, and must be given sufficient time to raise questions.

I was extremely dissatisfied that the council were not forming an objection based on the needs of other stakeholders, such as the school, given the proximity of two schools and 1,540 children to the proposed site. I was also concerned that the advice to the community was to object based only on traffic. This appears to be a misdirected strategy.

After the meeting, as a representative of a key, local stakeholder, I spoke with the clerk and requested that the council, given that they were paying for an expert, share their objection so far. This would help me with my strategy for writing the objection on behalf of the primary school.

The clerk said she would take care of it. On getting home, I emailed the clerk a written follow up, and received a response that I would get something the following week.

I promptly received the analysis undertaken by councillor Dann, however received nothing else. I would like to thank councillor Dann on the record, as this was helpful in supporting the objections.

I again wrote to the clerk on January 18th, as time was of the essence, to request the information be sent.

I received the following reply - "Unfortunately there has been little update from the statutory consultees so I'm not able to share our response with you at the moment." This was extremely disappointing.

The council has paid for an expert on these matters, yet despite several requests, is unwilling to share the research with residents. I fail to understand why this has been the case.

The council should have an interest in protecting the children in the schools and the residents, and I believe that they are being remiss in their duties.

As a council tax payer, I want to be assured that my tax contribution to the local community is being appropriately spent. I therefore respectfully request, for the purpose of transparency and good governance, that the parish council publish how much they have spent on engaging the planning consultant to date, as well as the currently forecasted future spend. I am seeking assurance that money is not being wasted.

This quarry could destroy our community and the health and education of 5,770 children over the next 15 years, not to mention the 4,615 residents who live here, and the many thriving businesses.

Anecdotal evidence within the village also appears to indicate that the parish is unwilling to work with the residents group.

I believe that the council is not being open with the community regarding their real strategy. Mr chairman, mr vice chairman, what exactly is your strategy?

You are elected to represent us and work in the best interests of the community. Therefore, I expect cooperation with the community on this matter. It is time for an inclusive strategy that includes all of the community stakeholder groups, including the schools. I expect that the parish council will now take the time to properly engage and take into account the concerns of our school communities.

With all due respect to the members, I have lost faith that you are representing the best interests of this community and I would therefore like this lodged on the record as a formal complaint against this parish council.

Public session

Simon Hand

Future of Hamble Airfield - Cemex Planning Application

*Chris Jones, Clerk -
Hamble Parish Council*

Update on Statutory Consultees and the Regulatory Committee
Update from the Coordination Working Group
Proposed Terms of Reference for the Regulatory Committee Working Group
Statutory Consultation responses with potential mitigations
HPC mitigations for discussion/agreement.

For Decision

Attachments

[Hamble Consultation Table March 2023.pdf](#)

[HPC mitigation list \(without NE\).pdf](#)

[Site visit - draft route and information.pdf](#)

[Hamble Airfield RC - issues for consideration.pdf](#)

[DRAFT Cemex-Reg Committee WG - Terms of Ref - v0.5 CJ.pdf](#)

Issue	'Primary' consultees ¹	Summary of Cemex Position	First round consultee comments	Cemex Reg 25 response and further consultee comments	Further Consultee Comments/Outstanding Concerns	Mitigation or Control LPA may consider (if application approved)
Noise associated with operation	EBC	Site is not required to be silent. Permissible noise levels defined in national planning guidance. Noise can be kept within parameters by standard measures	Additional information required to confirm noise assessment methodology	Does not agree that any deficiencies exist in noise assessment methodology or potential control measures	EBC further response still maintains objection based on 'our noise levels' (unclear what they mean). PPG sets required noise limits	Control by condition to ensure that noise does not exceed acceptable levels. Monitoring by HCC Hours of operation controlled by condition
Dust	EBC	Sand and gravel ('S&G') operations do not generally release dust particles with high RCS component. Assessment of PM ₁₀ and PM _{2.5} impact made based on IAQM guidance – conclusion negligible. Measures can be taken to reduce any nuisance dust	Concern raised regarding public health implications	Reasserts that no evidence exists of broad public health issues associated with S&G extraction. Complies with IAQM approach to evaluation	UKHSA response challenges whether using IAQM approved approach to assessing impact is appropriate given proximity of sensitive receptors. Raises question for LPA as to how to evaluate this issue if Cemex cannot/will not provide quantitative modelling.	Normally controlled by monitoring and condition e.g. wetting or temporarily cease operation if exceedances take place. If target values unknown then how to provide effective mitigation? Reducing operating area by increasing bund to receptor distance possible control measure
Air Quality	EBC	See -above no adverse impact on health would arise from the operation	Peripheral concerns raised over impact of HCV movements on air quality. Concerns raised re dust impact (see above)	Reasserts no such impact would arise.	UKHSA response. No stated objection but highway proximity to sensitive receptors is unusual for S&G application. Echo air quality issues EBC/HPC have already drawn attention to.	Normally controlled by condition as a function of number and type of vehicle movements. Access could be restricted to 'greener' HGVs e.g. Euro VI only (via ANPR and monitoring). LPA need to be satisfied operation is acceptable as consented but what criteria?

¹ EBC = Eastleigh Borough Council HCC = Hampshire County Council EA = Environment Agency NE = Natural England
County Council) HA = Highway Authority (Hampshire County Council) EH = English Heritage HPC = Hamble Parish Council

LLFA = Local Lead Flood Authority (Hampshire)

Issue	'Primary' consultees¹	Summary of Cemex Position	First round consultee comments	Cemex Reg 25 response and further consultee comments	Further Consultee Comments/Outstanding Concerns	Mitigation or Control LPA may consider (if application approved)
Lighting	EBC	Will be set up so as to maintain safety without nuisance	Concern to ensure no amenity impact on residents	Confirmed that there will be none	No issues raised	Control by condition to ensure not intrusive for local residents. May lead to restriction on winter morning start?
Visual Impact on landscape	HCC/EBC	No unacceptable impact either during extraction or following restoration	HCC raised no significant concerns. EBC satisfied with appraisal but request additional measures	Reasserts that visual impact of bunding satisfactory and no wider impacts	No strong arguments raised for objection to principle. Precise location of bunds could be considered but Cemex/HCC likely to be resistant to reducing area available for extraction	Control by condition (compliance with drawings)
Landscape character	HCC/EBC	Proposals for restoration to a similar landscape nature and profile as pre-extraction using inert fill. Some new features to improve interest and diversity. No unacceptable impact. Clearly differentiates 'north' of restored area (contains new features including ponds) from 'south' containing no such features.	No fundamental objections raised to principal of development impact on landscape character based on restoration proposals. Some queries of detail	Modification of details and presentation Maintains north/south differentiation clearly designed to anticipate future development proposals	No strong arguments raised for any objection Broad agreement from consultees that proposed restoration conceptually acceptable	Control by condition (compliance with drawings)
Archaeology and Heritage	EH/HCC	Little evidence of significant archaeology. Will be dealt with pre-commencement and during extraction	Incidental concerns re assessment of paleo and wartime archaeology	Can address concerns raised through condition	Condition led approach accepted	Control by condition

Issue	'Primary' consultees ¹	Summary of Cemex Position	First round consultee comments	Cemex Reg 25 response and further consultee comments	Further Consultee Comments/Outstanding Concerns	Mitigation or Control LPA may consider (if application approved)
Traffic Network Impact	HA	Volume of additional traffic is not large enough to make the impact of the development 'severe' and therefore unacceptable	<p>HA – no formal response. Insufficient information provided in Transport Assessment to justify Cemex conclusion. Requested additional junction modelling based on updated traffic count</p> <p>No objection from National Highways (in relation to impact on Windhover/M27)</p> <p>Detailed analysis of TA by HPC (made comments subsequently endorsed by HA)</p>	<p>Additional information and detail provided. Traffic count undertaken. Modelling of all junctions using standard software.</p> <p>Assert that this confirms that development will not have severe impact or that cumulative impact severe Cemex accepts that contribution might be justified to assist in funding modal shift to reduce local trips by car on Hamble Lane e.g. improvements to walking, cycling and horse riding infrastructure (WCHAR). HPC highway consultant disagrees with Cemex that TAA demonstrates no significant impact from development</p>	<p>HA satisfied that impact can be acceptable subject to as yet unspecified mitigation package.</p> <p>Negotiations taking place between HA and applicant. HPC/EBC not party to discussion.</p>	<p>HCV type, numbers routing and access times control by condition</p> <p>Improvements to individual junctions/elements of network secured by planning obligations (financial contributions) in response to assessed impacts – part fulfilment of Hamble Lane Improvement Scheme. Possible Grampian condition(s) if HA consider off site junction improvements required before vehicle movement starts.</p> <p>Planning obligations for contributions to WCHAR identified works</p>
Road safety	HA	Assessment of proposed new access passes safety audit and is therefore safe	Request for further information and correcting some inconsistencies, lack of detail in submitted information	HPC highway consultant does not agree that road safety audit supports Cemex assertion. Significant issues with safety of proposed junction	HA considers that a safe access can be achieved although not demonstrated at present. HPC further response takes issue with this.	<p>Condition requiring submission of redesigned access to be approved by HA</p> <p>Should be subject to independent road safety audit.</p>

Issue	'Primary' consultees ¹	Summary of Cemex Position	First round consultee comments	Cemex Reg 25 response and further consultee comments	Further Consultee Comments/Outstanding Concerns	Mitigation or Control LPA may consider (if application approved)
Risk of contamination	EA	There is no risk of contamination arising – site surveys found no evidence of contaminants except localised trace	Information provided not sufficient to rule out contamination – local trace of concern	Evidence supplied sufficient to rule out any probability of contamination. EA does not agree risk ruled out completely. Condition to ensure continued monitoring required	Not enough evidence for EA to maintain objection when condition can require continued further monitoring and response	Control by condition
Soil resource management	NE	Top soil would be set aside, carefully handled and reused in restoration	Soil is very high quality Grade 1 and 2. Proposals for management and care not adequate	More detailed proposals and attention to specifics of soil management HPC further response notes unlikely that measures would protect soil from degradation. No option to restore to condition fit for agricultural use	Awaiting Natural England consultation response.	Control by condition (accepting that restoration can only be 'best we can do')
Geological Structure	EA	The geological structure of the area is well understood and unaffected	None		No issues arising	None required
Impact on best and most versatile agricultural land	NE	The land is not in agricultural use and therefore no question of loss of BMV can arise. Value not assessed	Land is mapped as having agricultural use and being BMV grade 1 and 2 in 1995 survey. Therefore should be treated as per NPPF	Accepts that soil is of high grade (some 1 and some 2). Denies site has had any recent agricultural use	Natural England consultation response still awaited.	Will probably consider that issue covered when site was allocated and therefore not new information which could sustain refusal
Blast vibration	EBC	No blasting would take place	None			Control by condition

Issue	'Primary' consultees ¹	Summary of Cemex Position	First round consultee comments	Cemex Reg 25 response and further consultee comments	Further Consultee Comments/Outstanding Concerns	Mitigation or Control LPA may consider (if application approved)
Flood risk	EA/LLFA	Site is in Zone 1 flood risk – i.e. low risk. Relationship of minerals to ground water and water courses gives rise to no risk based on proposed extraction strategy. Risk post remediation is highly unlikely given geology and proposed on site works as integral part of restoration	LLFA not completely satisfied with information provided, in particular in relation to restoration and unavoidable change in overall permeability of site. No comment from EA as not within their 'jurisdiction'	Further information from Stantec (consultants for Cemex). Largely assertion that details/works would be acceptable	EA not concerned with flood risk due to location. LLFA continues to express concern about uncertainty over in-fill material and changes to post excavation permeability and infiltration rate. Also possible impact on ground water flows around the site (creating flood risk).	Control by condition over in-fill material possible in principle, but only if there is agreement as to what objectives need to be achieved i.e. what material would be acceptable and what not.
Land stability	EA	No risk to stability of land	Network Rail asked for reassurance that railway cutting would not be undermined. No concerns raised re railway bridge	Asserts that measures proposed would ensure no risk to stability	Network Rail proposed conditions for LPA to consider	Control by condition
International and nationally significant wildlife sites/ecology	NE/HCC	Site is not designated and no evidence that this is incorrect. No mechanism identified by which development would have impact on protected areas. Would not have unacceptable impact on nearby sites. Impact on site mitigated in an acceptable manner	HCC ecology requested further information including survey data on species impact. Concerned regarding some proposed habitat restoration proposals. More information required to demonstrate no adverse impact on protect sites	Additional survey and monitoring information provided. Asserted that no adverse relationship between S&G proposals and protected sites	HCC satisfied that there will be no impact on SPA/SAC etc, Not fully satisfied with restoration plan (reflects issues raised elsewhere e.g. restoration/BNG and could be resolved by amended proposals. Further comments from NE still awaited	Control by amendment of restoration proposals which then become integrated into consent by condition/planning obligation

Issue	'Primary' consultees ¹	Summary of Cemex Position	First round consultee comments	Cemex Reg 25 response and further consultee comments	Further Consultee Comments/Outstanding Concerns	Mitigation or Control LPA may consider (if application approved)
Nationally protected landscapes	NE	There are none in proximity				None required
Geologically significant features	NE	There are no impacts				None required
Site restoration and aftercare	EBC/HPC/HCC	<p>Proposals for restoration back to largely as was profile and condition with inert material (not defined as 'waste' by regulatory purposes). Proposals for habitat restoration, tree planting etc</p> <p>5 year restoration plan provided with costed programme based on a 'restore as you go' approach as each phase of S&G extraction completed</p> <p>Speculative content under S106 heading provided</p>	<p>Outcome of proposals broadly acceptable but some concerns raised over detail. Serious issues highlighted over ownership, control etc to ensure delivery and long term management.</p> <p>Relationship to biodiversity net gain raised as concern</p> <p>Objection from Rights of Way unless proposed new footpath offered for adoption rather than just permissive</p>	<p>Proposals slightly revised in content. Some additional detail of costs etc</p> <p>No attempt to clarify or explain management responsibilities</p> <p>Evasive on relationship to BVL status and potential for restoration to agricultural use as an option.</p>	<p>Restoration proposals, especially management responsibilities deliberately non-specific to leave scope for subsequent residential application</p> <p>Unsatisfactory in demonstrating how restoration will be overseen and ensure objectives delivered.</p> <p>Proposals clearly designed to ensure they do not interfere with residential application but compromise delivery of BNG/restoration value</p>	<p>Section 106 requirement to provide for acceptable site management and control/responsibility for restoration</p> <p>Control by condition for monitoring of in-fill material (c/f flood risk issue)</p>

Issue	'Primary' consultees ¹	Summary of Cemex Position	First round consultee comments	Cemex Reg 25 response and further consultee comments	Further Consultee Comments/Outstanding Concerns	Mitigation or Control LPA may consider (if application approved)
Surface and ground water	EA/LLFA	Extraction will not affect the movement or quality of groundwater	Clarification requested of how proposals would ensure no discharge into exposed water table. Concern about the contamination highlighted in one borehole	Reassertion that proposals would be compliant with relevant regulations etc. Contamination identified considered 'de minimus' and not requiring further monitoring	Disagrees that no further monitoring would be required, but accepts low risk.	Control by condition
Water abstraction	EA	No significant dewatering and discharge is required. All water use will be on a closed cycle within the site with only trivial net loss of water through increased evaporation	Clarification sought. Reminder that licence may be required if groundwater needs to be removed for S&G access	Clarification and reassertion of approach provided. Very limited requirement for any dewatering due to ground water levels		Control by condition
Existing Trees	EBC	Have minimised tree loss associated with access and this would be acceptable.	EBC asked for more justification for access and details of other works	Updated survey information ad justification. Also covered incidentally in junction alternative 'optioneering' requested by HCC highways	Tree loss or impact should always be driven down to justified 'necessity' level and weighed from there	Likely to consider acceptable
Biodiversity net gain	NE	BNG in excess of 10% is achieved when full restoration taken into account (not yet mandatory in any case)	Full calculation was not supplied. Cemex acknowledged that 10% only achieved without full compliance with BNG metric rules. BNG mitigation much be in place for 30 years to claim compliance	Full metric spreadsheet now supplied demonstrating full compliance to achieve just in excess of 10% No proposal for 30 years security for mitigation proposals	Exceeding 10% BNG will not be mandatory when application is considered but material consideration	Depends on LPAs approach. 10%+ can be achieved but no 30 year management proposals. Roll-up into Section 106 requirements for restoration. Interpretation of own policy?

Issue	'Primary' consultees ¹	Summary of Cemex Position	First round consultee comments	Cemex Reg 25 response and further consultee comments	Further Consultee Comments/Outstanding Concerns	Mitigation or Control LPA may consider (if application approved)
Recreational disturbance	NE/HPC/EBC	The site is private and any use for recreational purposes is unauthorised. Even if disturbance is increased this cannot be factored into planning decision	Unauthorised as it may be, recreational use is established fact over many years and therefore displacement will occur and impact will be real.	Reassert position that unauthorised nature of recreational use means that this cannot be factored into decision making Not accepted by HPC/EBC	Interpretative issue for LPA not considered at site allocation. Awaiting NE further consultation response to see whether NE give support to argument	May consider not to engage with assessment of application.
Unexploded ordnance (UXO)	HCC	Analysis of records shows UXO unlikely to be present but measures will be taken to ensure any UXO is identified and dealt with during operations	Queries raised over strategy for dealing with UXO	Reasonable measures proposed given evidence of risk		Control by condition
Requirement for Supply of S&G in accordance with national policy – sustainability and alternatives	HCC	HMWP 2013 and Partial Review both identify site as essential to maintain supply as required and in terms required by HMG.	EBC, HPC and others queried whether supply is required based on reduced demand scenarios. Other options may be available e.g. extension of extraction elsewhere	Submitted 'No development scenario' addendum to ES to demonstrate implications of loss of supply from site. HMWP partial review draft plan maintains allocation as required even against reduced demand projection	Partial review process provides HCC with up to date and difficult to undermine assessment of supply requirement and options. Objections based on issues remote from application policy considerations not immaterial but weaker than specific local points	LPA unlikely to take different position on requirement for S&G than its own current consultation exercise presents

The purpose of this table is to summarise the issues currently before the local planning authority at 06/03/23, based on Cemex documentation and consultee responses. This will be changing on a frequent base and some of the information in the table will become out of date quickly between updates. At 06/03/23 Natural England further consultation response had still not been provided.

Future of Hamble Airfield – Cemex application mitigations, conditions and obligations

Issue	Concern	Action	Mitigation or condition
Congestion	Windhover Roundabout	Improvement works 2023-25	Grampian Condition until works are completed
Congestion	Hamble Lane is congested and has extended peak periods. Application will see more traffic on the road in the am peak when there is competition from other users esp employers and school users	HRP to comment on HCC position and Cemex data	To use planning condition a restriction on hours of operation in am peak
Congestion	Lack of alternative transport provision	Build provision and use of public transport,	S106 for commuted sums for revenue support for Improvement in the frequency of bus service in peak hours. S106 Provision of the Hamble Halt Car Park
Congestion	Lack of alternative transport provision	Creation of cycling and walking routes	S106 to create a network of routes that will link to public transport hubs – ferry,

			train and bus and help people switch.
Highway safety – Mallards to Hound R'about	Shared surface used by pedestrians and cyclists. Narrow and current measures to protect users are damaged and haven't been replaced/ upgraded.	Improve and widen the main routes to secondary school through land acquisition.	Grampian until land secured and S106 for footway widening and bollards replaced to create safe route
Highway maintenance – Mallards to Hound R'about	Road surface in poor condition making it unsuitable for cyclists. Lots of potholes which creates spray in wet weather. Potholes cannot be avoided by large vehicles due to the narrow carriageway	Improvements to the road and walking/cycling routes to create safe spaces	Ensure S278 payments are made to address additional wear and tear – plus ensure program of night works carried up to upgrade road before work commences.
Highway safety – Hound R'about to site access	Footways very narrow on western side of Hamble Lane. High usage from students using train with pulses of students arriving in the morning. No safety railings or fencing to prevent accidents.	Ensure safe walking route from Station School, health centre and sports complex	S106 agreement Create an overhead crossing to eastern side of Hamble Lane with widening around Broad Way to accommodate additional use or widen the western footway and install

			safety barriers. Bring forward the pedestrian crossing.
Site Access	Safety audit concerns not adequately addressed by Cemex. Improvements needed to entrance splays and work reassessed based on pedestrian survey		Ground for refusal. Seek planning condition to restrict access from 8-8.45am to avoid period of high footfall and vulnerable users
Site Access	Safety audit raises concerns about the crossing points being set back. Design needs to minimize the options to walk around safety barriers	Safety audit not addressed	Revised measures needed for access – condition.
Site Access	Impact of HGV's queuing to access the site as a result of changes to the highway code.	Safety audit not addressed	Ground for refusal
Safety	Narrow pavements and high volumes of vehicles at peak periods linked to both schools. Introduce a 20mph and raised speed table and coloured surfacing from Hound Roundabout to Verdan Avenue	Protect high volumes of vulnerable pedestrians and cyclist through speed reduction measures	S106 agreement to provide funds for works.
Routing strategy	What happens to HGV's that are unable to access the site	Need a detailed scheme to show how trucks will	Use of Planning Condition linked to

	due to restrictions or limitations on numbers – no turning place	turn if they aren't able to access site	approval of a routing plan including site overrun.
Improvements to Portsmouth Road	Ensure the revised scheme for Portsmouth Road is proportionate to the impact of the additional movements	RPG to check proposals when published. Not until September 2023	Ground for refusal as scheme not known or consulted on or very least a Grampian until the works are complete
Cycling and walking routes around the site	Some partial pedestrian/cycle route exist and Cemex have identified the new surface from Footpath 1 up Satchell Lane.	250m bund from rear properties creating public open space on outer rim for multi surface use (policy 16W&MP)	Use of S106 to provide mitigation for noise and dust – provide additional relief for vulnerable sites and will link to cycling and pedestrian routes.
Reduce emissions	Reduce car emissions through provision of electric charging points	Install charging points at Mount Pleasant, The Square and the Foreshore.	S106 agreement and contributions.
Cleaning regime	All other communities with Quarries have highlighted daily issues with dust and dirt on the roads surrounding the site. Given this is a high volume pedestrian route the	Mechanical street cleaning outside the site will cause further delays to traffic and increase the risk of accidents and incidents	Use of Planning Condition to ensure wheel clearance is contained in site and careful monitoring

	arrangements for wheel clearance needs to be robust and contained within the site. Where Hamble Lane requires cleaning it should be conditioned to be during low traffic periods – such as evenings.		linked to Operating plan.
Environmental			
Distance of bund	Proposal include bund as close as 40m to some dwellings. Bund should be 250m from all buildings and a minimum of 100m from the boundary of the site to afford the best protection from noise, dust and light pollution as well as ensuring that the impact of this artificial feature is not overbearing for residents.	Ensure offset of the bund is far enough away from properties to reduce the impact of the structure.	Use of planning condition.
Impact of activity - Visual	The use of the bund will minimize noise and visual intrusion. The bund however is proposed to be up to 5m high which is a strong visual barrier to those around the site.	Creation of a sterilised area used for public access both during and after use.	Use of Planning Condition to deal with operational phase and secure land for public use that has otherwise been lost.

Hours of operation	The proposal is for working after 6pm on weekdays and at weekends. Given the proximity to gardens and homes the hours of working should be limited to 6am (site opening) 7am workings and 6pm in the evening. With no site workings at weekends or bank holidays	Use of conditions to control activity in line with numbers of residential users around the site. Create a restriction on access to the site between 8 – 8.45am to protect children’s safety	Use of Planning Condition to limit hours of operation.
Noise Pollution	Residents Association commissioning further work on the effectiveness of noise mitigations	Protect residents from noise pollution	Ground for refusal or use of Planning condition to ensure on going monitoring
Dust Pollution	To reduce the risk of airborne pollutants and minimize the risk of harm	Dust Management Plan inc active monitoring of air samples to ensure the mitigation is working correctly.	Use of Planning Condition on going air quality monitoring
Air pollution	Ensure that air borne pollution from traffic is measured and managed to assess the impact of additional vehicles and to test effectiveness of other measures	Install an additional air quality monitoring station at Satchell Lane junction to measure any deterioration in air quality near vulnerable receptors. Current station at mallards Road does not pick up traffic	Use of Planning Condition

		coming from Hound roundabout.	
Recreational displacement	Impact of displacing existing recreational users is significant and relevant and in the absence of the owner restricting access it should be considered.	Current users of the airfield will be displaced to other sensitive sites where recreational disturbance will be significant.	Ground for refusal or identify off set elsewhere to compensate – S106
Restoration and Biodiversity Net Gain (BNG)	Post restoration plans are too short to achieve BNG	Period of no less that 30 years with commuted sums for site management. Area to be designated as a country park designation (similar to Daedalus Common, Gosport) creating green corridors to adjoining spaces through a mix of shared surfaces and ROW linking across the restored site and onto other green infrastructure	Use of Planning Condition
Access to Public Space	The public space identified is remote from the village at the furthest most point. The site will not be accessible during extraction and land should be	Inadequacy of the proposal given the scale of displacement. Offset should be secured during	Potential ground for refusal due to a lack of clarity and certainty.

	available during this period even if the location moves.	the working phases of the site.	
Monitoring and reassurance	If approved the quarry will need regular monitoring to ensure compliance with the planning conditions many of which will sit outside of HCC as the planning Authority. .		Use of planning conditions to monitor long term use and activities.


SITE VISIT INFORMATION.

VULNERABLE LOCATIONS.

1. BLACKTHORN MEDICAL CENTRE.
2. THE HAMBLE SCHOOL, PRE-SCHOOL + HEALTH/LEISURE COMPLEX.
3. PRIMARY SCHOOL.
4. RECREATIONAL GROUNDS + PRINCIPAL PLAY AREA.
5. PLAYING FIELD + MULTITUDE GAMES AREA.


 RESIDENTIAL AREAS.

 DRIVING ROUTE

 ROUTE TO BUSINESS/MARINAS.

 FOOTPATHS/RIGHTS OF WAY.

 STATION.

 WALKING ROUTE ALONG RESIDENTIAL AREA.



Hamble Airfield – Cemex application – 13th March 2023

Next steps and the Regulatory Committee (RC) – issues for consideration

Where are we now?

Not all statutory consultees have responded at the time of writing. Without knowing the responses the drafting of the report cannot be concluded and the date set.

A number of responses were received during the week starting the 27/02 and these should be loaded onto the portal this week.

In order for the report to be drafted the case officer has to be able to address each of the areas listed in appendix 1 taken from <https://www.gov.uk/guidance/minerals>

What else are we planning?

We have drafted a list of mitigations and areas of activity that should be covered by planning conditions or obligations. We have also discussed the merits in producing a summary document that picks up a number of the village wide issues that have been raised by residents and local groups/businesses.

What should we expect?

Consider how best to use the time available to the community and the council in the regulatory committee meeting. HCC use different terminology to our own but it is best described as follows:

Agenda and report will be published five clear days ahead of the meeting

Once published people can register to make a deputation to the committee.

The judicial nature of the Regulatory Committee when it is considering planning applications means that the deputation procedure operates a little differently. Speaking at a Regulatory Committee meeting is not restricted to local government electors for Hampshire. Deputations may also include the applicants/agents and interested parties including parish and district councillors, and staff, if speaking in their personal capacity, or on behalf of the County Council as applicant or land owner. A deputation may also appear again within six months, but only when an item is adjourned (for example to allow a site visit to take place) or when there is another similar planning application submitted for the same site.

You can apply to make a deputation on your own or as part of a group of up to four people. If you are attending with up to three others, each person can take part, sharing the time available.

Each deputation (of up to four people) will have up to 10 minutes in total to speak. Up to one hour is allowed for deputations. Depending on the number of deputations, time for individual deputations may be reduced on a proportional basis in order to fit within the hour.

At the Regulatory Committee deputations are usually taken immediately before the item they concern. After making your deputation to the Regulatory Committee you might be asked questions through the Chairman of the Committee to clarify facts.

Applications to make a deputation must be in writing; by email or via the online application form below.

Taken from <https://www.hants.gov.uk/aboutthecouncil/councillors/speakatmeetingqr>

What do we need to do in preparation?

We know that many individuals and groups have made strong representations across a range of issues. Although the parish isn't able to influence the order of who is invited to speak it is important that people with a strong message to tell as able to address the committee. Our role will be to summarise many of the points made but focusing on the key weaknesses that have been flagged up in the run up to the committee. The following is a starting point for consideration:

People

The impact of the proposals on residents adjoining the site from long hours of operation, (noise, dust, operating hours, landscape issues), safety concerns for children and young people from pre school to secondary school that will be in direct daily contact with the quarry and its environs. Health impacts of adding more pollutants to an area already deemed to have poor air – population profile and medical inputs. Effect of the operation on peoples well being.

Infrastructure

Challenge around the HLIS measures and recent Highways assessment. Impact of Windhover on the road and works to Portsmouth Road and the need to managed those in advance to the works starting if approved. Adequacy of the mitigation measures to make 144 HGVs acceptable. Range of measures to support modal shift. Tests of safety at key points along the route and the limited scope to make good.

Competition from existing business users having to share road space with additional users with limited direct economic benefits from the quarry. For established businesses concerns about the problems with delays for customers and supply chains.

Leisure sector also concerned that visitor numbers will be affected by the additional delays. Concerns exist within the marine sector about dust and noise and the impact of a quarry on those seeking quiet relaxation.

Flooding and water management remains an outstanding issue with serious concerns about how the volume of water will be managed once the gravel is removed and percolation rates shortened. Lack of certainty from the Lead Flood Authority and Network Rail add to these concerns. Not only relate to those around Satchell Lane but to the wider area including Mercury Gardens and Port Hamble.

Biodiversity

Should the site be stripped of soil if capable of supporting agricultural production? Will all species be protected as a result of the proposals. How substantial will the access into Hamble be changed as a result of the removal of three mature trees on Hamble Lane? Is the public area big enough and located in the correct area for the access. Footpath should be to adopted standards up Satchell lane and additional routes are needed as part of the restoration plan. Current proposals fall short of biodiversity net gain as the management period is too short and there is no indication as to future management.

Recreational disturbance has not been addressed despite evidence of regular and high level of usage. Potential impact of displacement to Hamble Common which is an SSSI and within 800m.

What happens once the decision is made?

Application is refused - If the application is refused Cemex have the option to request that the decision is reviewed by the Planning Inspectorate (an Appeal). This has to be lodged within 6 months of the decision being made. The Inspectorate will convene a date and decide how best to run the appeal. Given the nature of the application it is likely that it would be heard by way of a Planning Enquiry and would focus on the grounds for refusal.

Application is approved – There is no third party right of appeal – this means that if approved the scheme will be authorised to start. There has been talk about whether the decision could be subject to a Judicial Review. This would only be relevant if Hampshire County Council have acted illegally (usually operated outside the remit of their powers), acted irrationally, or committed a procedural impropriety. If there is evidence of one or more of these grounds an application to the Courts can be made within six weeks. A judicial review does not consider the outcome of the decision but rather how it is made. It is generally an expensive exercise and only advised where there is a clear breach of the grounds.

If the decision is to approve the Case Officer will then start negotiations to make sure that the conditions are met before a final approval is granted. In this situation we would expect to work with residents directly impacted by the proposals to make sure they are kept in the loop ahead of work starting.

Communicating the decision to the Village

We hope the news will be positive. We will use social media, website, the noticeboards and newsletter to let people know the decision.

Appendix 1

What are the environmental issues of minerals working that should be addressed by mineral planning authorities?

The principal issues that mineral planning authorities should address, bearing in mind that not all issues will be relevant at every site to the same degree, include:

- [noise associated with the operation](#)
- [dust](#);
- [air quality](#);
- [lighting](#);
- visual impact on the local and wider landscape;
- landscape character;
- [archaeological and heritage features](#) (further guidance can be found under the [Minerals and Historic Environment Forum's Practice Guide on mineral extraction and archaeology](#));
- [traffic](#);
- [risk of contamination to land](#);
- soil resources;
- geological structure;
- impact on [best and most versatile agricultural land](#);
- blast vibration;
- [flood risk](#);
- [land stability](#)/subsidence;
- internationally, nationally or locally designated wildlife sites, protected habitats and species, and ecological networks;
- impacts on nationally protected landscapes (National Parks, the Broads and Areas of Outstanding Natural Beauty);
- nationally protected geological and geo-morphological sites and features;
- [site restoration and aftercare](#);
- surface and, in some cases, ground water issues;
- water abstraction.

Paragraph: 013 Reference ID: 27-013-20140306

Revision date: 06 03 2014

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SO31 4JE

Hamble Parish Council (HPC) & Hamble Peninsular Residents Group (HPRG)

HCC Regulatory Committee – Joint Coordination Working Group

TERMS OF REFERENCE

1. Purpose

The purpose of this HPC and HPRG joint working group – made up of selected councillors from Hamble Parish Council, and members of the Hamble Peninsular Residents Group (HPRC) – is to meet frequently until Hampshire County Council's (HCC) Regulatory Committee meeting determine the Future of Hamble Airfield based on Cemex's planning application HCC/2021/0787.

The primary purpose of the group is to introduce community and planning issues to HPC that might have a positive impact on the outcome of the Regulatory Committee meeting – and support our shared goal: To ensure the 'Best Outcome for Hamble'.

How this group will operate

- The group will seek to identify resources that might be able to help progress different issues.
- The group will be as flexible as possible, meeting using remote access (MS Teams) and other means to enable effective participation of the members.
- All matters that require official Parish Council consideration will be forwarded from this group through the appropriate channel.
- Where possible, the group will seek to coordinate other associated activities that may impact the outcome of the Regulatory Committee, for example the communications plans for all parties that touch on common stakeholders.

2. Roles

The group will report to HPC through the working group chair:

- Chair: Chris Jones
- HPC Councillors; Trevor Dann, Michelle Nicholson, Mark Venables
- HPRG: Emma Westmacott, Jan Freeman, Jane Pyle, Christian Walton
- Other participants: TBC – Rob Hillman, Alastair Garrod, Paul Coles, Kelly McGrath

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3. Confidentiality

The ability of Hamble Parish Council to exert the maximum influence depends upon our ability to coordinate and control our activities and respond effectively to external events. In order to achieve this we will all need to be confident that everything confidentially shared in this group is kept confidential until this group agree to its use with any 3rd parties.

4. Delegation

The group is not a Parish Council committee and does not have direct decision-making authority or spending powers. It is an advisory group to help coordinate matters between the Parish council, the affected committees and activities of third parties, to enable us to be effective and efficient dealing with preparations for the HCC Regulatory Committee meeting.

5. Remit

This group will advise HPC in preparation for the presentation at the Regulatory Committee.

- Prepare plans for relevant matters.
- Identification of potential new material issues.
- Coordinate communications to common stakeholders
- Coordinate engagement with the press

6. Ways of Working

The operation of the group will be informal and online as much as possible.

- The schedule of working meeting will be set to maximise the opportunities for participation.
- Notes will be taken of all activities and made available to councillors and participants, redacted if required for confidentiality. *[to agree who will take this responsibility]*

7. Document control

Ver.	Notes	Who	Date
V0.5	Draft issued for comment	CJ	01-Mar-2023
V0.5	Draft commented with edits in track changes	Michelle Nicholson	02-Mar-2023
VO.5	Amended changes and insert logo etc.	AJ	09.03.2023

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V0.6	Amend to clarify confidentiality	CJ	09.03.2023
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Community Interest items

*Andy Thompson, Sarah
Lehneis*

Cllr Thompson and Cllr Lehneis have both raised issues for discussion. They include:

To find out what we and others (EBC?) can do to limit the number of dogs that commercial dog walkers can be responsible for. And that they are regularly checked for compliance to regulations,
To publicise how and to whom dog attacks and vicious dogs can be reported, and what the consequences to owners might be. Cllr Thompson
Explore the implementation of outdoor exercise equipment. Cllr Lehneis

For Discussion

Eastleigh Borough Council - Local Area Committee Plan

Simon Hand

To comment on the attached draft Plan for the Local Area Committee.

For Discussion

Attachments

[Local Area Action Plan 2324.pdf](#)



Cllr Tonia Craig - Local Area Chair

tonia.craig@eastleigh.gov.uk

Bursledon, Hamble-le-Rice & Hound (BHH)

Local Area Action Plan 2023/24



Responsibilities of the Local Area Committee

- ▶ Champion the local area
- ▶ Decide local priorities
- ▶ Manage local budgets
- ▶ Determine local levels of council services such as Streetscene and traffic management
- ▶ Work with the local community
- ▶ Decide planning applications

Responsibilities of the Local Area Manager

- ▶ Act as a link between the Council and local people
- ▶ Support local Councillors
- ▶ Support and work in partnership with the Parish Council
- ▶ Manage the local revenue budget and the capital programme/major projects
- ▶ Work with the Council to improve local services and to ensure value for money
- ▶ Identify local needs and priorities
- ▶ Work closely with Parish Councils, schools and community groups

Ross McClean - Local Area Manager

Ross.mcclean@eastleigh.gov.uk 023 8068 3367

Key Projects & Priorities

- ▶ Support the implementation of phase 2 of the Way finder public art project
- ▶ Work towards the formal opening of Windover Meadows Country Park for April 2023
- ▶ Open the new Play Area at Kingfisher, Bursledon in April 2023
- ▶ Implement improvements to Ingleside Play area, Netley by the summer 2023
- ▶ Complete the installation of two electric car charging points across the three Parish areas
- ▶ Continue to support the volunteers managing the Mercury Library Hub
- ▶ Work with the LTA & Bursledon Parish Council to use grant funding to improve tennis provision at Long Lane
- ▶ Work closely with PWCA to help deliver services in the community
- ▶ Work in Partnership with ESPN to ensure health provision is delivered from the Lowford centre
- ▶ Work in partnership with Hamble Parish to support the redevelopment of Mount Pleasant provision.
- ▶ Review Parking Provision in Netley Abbey
- ▶ Work in partnership with key agencies to tackle seasonal ASB at the Foreshore
- ▶ Commission an Art project for the Latitude estate using developer contributions by 2024
- ▶ Implement a Community Spring Clean project in April 2023 across 3 areas in BHH

Council Services - Local Variations

- ▶ Countryside Land Management – The Bunny, Hound Corner Ecology Park, Mallards Moor, Hamble Common
- ▶ Corporate Communications
- ▶ Neighbourhood Services – leaf clearance, benches, bins, fencing
- ▶ Neighbourhood Services – car parks at Hamble Square, Netley and the Lowford Centre
- ▶ Support Services – Community Grants/Finance
- ▶ Specialist Services – Traffic Regulation Orders and traffic studies

Key Partnerships

- ▶ Bursledon Parish Council
- ▶ Hamble Parish Council
- ▶ Hound Parish Council
- ▶ Bursledon District Community Association
- ▶ Pilands Wood Community Association
- ▶ Hamble School and Sports Complex
- ▶ Primary schools
- ▶ Health centres
- ▶ Mercury volunteers
- ▶ Youth Options
- ▶ Hampshire County Council/ Hamble River Authority
- ▶ Hampshire Police
- ▶ Local businesses including GE Aviation, BP and Coopervision

Civility and respect Policy

Simon Hand

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

| For Decision

Attachments

[2022-08-Dignity-at-Work-Final.docx](#)

[bullying-and-harrassment-statement-poster.pdf](#)

DIGNITY AT WORK POLICY

Hamble Parish Council believes that civility and respect are important in the working environment, and expect all Hamble Parish Councillors, officers and the public to be polite and courteous when working for, and with the Hamble Parish Council.

Purpose

Hamble Parish Council is committed to creating a working environment where all Hamble Parish Council employees, Hamble Parish Councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

[Optional – for Hamble Parish Councils who have committed to the pledge] In support of this objective, [Hamble Parish Council] has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC](#) & [SLCC](#)

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by clerks/chief officers and all employees engaged to work at Hamble Parish Council. Should agency staff, or contractors have a complaint connected to their engagement with Hamble Parish Council this should be raised to their nominated contact, manager, or the Chair of the Hamble Parish Council, in the first instance. Should the complaint be about the chair of the Hamble Parish Council the complaint should be raised to the deputy chair / Hamble Parish Council's personnel / staffing committee.

Agency staff, or contractors are equally expected to treat Hamble Parish Council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the Council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, Hamble Parish Councillor), however, the Council will take appropriate action if any of its employees are bullied or harassed by employees, Hamble Parish Councillors, members of the public, suppliers or contractors.

The position on bullying and harassment

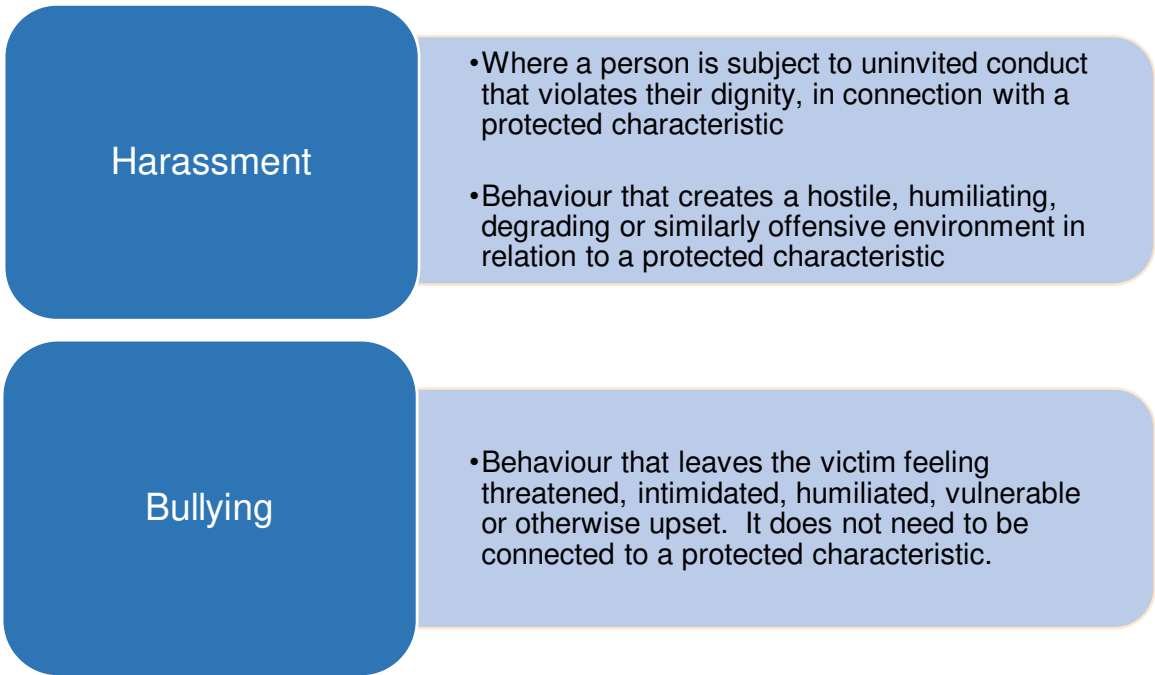
All staff and Hamble Parish Council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Hamble Parish Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the Council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equality opportunities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people’s feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the Council’s disciplinary procedure.



What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due

to their association with someone else (such as harassment related to their partner having a disability for example). See the Council's equality and diversity Policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Hamble Parish Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the Hamble Parish Council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a Hamble Parish Councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a Hamble Parish Councillor: If you are being bullied or harassed by a Hamble Parish Councillor, please raise this with the clerk/chief officer or the chair of the Hamble Parish Council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Hamble Parish Councillors Code of Conduct must be investigated by the Monitoring Officer.

The Hamble Parish Council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to harassment or bullying: If you witness such behaviour you should report the incident in confidence to the clerk/chief officer or a Hamble Parish Councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff: If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the Council's policy and must stop. Alternatively, you may wish to ask the clerk/chief officer, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the Hamble Parish Council. (If your concern relates to the chair, you should raise it with the chair of the personnel/staffing committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the Hamble Parish Council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the Council's grievance procedure. You should raise your complaint to the clerk/chief officer or the chair of the Hamble Parish Council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk/chief officer or the chair of the Hamble Parish Council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the Councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

This is a non-contractual policy and procedure which will be reviewed from time to time.

GUIDANCE FOR USING THE DIGNITY AT WORK POLICY

This is an example of an employment policy designed for a Council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This guidance is provided to support understanding of the policy, and its application, as well as where local adaptations may be required. The guidance is not part of the policy and should be removed from the policy adopted and shared with Hamble Parish Council employees.

The Dignity at Work Policy will replace a previous 'Bullying and Harassment' Policy, to create a policy that is focussed on encompassing behaviours beyond simply bullying and harassment, and zero tolerance with the aim of dealing with concerns before they escalate. It is important that any commitment made in the policy is applied in practice.

Wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the NALC, SLCC and OVW Civility and Respect Pledge. Councils that have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times. If your council has not agreed to the pledge this wording should be removed.

The policy is drafted with consideration of employment language and terminology that is reflective of a modern working environment, setting a tone that is engaging, collaborative and inclusive. A Hamble Parish Council may want to update references where relevant to reflect local terminology and structure, however should be considerate of equality, diversity and inclusion.

The examples of bullying and harassment are just that – examples. This should not be considered an exhaustive list.

Notes:

Protected Characteristics

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

Examples of harassment related to a protected characteristic could include;

- Making assumptions about someone's ability due to their **age**, or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.
- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.
- Refusing to treat a person as their new gender, or disclosing information about their gender identity could be harassment on the grounds of **gender reassignment**.
- **Pregnancy/Maternity** harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant person's stomach.
- Harassment based on **race** could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- **Gender** harassment could include not considering people for a job based on gender stereotyping roles, or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals' dress or appearance.
- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on **religion/belief**.
- Excluding same sex partners from social events could be both **sexual orientation** and **marriage/civil partnership** discrimination, as could not offering the same work-related benefits.

A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.
- New or established employees who are dismissed, or treated unreasonably because of a health condition can make a discrimination claim.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal.

Legal risks

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

Culture and behaviour

We work in eclectic communities and working environments, and a positive culture within the Council enables employees with different backgrounds and beliefs to share ideas and shape how the council achieves its objectives for their community.

It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence.

It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or they fear victimisation from the perpetrator or others). The council should consider whether there are opportunities (such as 121s to offer opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. The council should remind the complainant that it has a zero tolerance to bullying and harassment and remind them of the policy in place to address concerns. If the allegations mentioned are significant, the Hamble Parish Council may want to suggest that it will need to investigate further, even if a 'grievance' is not raised, so as to ensure that any concerns and risks are managed, and the council is meeting its responsibilities and duty of care as an employer.

Whilst both staff and Councillors jointly determine the working culture, Councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how Councillors behave with each other in Council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies.

Scope

All Hamble Parish Council representatives are expected to uphold the values of the Dignity at Work Policy, however this policy sets out how allegations from employees will be managed. As indicated in the policy, concerns from a contractor, agency worker etc. should be raised to the identified person, and an appropriate approach will be considered based on the situation and relationship of the complainant with the Council.

Likewise, concerns raised about the behaviour of a contractor or agency worker would not generally be managed via the full process (such as the disciplinary process) but appropriate action would be considered based on the situation. To treat people (such as contractors, or a casual worker) engaged

by the council the same as an employee could blur the status of the employment relationship, so consider seeking professional advice if needed.

Managers

Recognising that councils are of varying sizes, where the term manager/nominated manager is used it is recognised this could be the clerk/chief officer, another employee of the council, or a Councillor depending on the situation. It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on how the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for council employees this may be the clerk/chief officer, and for the clerk/chief officer this could be the chair/deputy Chair, or possibly chair of a staffing/personnel committee.

Bullying and harassment & performance management

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

Responsibilities

All staff and representatives of the council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders – councillors, clerks, chief officers, managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

During the investigation

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. This could be a councillor or nominated manager who is not involved in the investigation or allegations and can be a point of check in as raising, or being subject to allegations can be stressful.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it is important to consider their wellbeing and mental health.

Ensure that you communicate regularly with both parties.

The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns. You should ensure that the grievance policy adopted adheres to any local policies and procedures, with consideration of any timescales and escalation routes in your locally adopted policy.

Confidentiality

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small council it is likely that it will be clear that the accused will know where the accusation has come from. The council representative (clerk/chief officer/Hamble Parish Councillor) speaking to the alleged perpetrator must be clear that the discussion is confidential and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. In some situations it may be appropriate to provide anonymised witness statements however this would be a last resort, and could compromise the fairness of the process. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought. For the same reason it can be difficult for a Hamble Parish Council to consider an anonymous complaint, however if the concerns are significant and compromise the Hamble Parish Council in their duty of care to employees, then consideration of how to deal with the matter may be required.

Victimisation

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

False allegations

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the council should consider the matter under the disciplinary procedure. Such an allegation would be potentially be gross misconduct.

Complaints against Hamble Parish Councillors

Following the Ledbury case, the law is clear that any formal complaint about a Hamble Parish Councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of the Hamble Parish Council has made

the complaint, that the Hamble Parish Council agrees reasonable measures with the employee to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against the council as a whole due to lack of support related to councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the council, or require exploration of the Councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any Councillors where this may relate to the code of conduct. It is a matter of fact whether the complaint is against the Council and can therefore be dealt with by the Council's grievance procedure or against a Councillor and can only be dealt with by the Monitoring Officer.

BULLYING AND HARASSMENT STATEMENT

We treat everyone with courtesy and respect and ask for the same in return. We ask that you treat your councillors and council staff courteously without violence, abuse, or harassment.

Councillors and council staff have the right to carry out their civic duties and work without fear of being attacked or abused. Any behaviour whether that be verbal, physical or in writing, which causes either councillors or council staff to feel uncomfortable, embarrassed, or threatened, is totally unacceptable.

The zero-tolerance policy includes abuse, aggression or threats made in person, over the telephone or in written communication, including on social media. The council considers threatening behaviour to be:

Attempted or actual aggressive, or physical actions made towards any councillor or member of staff.

The use of aggressive, or abusive language, (including raising of the voice, swearing, shouting or in writing) which threatens or intimidates councillors or council staff".

This policy applies throughout all Council Meetings, but it also applies to any Councillor or Council Staff away from Council Meetings



STOP BULLYING



IN COLLABORATION WITH SLCC, NALC, OVV, COUNTY ASSOCIATIONS



Financial Risk Assessment

*Clerk - Hamble Parish
Council*

As part of the Council's annual governance arrangements the council needs to review and update its financial risk assessment before the year end process.

Attachments

[FINANCIAL RISK ASSESSMENT 2023-24.pdf](#)

Hamble Parish Council Financial Risk Assessment 2023/24	Date Agreed:	Clerk
	Minute Number:	V03
	Prepared by:	
	Version:	

RISK AREA	RISK IDENTIFIED	MITIGATION	NOTES
To provide and maintain standards for Parish Council services to the residents of Hamble – Le- Rice	The risk of legislative change which will have an impact on the Parish Councils powers, duties and funding	Staff to maintain personal and professional development programme supported by training plan.	Comply
	The protection of physical assets owned by the Parish Council including buildings and equipment (loss or damage)	All physical assets insured All assets checked regularly Management Systems put in place Asset renewal programme being developed	Complies and Assets now on new software to promote renewals
	The risk of damage to third party property or individuals as a consequence of the Parish Council providing services (public liability)	Public liability Insurance renewed annually and system of inspections in place	Comply
	Insufficient staff or other resources to deliver the service needs	Staff have general awareness of other team members essential tasks and can provide cover when required. Identify potential contractors to assist in key areas	Projects Officer developing Proper Officer

		<p>Identify agencies able to supply staff</p> <p>Ensure that roles are developed in line with professional disciplines rather than just generalist staff</p> <p>Ensure remote ICT systems are in place to support home working as needed</p> <p>Clerk to formally monitor and review staff and work levels. Any concerns regarding this to then be brought to Council</p> <p>Ensure succession planning is in place for the Clerk during the next 12 months</p> <p>Extend the use of generic software and build up mutual aid arrangements with other parishes.</p> <p>Keep under review the hours of operation</p>	<p>role and is due to complete CILCA training.</p> <p>Working Group of Cllrs looking at succession Plan – March 2023</p>
To provide a safe and fulfilling working environment for staff	Employees contravene H & S Regs	<p>Secure professional H&S advice via an external contract with Ellis Whittam</p> <p>Policy in place alongside monitoring and review processes.</p> <p>H & S and First Aid training, insurance, Risk Assessments regularly checked and updated</p>	Comply
	Potential legal proceedings up to corporate manslaughter	<p>Employers Liability insurance</p> <p>Employee training and awareness</p>	Comply

	Staff retention issues	Staff training where appropriate – Higher requirement for training this year with new councillors and staff and a new ICT system.	Team Leader completed H&S module and basic awareness training is now part of refresher training each year.
To maintain financial records that are correct and comply with all recommended accounting practice	Adverse audit reports, legal action and loss of confidence in Parish Council	Clerk keeps up to date with legislative changes, discusses latest requirements with internal and external auditors	Comply
	Loss of income through error or fraud	Fidelity Guarantee Insurance Clerk continually reviews controls and current procedures	Comply
To ensure that all actions taken by the Parish Council comply with all current Legislation	Non-compliance with legislation or practice Council being 'Ultra Vires'	Clerk to keep up to date with changes in legislation, seek advice from SLCC, HALC, NALC and HCC as needed.	Comply
Cemetery	Inadequate space to meet demand Loss of income	Adopt a residential connection policy to prioritise use of the cemetery Include in fees and charges and element for future maintenance of the site.	Comply

Employment Contract	Compensation claims from employee for contractual employment defects (including statutory failure)	Secure professional employment law advice via Ellis Whittam Contract of employment in place Matters relating to staff discussed in confidential session and discussed by working party Clerk/RFO to keep up to date with employment law and seek HR advice where appropriate Staff handbook in place	Comply
	Compensation claim from employee for contractual employment defects (including statutory failure)	Legal insurance in place	Comply
Staff	Loss of services	Ensure up to date procedure notes Automat processes where possible	Procedure notes are being reviewed and updated for Dec 2023
	Loss of key staff trained in financial systems, process or rules	Appointment of RFO to ensure separation between Clerk and RFO Use specialist external contractors if needed – appointed and in use to provide additional assistance and support	Plan for the departure of the Clerk and RFO ahead of May 2024

Financial Control	Inappropriate expenditure made	Payments reported to Council for review and corrective action if necessary	Use of delegated decision reporting has aided operations during covid. Need to define scheme of delegation separately for greater clarity.
	Financial Regulations become out of date with change in technology, regulation or business	Council to review financial regulations once a year The Clerk/RFO can react to any changes in legislation or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council's practices	Comply
	Lack of budgetary overview/overspend against budget	Quarterly review of normal ledger Staff to review of income and expenditure on a monthly basis and report substantial variances twice yearly – 15% or £250+	Need to formalise this process in 2022/23 – staff changes means this hasn't happened but will feature in the year 2-23/24. Al;so need to

			rename current cost centres to reflect spending patterns.
	Lack of finance to meet unbudgeted, urgent commitments (with safety or other critical implications)	<p>Contingency included in budget</p> <p>Reserves equivalent to at least three months spend available (minimum spend per month £20,000 – minimum reserves of £60,000)</p> <p>Renewal funds developing to reduce unplanned expenditure</p> <p>Seek alternative sources of finance such as grants, S106 agreement, crowd funding etc.</p>	Bank reserves are now used. Access to loan monies held by EBC can be actioned within a week. Current balance 120k
Financial Systems & Records	<p>Accounts</p> <p>The RBS Omega accounts system is used which is an accepted accounts package</p>	<p>A back up to cloud hosted service made to the main server at the end of each day.</p> <p>Hard copies linked to Council reports are held on file together with bank reconciliation reports, invoices/receipts/payments and cheques issued</p> <p>Payments are made via electronic banking – cheques reserved for emergency use only All cheques issued from the main account are authorised by the Parish Council</p> <p>Financial Documents are retained for 6 years</p>	Comply

	<p>Vat</p> <p>The RBS Omega system incorporates a Vat schedule which is an accepted package which allows differentiation between tax rates etc. which is itemised in a full report relating back to the original item within the accounts</p>	<p>Vat is applied to all mileage payments at the rate applicable at the time as advise by HMRC</p> <p>Vat returns are made electronically on quarterly basis in line with HMRC requirments</p>	<p>Curren advice being sought on VAT for parking charges. Might mean an additional payment</p>
	<p>Payroll</p> <p>The payroll system is used which is an accepted payroll package</p>	<p>The Parish Clerk authorises any overtime, mileage, on a monthly basis</p> <p>Payroll – outsourced to J Humphries</p> <p>Pay roll reports are held electronically with payslips, BACs payments and cheques issued to the pension fund provider</p> <p>BACs payments and cheques to the pension fund are authorised by Council</p> <p>Payments can only be issued for the nominated employees, which must be authorised in advance of the payment</p> <p>Documents are retained for 6 years</p> <p>Annual pension and year end payroll returns are issued in a timely manner to the appropriate bodies that inspect the information & highlight any discrepancies</p>	<p>Comply. Details to nowe form part of the monthly invoices to reduce risk of errors.</p> <p>See annual Pension letter. Training for new staff completed to</p>

			ensure a timely return
Banking Arrangements & Procedures	The Barclays Bank is used	Electronic banking is used daily by Clerk/RFO Reviewing how much is placed into a higher rate deposit account	
Banking Security/Access to Finances	Cheques	Cheques are only used in limited circumstances. Each cheque from the main account must be signed by 2 authorised signatories as detailed on the mandates (which are amended when required to ensure that sufficient signatories are available at all times)	comply
	Transfers	Monies may be transferred between the Councils accounts authorised by the Clerk.	comply
	Bank Reconciliation	All accounts are reconciled using the RBS Omega system Any discrepancies are immediately reported to the bank for investigation All petty cash accounts which do not have statements are reconciled on a monthly basis against the cash held and any discrepancies are reported to the Clerk	comply
	Separation of Duties	No member of staff can access and authorise payments individually. Different staff are responsible for different aspects of financial control where it is possible.	comply

	<p>Access to the main bank accounts</p> <p>Cheques</p>	<p>As detailed under Banking arrangements and Procedures above, no one person has access and authority to spend monies held in the main accounts</p> <p>All invoices are checked by the person ordering the goods in advance of payment and if related to an order, this has passed through the ordering procedure to ensure that fraudulent activities are not taking place (please refer to the Ordering Procedure section)</p>	<p>comply</p>
	<p>Access to petty cash accounts</p> <p>Petty Cash account closed 2021</p>	<p>The Financial Regulations specify maximum balances to ensure that individuals do not have access to large amounts of money</p>	
	<p>Cheques</p>	<p>All payments must be authorised by the Clerk/RFO before any cheque is issued. The RFO is to sign the invoice to confirm and record that the cheques have been authorised.</p> <p>All payments accepted and are reported to the Parish Council</p>	<p>comply</p>
	<p>Petty Cash – Cash Payments</p>	<p>All payments made in cash must be substantiated by an invoice etc. which has been authorised by the Clerk</p> <p>All payments are reported to the Parish Council with a full reconciliation report for sign-off</p>	<p>comply</p>
	<p>Hire Charges</p>	<p>Council agree the annual fees and charges as part of the budget setting process</p>	<p>comply</p>

		<p>Any changes or discounts to fees and charges must be reported to Council.</p> <p>All bookings must be paid for in advance to avoid bad debts, other block bookers are invoiced or given the option of paying the sites on a weekly basis</p>	
	Hire charges received within the office	<p>All post is scanned and any payments received are itemised and processed</p> <p>All cash received from hirers that visit the office is itemised on the Omega system and a receipt issued.</p>	comply
	Cash collected from car parks	<p>All cash collected from the car park machines is collected by appointed staff. At the office the cash is emptied and counted manually. The balance is reconciled against the machine print out and authorised by the Clerk before being deposited.</p> <p>a minimum of two staff to the Post Office for depositing.</p>	comply
	Processing and banking	<p>When the money is received it is balanced within the office against any receipts/invoices and any discrepancies are followed up</p> <p>When the monies have been balanced, it is input onto the RBS Omega system and all entry references are printed out and retained</p> <p>The hire charges are banked when received</p> <p>The cash element is usually below £500</p>	comply

		A unique pay in reference is applied to each batch of banking which is loaded onto the RBS Omega system which is then checked against the bank reconciliation	
Financial Administration	Records non-compliant or inadequate	Internal auditor reviews record non compliance and a management response that is reported to Council. Advice taken from internal auditor, external auditor, accountant, SLCC + NALC on changes in regulation	comply
	Expenditure/income coded incorrectly	Clerk checks nominal ledger at month end. Items are coded against agreed criteria for consistency	This process has not been followed adequately in 2022/23 with a significant number of mis codes. Work unway to resolve.
	Standing Orders Standing Orders are reviewed and approved by Parish Council on an annual basis at the AGM	Clerk reacts to any changes in legislation, requests from Parish Council or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council practices	

	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns	Programme of meetings to meet statutory deadlines	comply
	Invoice payment without authority	All payments reviewed against purchase order Clerk makes payments within the scheme of delegation as needed and reports the use of delegated powers to the next Council meeting.	comply
	Incoming cash and cheque misappropriation	Individual receipts to be issued for all cash payments and for cheque payments on request	comply
	Theft of funds	Bank statements reconciled monthly, Fidelity Insurance in place against theft of funds by staff, Councillors and other persons Cash and cheques stored securely and banked within 5 working days of receipt	comply
	Incorrect entries by bank	Bank statements reconciled monthly	comply
Ordering Procedure	To avoid fraud and ensure authority of expenditure	This system incorporates the RBS Omega codes so that any order can be traced from origin to finish across a variety of systems	comply
Annual Budget & Precept Calculations	The annual budget and precept calculations	The annual budget and precept calculations are initially calculated in October/November based upon the performance of the prior year and incorporating projected requirements which have been lodged by the office and council members Clerk also completes a mid-year review in September for the current year to calculate possible year end	comply

		<p>surpluses which may be incorporated within the future budget using Ear \marked Reserves. The precept level is calculated from the balance sheet assuming that the remainder of the current year's budget will be utilised in order to estimate the year end bank balance</p> <p>The new budgeted income, expenditure and reserves are then set against this balance in order to calculate a budget shortfall on which the future precept is based</p> <p>The new budget is discussed and fine-tuned through the October, November and December Council and Committee meetings after the up to date number of band D properties have been confirmed by Eastleigh BC discuss and amend any highlighted budget levels in order to best achieve, an acceptable precept level</p> <p>Comprehensive minutes are recorded at each stage to substantiate the budget development</p> <p>The final budget is approved in January and Eastleigh BC is immediately advised of the precept</p>	
Monitoring of Budgets	Comprehensive budgets	Comprehensive budgets are set for each committee and these are loaded onto RBS Omega accounts system at the start of the new financial year	comply
	Monitoring	On-going daily expenditures have already been incorporated within the budget and the Clerk/RFO	comply

		<p>monitors invoices etc. against the budget schedule to confirm that they are within the limits</p> <p>All orders are checked against the accounts system to verify expenditure within the account code to date and the remaining budget</p> <p>Any over expenditure is highlighted and brought to the attention of the Clerk/RFO</p>	
	Reporting	<p>A full report of expenditures against budget is reported quarterly to Council.</p> <p>This incorporates a print out of the income and expenditure against each annual budget and the cashbook extract</p> <p>Any that do not meet the budget levels are highlighted by member if needed along with committed expenditure</p>	comply
Insurable Risks	Public Liability	<p>Insurance cover</p> <p>In addition, weekly, annual checks of play equipment, public areas and facilities</p>	Limit of cover £10,000,000
	Employers Liability	Insurance cover	Limit cover £10,000,000
	Theft of money by third party	Insurance cover	Cover varies depending on situation

			Reviewed annually
	Theft of money by employee or member	Fidelity Guarantee cover	Limit of cover £500,000
	Property	Cover for buildings & contents All risks cover for selected items	
	Officials Indemnity	Continue with existing cover (£250k)	
	Libel and Slander	Continued existing cover (£250k)	Limit of cover £250,000
	Personal Accident	Continue with existing cover (scale benefits)	
	Legal disputes	Cover for specified legal disputes	Limit of cover £10,000,000
	Long term sickness of employee	Not covered Liability limited by contract	
	Business interruption	Potential alternative premises, IT back-up off site and ability to restore onto hired equipment etc Cover in place for excess costs	Limit of cover £50,000
	Loss/destruction of financial records	Key financial data held electronically and backed up off site All electronic documents backed up daily offsite	Residual risk considered acceptable

Loss of Records	Loss of documentation	Deeds and other legal documents relating to real estate stored in the office.	comply
Asset List	Purchased	<p>An asset list is maintained by the Parish Council Office on an excel spread sheet</p> <p>This is updated throughout the year from new assets which are in addition, a schedule of road furniture/bins/dog bins/bus shelters play area equipment etc., is kept on a secondary list</p> <p>The asset list is circulated to staff on an annual basis to ensure that all items are correct</p>	comply
Internal Audit	Internal Audit	<p>The Internal Auditor is approved annually by Council at the AGM and attends the office to complete the internal audit in May of each year</p> <p>The report is presented to Council for acceptance</p>	
Annual Audit	Annual Audit	<p>The annual auditor is appointed and directs the format and structure of the audit in line with current legislation and requirements</p> <p>Audit costs and levels of requirement are determined by government legislation based upon the annual income or expenditure levels</p> <p>The Clerk completes the year end accounts to audit trial level and prepares any additional reports required by the external auditor</p> <p>The Clerk presents the completed Annual Return, Financial Statement and other documentation</p>	comply

		<p>required to Council in line with the timescales provided by the external auditor</p> <p>Once these have been formally adopted and signed by Council, they are lodged with external auditors</p> <p>Any queries raised by the auditors are dealt with by the Parish Clerk in the first instance</p> <p>Final sign-off by the external auditor is presented to Council</p>	
Insurance	Fidelity Insurance	<p>Fidelity insurance levels have been set after taking into account the possibility of fraudulent activities gaining access to the bank accounts</p> <p>Procedures in place (as previously detailed) have been established over the past few years incorporating separation of duties, cross referenced receipts of income and the decision not to currently use e-banking</p> <p>These provisions have ensured that no individual is able to gain access to withdraw funds without due process</p>	comply
	Insurance	<p>Zurich has been used as a recognised Parish Council provider</p> <p>Annual reviews are carried out to ensure sufficient cover is in place</p>	comply

Interim Audit Report 2022/23

*Clerk - Hamble Parish
Council*

To receive the interim Audit report for 2022/23 and to comment and resolve to approve the recommendations.

| For Decision

Attachments

[Hamble Parish Council -April 22 January 2023 First Interim Internal Audit ~.pdf](#)

LIGHTATOUGH

7 Hodder Close, Chandlers Ford, Hants, SO53 4QD.
Tel: 07762 780605 Email: Tim.Light1@hotmail.co.uk

16 February 2023

The Parish Clerk

Hamble Parish Council

Hamble Village Memorial Hall

2 High Street

Hamble-Le-Rice, SO31 4JE

Dear Amanda

First Interim Internal Audit Report

Hamble Parish Council – April 2022 to January 2023

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance. We confirm that we are independent of the Council.

The internal audit work we have carried out has been planned to enable us to give our opinion on the control objectives set out in the Annual Internal Auditor's Report on the 2022-23 Annual Governance and Accountability Return.

We have complied with the legal requirements and proper practices set out in:

- 'Governance and Accountability for Local Councils – A Practitioners' Guide (England)' 2022
- The Accounts and Audit (England) Regulations 2015 (as amended).

3. The Council currently outsource their payroll function to an independent payroll provider. The payroll output received each month is checked before payment is made to Parish Council Staff, HMRC and the Pension provider.
We discussed what evidence is held on the approval process to release payment to the bank and it was agreed that further evidence checks should be held to show that the payroll output is checked and approval before payments are sent to the bank.
The Parish Clerk will explore ways to introduce a system that provides evidence of the checks carried out and that approval of payment has been authorised to the bank.
4. We acknowledge the continuing issues for the Parish Council are contesting for the Hamble Airfield and Cemex application, this continues to be on going and is taking up an extensive amount of the Parish Clerks time to oppose these proposals.
The Parish Clerk is also the Responsible Finance Officer (RFO) which is appropriate for the needs of the Council whilst she remains in post.
The Council have been made aware of the Parish Clerk's intention to leave the employment of the Parish Council at the end of 2023/2024. They should start to consider the arrangements that will be needed to ensure a smooth transition and appoint a new Parish Clerk.
We suggest that this process should ensure adequate lead in time but also to reassess the role of the Parish Clerk and consider separating the role of RFO.
It is our opinion that for the size of the Parish Council a separate RFO role would be of benefit to the Council and allow the Parish Clerk to concentrate on the strategic direction in future years.
5. We have noted that further work is currently being done to ensure that appropriate VAT elements are extracted from income received from Car Parking.
An external accounting organisation is providing further advice on this issue. Depending on the outcome of their advice, adjustments might need to be made to future reimbursement claims to HMRC.
6. We have also given an update to the Parish Clerk on a legal challenge made for VAT to be applied to the hire of Sports Pitches. A briefing note has recently been issued and this has been left with the Parish Clerk to ensure that correct charges are applied for the hire of Sports pitches in future.
7. The collection of fees and charges for the Dinghy Park is controlled through a bespoke software package which should record the details of all invoices raised and payments received. These details should match to the information received by the income methods by stripe, PayPal or debit card. At present there are some initial problems to ensure that all information can be cross referenced and matched correctly with the details shown on bank statements. The Operation Manager is aware of these issues and is pursuing a solution with the software provider.

At this visit a short meeting was also held with the Chairman of the Parish Council when we discussed the opportunity for the introduction of a Councillor "walk through test" on the payment process and the reporting of budget information to Council.

Internal audit checks

We have undertaken a series of audit tests on the Council's financial records, vouchers, documents, Minutes, policies, procedures and insurance documentation to ascertain the efficiency and effectiveness of the Parish Council's internal control framework. This internal audit report is based on the audit testing carried out at the visit.

During this visit we test checked the following:

- Minutes of Council Meetings
- Policies and procedures
- Bank and cash
- Investments
- Income and Expenditure
- VAT claims
- Insurance
- Budgets and Reserves
- Payroll
- Transparency of the Council website.

Findings

Details of good practice noted, our recommendations and other matters to be brought to the Council's attention are set out below.

Good practice

- The Council maintains its books and records on RBS Omega Software
- The Clerk/RFO is aware of the requirements of GDPR.
- The Council is registered with the ICO.
- Details of total payments authorised at meetings are recorded in the Minutes.
- All records were up to date and easy to follow.
- The Reserves position is appropriate for the size of the Council.
- The Insurance cover is appropriate for the size of the Council.
- The budgeting process is detailed and monitored.
- Payroll information is calculated correctly, showing appropriate deductions for PAYE, National Insurance and Pension Contributions
- Bank reconciliations are now carried out and are accurate.
- The Council takes an active scrutiny role.
- VAT claims are made regularly (*Audit Note: VAT claims have been submitted to 31 December 2022*)

Recommendations

Invoice Scrutiny

- Consideration should be given to introduce quarterly/half year sample validity checks on the payment process by Councillors. This would enhance the Councillor scrutiny role whereby a “walk through test” can be carried out, starting from the approval to spend money from the budget to the receipt of the goods or services and the controls to record and approve the payment of the invoice. Finally confirming that payment details have been correctly debited from the Council bank account.

Bank Reconciliations

- bank reconciliations should be signed and dated by the Parish Clerk each month.
- the Chairman of the Parish Council should sign and date the bank reconciliations monthly to confirm that bank reconciliations have been carried out accurately as part of Parish Council scrutiny role.

Invoice Authenticity

- Each Invoice should be initialled by the Administrative Assistant and the words “checked and agreed” should be used to confirm that an authenticity check has been carried out to confirm the amount to be paid and that goods and services have been delivered. *(Audit Note: We understand that a stamp will be ordered to provide details of these checks and will also include budget coding and an authority signature)*

Sales Invoices

- Details of income received from the hire of Sports Pitches should be matched and cleared. These should be cross-referenced to Sales Invoices to ensure that it records the date of payment and that the invoice has been cleared.

Income collection from Car Parking

- a review of the collection process for the foreshore car parking charges should be considered and desk top procedures written on the collection, recording and confirmation of income received.

Payroll Authorisation

- The Parish Clerk should explore ways to introduce a system that provides evidence of the checks carried out on payroll output and show evidence of the approval of payment before it is released to the bank.

Transparency Code Regulation 2015

- the Parish Council should consider following the best practice requirements of the Transparency Code Regulation 2015 and publish all payments made to creditors and suppliers over £500. *(Audit Note: We discussed with the Parish Clerk the payment listing from RBS Omega can be used to upload details to the Parish Council website).*

Other matters to be brought to the Council's attention

- It is noted that the Clerk/RFO is currently in the process of requesting Barclays Bank to remove the previous Finance Assistant from access to the bank accounts. *(Audit Note: it is agreed that the bank access card was returned on the departure of the employee although we suggest that his details should be removed from the bank access as soon as possible).*
- We discussed with the Clerk/RFO the opportunity to review and check details shown in the Annual Return year end RBS Omega software. We will continue to check these details to ensure all cost centres information is accurate at our next visit on Thursday 16 March 2023.
- We also suggest that the Council should air caution in its approach to providing applications for grant funding to organisations so as not to put the budget under strain for 2023/2024.
- The Council have provided evidence of the posting date for the Exercise of Public Rights in 2022 and will be able to tick "Yes" to Assertion 4 on Section 1 (Governance Statement) of the AGAR 2022/2023 to comply with the requirements of the Accounts and Audit Regulations 2015. We will also be able to tick "Yes" to Control Objective M on the Annual Internal Audit Report 2022/2023.
- We note that the risk assessment for 2022/2023 will need to be approved by full Council by 31 March 2023. *(Audit Note: We understand that this will be considered at the March 2023 Full Council meeting).* When completed, we will be satisfied that the Council can tick "Yes" to Assertion 5 on Section 1 (Governance Statement) of the AGAR 2022/2023 to comply with the requirements for the External Auditor. We will then tick "Yes" to Control Objective C on the Annual Internal Audit Report 2022/2023.
- The Parish Clerk will need to ensure that the Asset Register is kept up to date to record the value of new purchases. This will ensure that the totals reflected in the End of Year figures for Box 9 on Section 2 Accounting Statements are accurate for reporting to the External Auditor. The Asset Register should be reviewed and approved by the full Town Council before the 31 March 2023.
- The Parish Council should consider enhancing its governance arrangements by adopting the Civility and Respect Pledge which has been endorsed by the joint partnership agreement between NALC and SLCC.

Conclusion

We have made recommendations in this report to enhance and strengthen the internal controls that exist. We will need to test these areas at the next visit to provide full assurance that improvement has been made to take forward into 2023/2024. We will continue our testing at the next internal audit visit.

Next visit

The next internal audit visit has been arranged for **Thursday 16 March 2023**.

At this visit detailed checks will be carried out on:

- Minutes of Council Meetings
- Bank and cash
- Investments
- Income and Expenditure
- VAT claims
- Asset Register
- Financial Risk Assessment
- Budgets for 2023/24
- Transparency of website
- Preparation for End of Year Procedures.

Next Steps

This report should be noted and taken to the next meeting of the Parish Council.
They should decide what action will be taken on the recommendation we have made.

Tim Light FMAAT
Internal auditor

Accounts and financial information

*Clerk - Hamble Parish
Council*

Reconciliation of February's Bank Statement and payments list.

For Decision

Attachments

[Bank Rec Cashbook 1.PDF](#)

[Bank Rec Cashbook 3 M11.PDF](#)

[Bank Rec cashbook 4 M11.PDF](#)

[PURCHASE LEDGER M11.PDF](#)

[Purchase ledger unpaid M11.PDF](#)

[Salaries M11.pdf](#)

[Sales ledger unpaid M11.PDF](#)

[Trial Balance M11.PDF](#)

**Bank Reconciliation Statement as at 28/02/2023
for Cashbook 1 - Barclays Current A/C 070978787**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
BARCLAYS	28/02/2023		26,381.28
			<u>26,381.28</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
20/02/2023 SM26933 Rialtas Business Solutions LTD		141.29	
			<u>141.29</u>
			26,239.99
<u>Receipts not Banked/Cleared (Plus)</u>			
15/08/2022		560.00	
31/12/2022		200.00	
26/01/2023		-60.00	
26/01/2023		400.00	
26/01/2023		2,444.96	
01/02/2023		-25.00	
			<u>3,519.96</u>
			29,759.95
		Balance per Cash Book is :-	30,057.33
		Difference Excluding Adjustments is :-	-297.38
<u>Adjustments to Reconciliation</u>			
24/11/2022 Card pay Refunded in Dec 22		-70.00	
01/12/2022 Coop Find invoice		-2.90	
06/12/2022 Canon Find invoice		-224.44	
28/02/2023 Diff 0.04 difference		-0.04	
			<u>-297.38</u>
		Unreconciled Difference is :-	<u>0.00</u>

**Bank Reconciliation Statement as at 28/02/2023
for Cashbook 3 - Barclays Premium Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
BUSINESS PREMIUM	30/11/2022		35,022.00
			<u>35,022.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			35,022.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			35,022.00
		Balance per Cash Book is :-	35,022.00
		Difference is :-	0.00

**Bank Reconciliation Statement as at 28/02/2023
for Cashbook 4 - EBC High Interest Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
EBC High Interest	31/03/2022	1	120,739.72
			<u>120,739.72</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			120,739.72
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			120,739.72
		Balance per Cash Book is :-	120,739.72
		Difference is :-	0.00

Bought Ledger 1 for Month No 11

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Order No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/01/2023	WRA202212		BURCOT FARM	BUR001	300.00	60.00	360.00	4205	102	300.00	Nordmann tree & delivery
02/02/2023	56975145		NESPRESSO	NS01	99.45	0.00	99.45	4013	101	99.45	nespresso machine pods
25/10/2022	GRANT		ROY BAKER	MARA	157.00	0.00	157.00	4280	107	157.00	Grant S137
14/10/2022	GRANT		HAMBLE CAROLS	HAMBLEC	500.00	0.00	500.00	4280	107	500.00	Grants S137
09/12/2022	GRANT		CITIZENS ADVICE	CAB	500.00	0.00	500.00	4280	107	500.00	Grant- S137
25/10/2022	GRANT		HEDGE END COMMUNITY	HECSW	250.00	0.00	250.00	4280	107	250.00	Grant- S137
09/12/2022	GRANT		PLACE 2 B	P2B	250.00	0.00	250.00	4280	107	250.00	Grant- S137
10/02/2023	06/02/2023		BRENDA THOMSON	BRENTHOM	50.98	0.00	50.98	4382	108	50.98	Garden fence
13/01/2023	4669		ELITE	E021	287.96	57.59	345.55	4381	306	287.96	Standard service contract
08/02/2023	TM-1675858419		TM CONSTRUCTION	TMC	1,420.00	284.00	1,704.00	4392	302	1,420.00	Additional costs
30/01/2023	INV-2314		SMART MARK	SMM1	619.25	123.85	743.10	4015	101	619.25	marketing support
15/02/2023	230215		LIGHTATOUCH	L020	918.75	0.00	918.75	4112	101	918.75	Interim internal audit
15/02/2023	00004971		ENGRAVING	E020	60.00	12.00	72.00	4380	302	60.00	Wheelchair parking signs
07/02/2023	23-004		S TILBURY	STC1	2,250.00	0.00	2,250.00	4110	101	2,250.00	services- cemex planning appl
04/10/2022	11582		P&R ELECTRICAL	P010	130.00	26.00	156.00	4381	306	130.00	Install smoke detector RUP
10/02/2023	58246943		HCC	H04	46.10	9.22	55.32	4101	110	46.10	Cleaning materials
24/01/2023	INV10033		RGP	RGP	5,623.76	1,124.75	6,748.51	4008	101	5,623.76	Comprehensive site visit
01/02/2023	MATCH		CITIZENS ADVICE	CAB	-500.00	0.00	-500.00	4280	107	-500.00	MATCH-INCORRECT INVOICE
01/02/2023	MATCH		ROY BAKER	MARA	-157.00	0.00	-157.00	4280	107	-157.00	MATCH-INCORRECT INVOICE
01/02/2023	MATCH		PLACE 2 B	P2B	-250.00	0.00	-250.00	4280	107	-250.00	INCORRECT INVOICE
01/02/2023	MATCH		HEDGE END COMMUNITY	HECSW	-250.00	0.00	-250.00	4280	107	-250.00	MATCH- INCORRECT INVOICE
01/02/2023	MATCH		HAMBLE CAROLS	HAMBLEC	-500.00	0.00	-500.00	4280	107	-500.00	MATCH- INCORRECT INVOICE
24/02/2023	INV-6366		SOUTH TROPHIES	SOTREN 1	37.00	7.40	44.40	4315	302	37.00	Bench plaque
24/02/2023	INV-2302/31		DESIGN & PRINT	D04	825.00	0.00	825.00	4035	101	825.00	A4 newsletters
01/02/2023	INV-3415		CLOUD IT	CLO8	430.00	86.00	516.00	4061	101	430.00	Monthly IT support
01/02/2023	INV-2563DUP		CLOUD IT	CLO8	-700.00	-140.00	-840.00	4061	101	-700.00	MATCH. PAID CASHBOOK
26/02/2023	26/02/2023		TOM JOBLING	TOM0	97.50	0.00	97.50	4254	101	97.50	Delivery of Newsletters
26/02/2023	26/02/2023		DANIEL COWLEY	DAN0	195.00	0.00	195.00	4254	101	195.00	Delivery of newsletters

Bought Ledger 1 for Month No 11

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Order No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
22/02/2023	00004981		ENGRAVING	E020	50.00	10.00	60.00	4375	302	50.00	Out of hours signs
28/02/2023	184665		PITTER SELF DRIVE LT	PI01	468.00	93.60	561.60	4360	108	468.00	Rent Ford Transit
24/02/2023	3780		J HUMPHRY ASSOC	HU01	35.00	7.00	42.00	4003	101	35.00	Payroll services Feb 2023
28/02/2023	28/02/2023		KAI MASON	KAI0	97.50	0.00	97.50	4254	101	97.50	Delivery of Feb newsletters
28/02/2023	INV-2359		SMART MARK	SMM1	809.20	161.84	971.04	4015	101	809.20	marketing support
28/02/2023	INV-23229		DOMESTIC DARLINGS	DD02	800.00	160.00	960.00	4100	303	800.00	Cleaning foreshore
01/02/2023	1545		HORTON HEATING	HO02	70.83	14.17	85.00	4380	306	70.83	Damaged water main Baron Road
27/02/2023	02893592		EBC	E02	42.56	8.51	51.07	4370	302	42.56	Empty dog waste bins Feb 23
19/01/2023	OAS10045679-2		ORIGIN	OR01	48.40	0.00	48.40	4385	201	48.40	White 10 ltr drum (2)
10/01/2023	10/01/2023		CANON	C07	87.06	17.41	104.47	4045	101	87.06	contract
16/02/2023	1676563479		TM CONSTRUCTION	TMC	352.26	0.00	352.26	4392	302	352.26	bench seats (INV increased)
TOTAL INVOICES					<u>15,551.56</u>	<u>2,123.34</u>	<u>17,674.90</u>			<u>15,551.56</u>	

<u>Invoice Date</u>	<u>Invoice No</u>	<u>Net Value</u>	<u>VAT</u>	<u>Invoice Total</u>	<u>Date Paid</u>	<u>Amount Paid</u>	<u>Balance</u>
002		ORDNANCE SURVEY					
08/03/2022	02812118	333.00	0.00	333.00		0.00	333.00
TOTAL INVOICES FOR 002		333.00	0.00	333.00		0.00	333.00
AMAZON		Amazon.co.uk					
30/03/2022	GB226LJHTAEUI	104.16	20.83	124.99		0.00	124.99
TOTAL INVOICES FOR AMAZON		104.16	20.83	124.99		0.00	124.99
B04		BRITISH GAS BUSINESS					
10/01/2022	B2927502FD	90.96	18.19	109.15		0.00	109.15
TOTAL INVOICES FOR B04		90.96	18.19	109.15		0.00	109.15
BS02		Business Stream					
27/07/2021	2766026/13	-758.83	0.00	-758.83		0.00	-758.83
30/07/2021	2766026/11	-141.93	0.00	-141.93		0.00	-141.93
06/10/2021	2766026/14	28.75	0.00	28.75		0.00	28.75
20/10/2022	ON ACC 224	0.00	0.00	0.00	20/10/2022	15.31	-15.31
TOTAL INVOICES FOR BS02		-872.01	0.00	-872.01		15.31	-887.32
C07		CANON UK LTD					
12/11/2020	ON ACC 8	0.00	0.00	0.00	12/11/2020	77.45	-77.45
29/12/2020	402249706	38.30	7.66	45.96		0.00	45.96
09/02/2021	ON ACC 15	0.00	0.00	0.00	09/02/2021	197.16	-197.16
10/08/2021	ON ACC 74	0.00	0.00	0.00	10/08/2021	61.57	-61.57
30/12/2021	402360148	57.61	11.52	69.13		0.00	69.13
30/12/2021	4023601148	57.61	0.00	57.61		0.00	57.61
08/02/2022	ON ACC 144	0.00	0.00	0.00	08/02/2022	220.33	-220.33
05/10/2022	94624	61.03	12.21	73.24		0.00	73.24
13/10/2022	97748	126.00	25.20	151.20		0.00	151.20
TOTAL INVOICES FOR C07		340.55	56.59	397.14		556.51	-159.37
C08		CHURCHES FIRE SECURITY					
18/07/2022	46249	323.23	64.65	387.88		0.00	387.88
TOTAL INVOICES FOR C08		323.23	64.65	387.88		0.00	387.88
CLO8		CLOUDY GROUP LTD					
01/09/2022	INV-2133	497.83	100.16	597.99	01/02/2023	3.00	594.99
01/02/2023	INV-3415	430.00	86.00	516.00		0.00	516.00

<u>Invoice Date</u>	<u>Invoice No</u>	<u>Net Value</u>	<u>VAT</u>	<u>Invoice Total</u>	<u>Date Paid</u>	<u>Amount Paid</u>	<u>Balance</u>
TOTAL INVOICES FOR CLO8		927.83	186.16	1,113.99		3.00	1,110.99
D04 DESIGN & PRINT							
24/02/2023	INV-2302/31	825.00	0.00	825.00		0.00	825.00
TOTAL INVOICES FOR D04		825.00	0.00	825.00		0.00	825.00
DAN0 Daniel Cowley							
26/02/2023	26/02/2023	195.00	0.00	195.00		0.00	195.00
TOTAL INVOICES FOR DAN0		195.00	0.00	195.00		0.00	195.00
DD02 Domestic Darlings - Susan Meheux							
28/02/2023	INV-23229	800.00	160.00	960.00		0.00	960.00
TOTAL INVOICES FOR DD02		800.00	160.00	960.00		0.00	960.00
E02 EASTLEIGH BOROUGH COUNCIL							
18/08/2022	02852292	333.00	0.00	333.00	31/08/2022	196.19	136.81
27/09/2022	02857238	42.56	8.51	51.07		0.00	51.07
06/10/2022	02858487	845.86	0.00	845.86		0.00	845.86
06/10/2022	02863766	298.52	0.00	298.52		0.00	298.52
24/11/2022	02872536	162.20	32.44	194.64		0.00	194.64
03/01/2023	02879069	42.56	8.51	51.07		0.00	51.07
10/01/2023	02883899	311.44	0.00	311.44		0.00	311.44
23/01/2023	02889153	42.56	8.51	51.07		0.00	51.07
27/02/2023	02893592	42.56	8.51	51.07		0.00	51.07
TOTAL INVOICES FOR E02		2,121.26	66.48	2,187.74		196.19	1,991.55
E020 ENGRAVING & SIGN SOLUTIONS LTD							
14/11/2022	4844	5.00	1.00	6.00		0.00	6.00
14/11/2022	4845	65.00	13.00	78.00		0.00	78.00
18/11/2022	4854	44.30	8.86	53.16		0.00	53.16
15/02/2023	00004971	60.00	12.00	72.00		0.00	72.00
22/02/2023	00004981	50.00	10.00	60.00		0.00	60.00
TOTAL INVOICES FOR E020		224.30	44.86	269.16		0.00	269.16
E021 ELITE LIFT SOLUTIONS							
21/01/2022	4069	324.00	64.80	388.80		0.00	388.80
18/02/2022	ON ACC 147	0.00	0.00	0.00	18/02/2022	424.84	-424.84
04/05/2022	4264	16.00	3.20	19.20		0.00	19.20

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TOTAL INVOICES FOR E021		340.00	68.00	408.00		424.84	-16.84
FB01		Flowbird Smart City UK Ltd					
21/04/2022	3416	35.00	7.00	42.00	31/07/2022	-38.98	80.98
21/04/2022	UK149864	17.71	3.54	21.25		0.00	21.25
13/09/2022	UK154880	39.97	7.99	47.96		0.00	47.96
TOTAL INVOICES FOR FB01		92.68	18.53	111.21		-38.98	150.19
H003		HAMBLE VILLAGE MEMORIAL HALL					
08/02/2022	00002	165.00	0.00	165.00		0.00	165.00
13/04/2022	ON ACC 164	0.00	0.00	0.00	13/04/2022	30.00	-30.00
01/07/2022	INV-4571 2	134.33	0.00	134.33		0.00	134.33
TOTAL INVOICES FOR H003		299.33	0.00	299.33		30.00	269.33
H04		HAMPSHIRE COUNTY COUNCIL					
22/06/2021	58168632	39.21	3.43	42.64	09/07/2021	42.62	0.02
13/08/2021	1133500	709.00	141.80	850.80	22/09/2021	850.00	0.80
12/09/2021	3611543372	362.50	72.50	435.00		0.00	435.00
11/02/2022	58212475	28.98	5.80	34.78		0.00	34.78
11/02/2022	58212476	25.44	5.09	30.53		0.00	30.53
14/02/2022	9500162607	-125.00	0.00	-125.00		0.00	-125.00
04/03/2022	58214951	1.94	0.39	2.33		0.00	2.33
04/03/2022	58215674	57.30	11.46	68.76		0.00	68.76
01/04/2022	58217026	39.59	7.92	47.51		0.00	47.51
22/04/2022	58218019	40.46	8.09	48.55		0.00	48.55
22/04/2022	58218020	56.40	11.28	67.68		0.00	67.68
27/04/2022	ON ACC 168	0.00	0.00	0.00	27/04/2022	11.40	-11.40
27/04/2022	ON ACC 169	0.00	0.00	0.00	27/04/2022	18.52	-18.52
06/05/2022	58219371	28.59	5.72	34.31		0.00	34.31
06/06/2022	ON ACC 194	0.00	0.00	0.00	06/06/2022	11.40	-11.40
27/06/2022	58222056	63.51	12.70	76.21		0.00	76.21
27/06/2022	58224834	11.09	2.22	13.31		0.00	13.31
04/07/2022	58225806	70.90	14.18	85.08		0.00	85.08
09/08/2022	ON ACC 211	0.00	0.00	0.00	09/08/2022	342.73	-342.73
14/10/2022	58235765	32.88	6.58	39.46		0.00	39.46
21/10/2022	58236583	11.22	2.24	13.46		0.00	13.46
27/10/2022	3910037236	40.00	0.00	40.00		0.00	40.00
27/10/2022	4310001983	-5.00	0.00	-5.00		0.00	-5.00
27/10/2022	4310001987	-5.00	0.00	-5.00		0.00	-5.00
28/10/2022	58237101	10.66	2.13	12.79		0.00	12.79
17/01/2023	ON ACC 304	0.00	0.00	0.00	17/01/2023	66.51	-66.51
24/01/2023	3611600839	435.00	87.00	522.00		0.00	522.00
10/02/2023	58246943	46.10	9.22	55.32		0.00	55.32

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TOTAL INVOICES FOR H04		1,975.77	409.75	2,385.52		1,343.18	1,042.34
HO02 Horton Heating Limited							
01/02/2023	1545	70.83	14.17	85.00		0.00	85.00
TOTAL INVOICES FOR HO02		70.83	14.17	85.00		0.00	85.00
HU01 J Humphrey Associates							
24/02/2023	3780	35.00	7.00	42.00		0.00	42.00
TOTAL INVOICES FOR HU01		35.00	7.00	42.00		0.00	42.00
HU02 Hugofox Ltd							
25/08/2022	3548	35.00	7.00	42.00		0.00	42.00
TOTAL INVOICES FOR HU02		35.00	7.00	42.00		0.00	42.00
HVN1 Hamble Village Newsletter							
30/03/2022	PO144DL	35.00	0.00	35.00		0.00	35.00
27/09/2022	ON ACC 217	0.00	0.00	0.00	27/09/2022	285.00	-285.00
29/09/2022	ON ACC 216	0.00	0.00	0.00	29/09/2022	285.00	-285.00
18/11/2022	ON ACC 231	0.00	0.00	0.00	18/11/2022	82.50	-82.50
18/11/2022	ON ACC 232	0.00	0.00	0.00	18/11/2022	30.00	-30.00
18/11/2022	ON ACC 233	0.00	0.00	0.00	18/11/2022	97.50	-97.50
TOTAL INVOICES FOR HVN1		35.00	0.00	35.00		780.00	-745.00
J03 JEWSON LTD / Saint-Gobain Bldng Ltd							
02/02/2022	0707/00155370	80.30	16.06	96.36		0.00	96.36
01/04/2022	ON ACC 163	0.00	0.00	0.00	01/04/2022	310.00	-310.00
07/04/2022	0407/00159874	34.74	6.95	41.69		0.00	41.69
07/04/2022	0707/00160685	17.37	3.47	20.84		0.00	20.84
03/05/2022	ON ACC 183	0.00	0.00	0.00	03/05/2022	67.42	-67.42
01/06/2022	ON ACC 191	0.00	0.00	0.00	01/06/2022	269.87	-269.87
23/06/2022	0707/00165460	21.60	4.32	25.92		0.00	25.92
29/06/2022	ON ACC 198	0.00	0.00	0.00	29/06/2022	62.53	-62.53
30/06/2022	0707/00165735	172.80	34.56	207.36		0.00	207.36
TOTAL INVOICES FOR J03		326.81	65.36	392.17		709.82	-317.65
KAI0 Kai Mason							
28/02/2023	28/02/2023	97.50	0.00	97.50		0.00	97.50
TOTAL INVOICES FOR KAI0		97.50	0.00	97.50		0.00	97.50
L020 LIGHTATOUCH AUDIT SERVICES							
15/02/2023	230215	918.75	0.00	918.75		0.00	918.75

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TOTAL INVOICES FOR L020		918.75	0.00	918.75		0.00	918.75
NS01 Nespresso UK Ltd							
31/10/2021	ON ACC 123	0.00	0.00	0.00	31/10/2021	0.01	-0.01
02/02/2023	56975145	99.45	0.00	99.45		0.00	99.45
TOTAL INVOICES FOR NS01		99.45	0.00	99.45		0.01	99.44
O010 OPUS ENERGY							
07/05/2021	1225882	24.09	1.20	25.29		0.00	25.29
09/11/2022	ON ACC 229	0.00	0.00	0.00	09/11/2022	33.94	-33.94
TOTAL INVOICES FOR O010		24.09	1.20	25.29		33.94	-8.65
PI01 Pitter Self Drive Ltd							
30/11/2022	10144644	468.00	93.60	561.60		0.00	561.60
28/02/2023	184665	468.00	93.60	561.60		0.00	561.60
TOTAL INVOICES FOR PI01		936.00	187.20	1,123.20		0.00	1,123.20
RE250 Refix Maintenance Ltd							
24/11/2022	ON ACC 238	0.00	0.00	0.00	24/11/2022	-7,017.84	7,017.84
TOTAL INVOICES FOR RE250		0.00	0.00	0.00		-7,017.84	7,017.84
RY01 Ryman Ltd							
09/11/2022	2451	60.00	12.00	72.00		0.00	72.00
TOTAL INVOICES FOR RY01		60.00	12.00	72.00		0.00	72.00
S06 SHAWYERS TREE SPECIALISTS							
18/02/2022	ON ACC 149	0.00	0.00	0.00	18/02/2022	384.00	-384.00
TOTAL INVOICES FOR S06		0.00	0.00	0.00		384.00	-384.00
SH31 MPS FACILITY SERVICES LTD							
17/09/2021	INV7377	320.00	64.00	384.00	18/02/2022	381.00	3.00
TOTAL INVOICES FOR SH31		320.00	64.00	384.00		381.00	3.00
SMM1 Smart MarketingManagement Limited							
29/11/2021	Z260521	-60.00	0.00	-60.00		0.00	-60.00
28/02/2023	INV-2359	809.20	161.84	971.04		0.00	971.04

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TOTAL INVOICES FOR SMM1		749.20	161.84	911.04		0.00	911.04
SOTREN 1		Southampton Trophies and Engraving Limit					
24/02/2023	INV-6366	37.00	7.40	44.40		0.00	44.40
TOTAL INVOICES FOR SOTREN 1		37.00	7.40	44.40		0.00	44.40
ST01		Safetec Direct					
10/11/2022	63179	1,030.00	206.00	1,236.00		0.00	1,236.00
10/11/2022	524976	174.56	27.04	201.60		0.00	201.60
29/11/2022	INV528924	19.69	0.00	19.69		0.00	19.69
08/12/2022	C530921	-19.69	0.00	-19.69		0.00	-19.69
TOTAL INVOICES FOR ST01		1,204.56	233.04	1,437.60		0.00	1,437.60
SU01		Suez Recycling and Recovery UK Ltd					
31/01/2022	32498764	288.61	57.72	346.33	28/02/2022	336.80	9.53
31/03/2022	ON ACC 154	0.00	0.00	0.00	31/03/2022	349.66	-349.66
TOTAL INVOICES FOR SU01		288.61	57.72	346.33		686.46	-340.13
T02		TRADE UK (B&Q)					
24/11/2021	1216123594	32.28	6.46	38.74	31/01/2022	36.74	2.00
24/01/2022	2141	5.17	0.00	5.17		0.00	5.17
31/01/2022	ON ACC 140	0.00	0.00	0.00	31/01/2022	-42.00	42.00
07/02/2022	2142	90.00	0.00	90.00		0.00	90.00
25/02/2022	2144	85.00	0.00	85.00		0.00	85.00
30/03/2022	2147	67.42	0.00	67.42		0.00	67.42
05/04/2022	2201	243.20	0.00	243.20		0.00	243.20
30/04/2022	ON ACC 181	0.00	0.00	0.00	30/04/2022	-310.00	310.00
01/08/2022	ON ACC 205	0.00	0.00	0.00	01/08/2022	366.66	-366.66
03/10/2022	ON ACC 223	0.00	0.00	0.00	03/10/2022	114.35	-114.35
31/01/2023	1328025160	68.12	13.62	81.74		0.00	81.74
31/01/2023	1328844900	4.29	0.86	5.15		0.00	5.15
TOTAL INVOICES FOR T02		595.48	20.94	616.42		165.75	450.67
TC01		Tesco					
24/11/2021	221565	35.00	7.00	42.00		0.00	42.00
22/09/2022	ON ACC 215	0.00	0.00	0.00	22/09/2022	35.78	-35.78
TOTAL INVOICES FOR TC01		35.00	7.00	42.00		35.78	6.22
TOM0		Tom Jobling					
26/02/2023	26/02/2023	97.50	0.00	97.50		0.00	97.50

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TOTAL INVOICES FOR TOM0		97.50	0.00	97.50		0.00	97.50
	W02						
	T H WHITE						
28/03/2022	H31601	73.32	14.66	87.98	08/06/2022	84.98	3.00
TOTAL INVOICES FOR W02		73.32	14.66	87.98		84.98	3.00
	Z003						
	Zoonou Ltd						
27/07/2022	58228190	65.36	13.07	78.43		0.00	78.43
TOTAL INVOICES FOR Z003		65.36	13.07	78.43		0.00	78.43
TOTAL UNPAID INVOICES		14,225.52	1,987.64	16,213.16		-1,226.05	17,439.21

Date: 28/02/2023

Time: 11:22:47

Hamble-le-Rice Parish Council

Payment Summary (Part 1) Landscape

Tax Month : 11 Week : 47 Payment Frequency: Monthly

E'ee Ref Name	Total Gross	Taxable Gross	Pre-Tax Payment	Pre-Tax Ded'n	Student/Postgrad Loan	PAYE	Employee NIC	Employee Pension*	SSP	Parental Payments	Post-Tax Payment	Post-Tax Ded'n	B/F	C/F	Net Pay
4 R Clarke	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
5 C Ayres	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
23 A Jobling	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
25 A Fejzo	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
26 M Cowley	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
27 R Mason	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
28 L Bradbury Knight	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
30 J James	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
8 Employees	15148.30	14359.81	15148.30	0.00	0.00	1380.00	787.62	788.49	0.00	0.00	0.00	0.00	0.00	0.00	12192.19

*Please note this value does not include any contribution made to a salary sacrifice pension scheme.

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AF02 AFC Netley							
28/02/2023	I2110824	750.00	0.00	750.00		0.00	750.00
TOTAL INVOICES FOR AF02		750.00	0.00	750.00		0.00	750.00
AST01 Asset Sales							
01/04/2022	I2110755	2,515.00	0.00	2,515.00		0.00	2,515.00
29/08/2022	I2110769	-2,515.00	-503.00	-3,018.00		0.00	-3,018.00
TOTAL INVOICES FOR AST01		0.00	-503.00	-503.00		0.00	-503.00
BGFC Boorly Green YTH FC							
05/11/2021	I2110715	420.00	0.00	420.00		0.00	420.00
08/11/2022	I2110780	250.00	0.00	250.00		0.00	250.00
01/03/2023	I2110830	250.00	0.00	250.00		0.00	250.00
TOTAL INVOICES FOR BGFC		920.00	0.00	920.00		0.00	920.00
BU02 Butlocks Heath FC							
27/02/2023	I2110826	375.00	0.00	375.00		0.00	375.00
27/02/2023	I2110827	330.00	0.00	330.00		0.00	330.00
TOTAL INVOICES FOR BU02		705.00	0.00	705.00		0.00	705.00
C019 ACCOUNTABLY							
23/07/2021	21/10707	50.00	10.00	60.00		0.00	60.00
28/02/2022	21-10803	50.00	10.00	60.00		0.00	60.00
20/02/2023	21-10835	50.00	10.00	60.00		0.00	60.00
TOTAL INVOICES FOR C019		150.00	30.00	180.00		0.00	180.00
CO12 COOP Funeralcare							
27/10/2021	21-10822	1,100.00	0.00	1,100.00		0.00	1,100.00
TOTAL INVOICES FOR CO12		1,100.00	0.00	1,100.00		0.00	1,100.00
COOP0 Co-Op Funeralcare Park Gate							
01/03/2023	I2110833	400.00	0.00	400.00		0.00	400.00
TOTAL INVOICES FOR COOP0		400.00	0.00	400.00		0.00	400.00
E04 EASTLEIGH BOROUGH COUNCIL							
10/03/2022	I2110740	1,740.00	0.00	1,740.00		0.00	1,740.00
09/06/2022	Payment 1688-1	0.00	0.00	0.00	09/06/2022	500.00	-500.00

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TOTAL INVOICES FOR E04		1,740.00	0.00	1,740.00		500.00	1,240.00
EAUK1		Eastleigh Ukraine Response Team					
31/01/2023	I2110810	90.00	0.00	90.00		0.00	90.00
TOTAL INVOICES FOR EAUK1		90.00	0.00	90.00		0.00	90.00
EXC		Excelitas Technologies					
06/02/2023	21-10834	300.00	0.00	300.00		0.00	300.00
TOTAL INVOICES FOR EXC		300.00	0.00	300.00		0.00	300.00
FPRGUP		FPR Group					
24/02/2023	I2110823	255.00	0.00	255.00		0.00	255.00
TOTAL INVOICES FOR FPRGUP		255.00	0.00	255.00		0.00	255.00
H08		HAMBLE ESTATE AGENCY					
23/07/2021	21/10706	100.00	20.00	120.00		0.00	120.00
TOTAL INVOICES FOR H08		100.00	20.00	120.00		0.00	120.00
H036		HAMPSHIRE COUNTY COUNCIL					
18/10/2021	I2110713	20.00	0.00	20.00		0.00	20.00
05/11/2021	I2110716	20.00	0.00	20.00		0.00	20.00
TOTAL INVOICES FOR H036		40.00	0.00	40.00		0.00	40.00
H040		HAMBLE CLUB VETS FC					
30/01/2023	I2110805	75.00	0.00	75.00		0.00	75.00
TOTAL INVOICES FOR H040		75.00	0.00	75.00		0.00	75.00
HE01		Hedge End Town FC					
01/03/2023	I2110832	375.00	0.00	375.00		0.00	375.00
TOTAL INVOICES FOR HE01		375.00	0.00	375.00		0.00	375.00
HE02		Hedge End Town Council					
21/09/2021	21-10791	531.67	86.33	618.00		0.00	618.00
TOTAL INVOICES FOR HE02		531.67	86.33	618.00		0.00	618.00
HFC01		Hamble le Rice Flower Club					
16/06/2022	I2110756	220.00	11.00	231.00		0.00	231.00
31/12/2022	I2110786	110.00	0.00	110.00		0.00	110.00

<u>Invoice Date</u>	<u>Invoice No</u>	<u>Net Value</u>	<u>VAT</u>	<u>Invoice Total</u>	<u>Date Paid</u>	<u>Amount Paid</u>	<u>Balance</u>
TOTAL INVOICES FOR HFC01		330.00	11.00	341.00		0.00	341.00
HG01 Hamble Good Neighbours							
25/11/2022	I2110784	30.00	0.00	30.00		0.00	30.00
TOTAL INVOICES FOR HG01		30.00	0.00	30.00		0.00	30.00
L010 Leaders First in Letting							
15/07/2022	21-10821	300.00	60.00	360.00		0.00	360.00
TOTAL INVOICES FOR L010		300.00	60.00	360.00		0.00	360.00
SH01 Sholing Youth Football Team							
24/01/2022	I2110733	450.00	0.00	450.00		0.00	450.00
01/03/2023	I2110825	450.00	0.00	450.00		0.00	450.00
TOTAL INVOICES FOR SH01		900.00	0.00	900.00		0.00	900.00
SH02 Sholing Celtic Vets FC							
01/03/2023	I2110831	375.00	0.00	375.00		0.00	375.00
TOTAL INVOICES FOR SH02		375.00	0.00	375.00		0.00	375.00
SK01 Skin Dr Clinic							
23/07/2021	21/10708	50.00	10.00	60.00		0.00	60.00
TOTAL INVOICES FOR SK01		50.00	10.00	60.00		0.00	60.00
SO1 Solent Recreational Sports							
26/01/2023	I2110802	450.00	0.00	450.00		0.00	450.00
TOTAL INVOICES FOR SO1		450.00	0.00	450.00		0.00	450.00
X1 ONE OFF HIRES							
19/04/2022	I2110748	190.00	0.00	190.00		0.00	190.00
30/04/2022	21-10812	335.83	47.17	383.00		0.00	383.00
29/07/2022	I2110765	20.00	0.00	20.00		0.00	20.00
29/07/2022	I2110766	20.00	0.00	20.00		0.00	20.00
09/09/2022	I2110768	980.00	0.00	980.00		0.00	980.00
14/10/2022	I2110771	45.00	0.00	45.00		0.00	45.00
TOTAL INVOICES FOR X1		1,590.83	47.17	1,638.00		0.00	1,638.00
TOTAL UNPAID INVOICES		11,557.50	-238.50	11,319.00		500.00	10,819.00

Trial Balance for Month No: 11

Trial Balance Summary by Cost Centre

	<u>A/c Code</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
Total :-		Balance Sheet & Non Centre A/cs	219,820.78	335,604.05
Total :-	100	Staff Costs	313,224.40	81.30
Total :-	101	Administration	60,792.09	321,294.72
Total :-	102	Civic & Archives	5,123.70	0.00
Total :-	103	Publications	9,178.30	1,321.67
Total :-	104	Car Parking	3,888.96	36,154.58
Total :-	105	St. Andrews Cemetery	145.32	8,189.59
Total :-	107	Grant Expenditure	3,256.40	0.00
Total :-	108	Grounds Maintenance	26,287.56	66.67
Total :-	110	Office	2,148.27	2,515.00
Total :-	201	Mt. Pleasant Rec. Ground	592.07	459.38
Total :-	202	College Playing Fields	18,603.45	1,999.11
Total :-	205	Allotments	2,546.77	1,338.30
Total :-	301	Foreshore Dinghy Park	1,924.67	42,238.91
Total :-	302	Foreshore (General)	58,746.49	6,902.89
Total :-	303	Foreshore Public Toilets	9,188.19	0.00
Total :-	304	RUP Committee Room	0.00	845.00
Total :-	306	RUP Pavillion	18,952.16	1,773.33
Total :-	307	Mount Pleasant Pavilion	5,743.75	0.00
Total :-	308	Community Hub/Library	621.17	0.00
		Trial Balance Total :	760,784.50	760,784.50
		Difference :	0.00	

Exemption Business

Simon Hand

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.

| For Decision

Outcome of Formal Compliant

***Clerk - Hamble Parish
Council, Simon Hand***

To be advised on the outcome of work between EBC's CEO and the Councils Clerk in relation to a complaint from November 2022.

| For Information

Staffing Issue

***Clerk - Hamble Parish
Council, Simon Hand***

To receive an update on a number of staffing issues

| For Information

14 - Signed - Amanda Jobling Clerk - 8th March 2023

Hamble Parish Council, Parish Office, 2 High Street, Hamble, Southampton
SO31 4JE. 023 8045 3422.