



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 Tuesday, May 9, 2023, 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@hamblepc.org.uk

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

AGENDA

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1 - Welcome to Annual Parish Meeting

Simon Hand

2 - Chair's opening statement and a minutes silence in memory of, and to honour Tony Ryan.

Simon Hand

3 - Election of Chair for 2023/24

To receive nominations for the election of Chair of the Council for the year 2023/24 and for the Chair to sign the acceptance of office form.

For Decision

Attachments

[acceptance of office - Chair.docx](#)

DECLARATION OF ACCEPTANCE

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

ACCEPTANCE OF OFFICE - CHAIR

I

having been elected to the of Chairman of the Parish Council of Hamble-le-Rice,
declare that I take that office upon myself, and will duly and faithfully fulfil the duties
of it according to the best of my judgement and ability.

I undertake to observe the Code as to the Conduct that is expected of members
of the Parish Council of Hamble-le-Rice.

Signed

Date

This declaration was made and signed before me:

Signed

Clerk and Proper Officer of the Council *

4 - Apologies for Absence, declaration of interets and dispensations

For Information

5 - Approve the minutes of the last meeting

Minutes from the 11th April 2023

| For Decision

Attachments

[2023-04-11 - Council Meeting - revised date due to Bank Holiday - Minutes.docx](#)



Council Meeting

Minutes

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

Minutes of the **Council Meeting - revised date due to Bank Holiday of HAMBLE PARISH COUNCIL**

Meeting held on **Tuesday, April 11, 2023 at 19:00 - 21:30** in the **ROY UNDERDOWN PAVILION BARON ROAD HAMBLE; Meeting Room**

Present: Chris Jones, Ian Underdown, Malcolm Cross, Mark Venables, Michelle Nicholson, , Sheelagh Cohen, Simon Hand, Tony Moody, Trevor Dann,

Apologies: Cllrs Lehneis, Moody, Ryan and Thompson, and Projects Manager, Steve Tilbury.

Staff In Attendance: Claire Price, Smart Marketing and Amanda Jobling, Clerk

MINUTES OF THE MEETING.

MINUTES REFERENCE 11.04.2023+AGENDA ITEM

1 WELCOME

Chairs Announcement – Confirmed that Chris Ayres had formally retired from the Council at the end of March and a presentation would follow in the Office on the 17th April. The Council wanted to record its thanks and appreciation for the 21 years of service and wished Chris all the best for the future.

Cllr Hand also confirmed that it was his last meeting as Chair and that a new Chair would take over in May. Period of change but it is important to ensure that we have continuity for the final twelve months of the council's administration.

Apologies for absence

Cllr Tony Ryan, Andy Thompson, Tony Moody, Sarah Lehneis and Robin Mason and Steve Tilbury.

Dispensation – Cllr Venables, Cllr Dann, Cllr Underdown – Cemex and Cllr Cross – Planning

2 APPROVE MINUTES

Resolved to approve the minutes of the meeting on 13th March 2023 - Proposed by Cllr Hand and Seconded by Cllr Cross and approved by majority.

3 PUBLIC PARTICIPATION

Two members of the public attended from the Hamble Peninsula Residents Group. They confirmed they had submitted two further responses to HCC (Hampshire County Council) – one mapped the responses from the consultees against the National Planning Policy Framework and the second reviewed issues raised by non-statutory consultees. Also looking at other planning decisions and mitigations that HCC have made. They want to highlight the difference between this application and others.

4 FUTURE OF HAMBLE AIRFIELD - CEMEX

4.1 FUTURE OF HAMBLE AIRFIELD - UPDATE ON STATUTORY CONSULTTEES

The Clerk highlighted the current position with the statutory consultees following a meeting with the Case Officer. These included the outstanding issues with the County ecologist and Natural England, the Flood Authority, and the Highways Authority. On the highways mitigations the case officer highlighted there were three components to the mitigations including access in and around the site and modal shift. Highlighted the problem with the current approach with left the community unable to test or assess whether the measures as suitable and deliverable.

A Cllr asked about the discrepancies in the traffic data and how significant this is. The link to the Satchell Lane appeal hearing was made and the gap between HCC's position on that proposal and their current position. Added to which the varying different views of the consultants and how there is no agreement.

Also asked if EBC (Eastleigh Borough Council) would be leading on this next step – confirmed we have a meeting in place 17th April and had requested that we have more senior staff present and have a view on who will rep them in the Regulatory Committee.

4.2 FUTURE OF HAMBLE AIRFIELD - PURPOSE OF THE MEETING 19TH APRIL 2023

Chris outlined that the meeting is an opportunity to discuss the application and having time and space in closed session to discuss and debate it.

5 FOLLOW UP - COUNCIL MEETING 13TH MARCH 2023

Correspondence following up the issues raised were attached for information.

5.1 ACTION ON HAMBLE FORESHORE AND CONSERVATION AREA - UPDATE

The Clerk confirmed that the resident had been written too with an invite for further involvement at the stage when the Conservation Policy was reviewed later in the year.

5.2 DOG CONTROL ORDERS

Following the discussion Cllr Cross had made contact with the relevant member of staff at EBC. They confirmed they were exploring the option of using Public Spaces Protection Orders to manage areas where dogs were being walked and would welcome any information about problems experienced at a local level.

6 GRANTS - SECTION 137

Resolved in accordance with its powers under S137 & S139 of the Local Government Act 1972 that it 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 £500

to Eastleigh Citizens Advice for the provision of Hamble Outreach service. To also explore with EBC the provision of funding for the service in the core agreement for future years.

Proposed by Cllr Dann and seconded by Cllr Hand and all agreed.

7 RECOMMENDATIONS FROM COMMITTEES AND WORKING GROUPS

7.1 ASSET MANAGEMENT COMMITTEE

To resolved to agree to enter into a supplier contract for gas with YU for a twelve-month period

Cllr Hand proposed, and Cllr Cohen seconded and all agreed

To recommend to Council to enter a forty-seven-month contract for the lease and maintenance of an e-transit at a monthly charge of £773.93 + vat. There is a lead in period of about 8 months. The contract will be with ALD Automotive Limited (trading as Ford lease).

The matter was referred to AMC for further discussion given concerns over the length of the contract. One Cllr challenged the approach in general raising concerns about the indicated reductions in carbon and the damage caused through the supply of the battery.

7.2 PERSONNEL WORKING GROUP

Resolved to agree to enter a contract for 36 months with Worknest on the terms set out in the attached proposal – proposed Cllr Cohen seconded Cllr Underdown and all agreed.

7.3 RECRUITMENT WORKING GROUP

Meeting of the Working Group took place and a decision taken to go to the market on the basis of the current role namely combined Clerk and RFO. Timetable outlined to get the job out to the market. It is optimistic but achievable. Might need to seek a locum appointment in the short term.

8 FINANCE, BANK RECONCILIATION AND PAYMENTS FOR MARCH 2023

It was agreed that money transferred from the EBC loan should be moved back now the precept was in. Proposed Cllr Underdown and Seconded Trevor Dann and all agreed. The Clerk was asked to check interest rate on business savings and EBC loan.

Proposed Cllr Underdown and seconded by Cllr Hand and the changes to fees and charges were agreed.

The Clerk was also asked to investigate a problem with Ringo at the Foreshore Car Park that was stopping people returning and paying within 4 hours.

Bank Reconciliation Proposed by Cllr Hand and seconded by Cllr Jones and all approved the bank reconciliation and the payments list.

9 EXEMPT BUSINESS

Proposed Cllr Hand and Cllr Underdown and all approved.

10 PERSONNEL WORKING GROUP - STAFFING ISSUES

The Council considered a report on the impact of annual increments on staff pay. The recommendation was proposed by Cllr Jones and Seconded by Cllr Cohen and approved by the Council.

Meeting ended at **8.53pm**

CHAIR _____

DRAFT MINUTES TO BE SIGNED AT THE NEXT COUNCIL MEETING

6 - Public session

To allow members of the public to address the Council with issues of interest or concern. The protocol for this is attached.

| For Discussion

Attachments

[Public participation at meetings.docx](#)

Hamble Parish Council – guidance for public participation

Members of the public may make representations, answer questions, and give evidence at a Council meeting which they are entitled to attend in respect of the business on the agenda.

The period for public participation at a meeting shall not exceed 15 minutes unless agreed by the chair of the meeting.

A member of the public shall not speak for more than 5 minutes.

A question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may request that a written or oral response be given outside of the meeting.

A person shall raise his hand when requesting to speak and stand unless the chair of the meeting invites them to be seated. A person speaking at a meeting will direct their comments to the chair of the meeting.

Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

A person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public’s exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public’s exclusion.

The press shall be provided with reasonable facilities all or part of a meeting at which they are entitled to be present.

7 - Election of Vice Chair for 2023/24

To receive nominations for the Vice Chair for 2023/24

Attachments

[acceptance of office - Vice Chair.docx](#)

DECLARATION OF ACCEPTANCE

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

ACCEPTANCE OF OFFICE - VICE CHAIR

I

having been elected to the of Chairman of the Parish Council of Hamble-le-Rice,
declare that I take that office upon myself, and will duly and faithfully fulfil the duties
of it according to the best of my judgement and ability.

I undertake to observe the Code as to the Conduct that is expected of members
of the Parish Council of Hamble-le-Rice.

Signed

Date

This declaration was made and signed before me:

Signed

Clerk and Proper Officer of the Council *

8 - Governance Review

Each year the Council is required to review its working arrangements for the year. This includes:

Dates for meetings, membership of committees/working groups and the election of chairs for each.

Exceptional Council meeting 22nd May 2023 to confirm the Annual Governance and Accounts Return 2022/23

Date of the Annual Parish Council for 2024

Review of Standing Orders and Financial Regulations

Review of Media Policy, Customer Complaints Policy, Equality Statement.

Review Insurance cover

Approve the Asset Register

Policies and documents can be found and reviewed on the website.

| For Decision

Attachments

[0155_001.pdf](#)

[Council, Committees Dates for 23 - V4-compressed.pdf](#)

[TAP Policy Schedule.pdf](#)

SUMMARY OF ASSETS BY GROUP NAME

Group	Original Cost	Current Value	Insurance Value
Buildings	890,049.00	890,049.00	3,500.00
Civic	11,504.00	11,504.00	1,800.00
Computers	7,969.00	7,969.00	825.00
Land	56,428.00	56,428.00	0.00
Memorial	1,503.00	1,503.00	42,500.00
Misc	18,746.73	18,746.73	125,300.00
Parking	11,216.00	11,216.00	24,700.00
Plant	37,764.81	37,764.81	1,499.25
Play Equipment	173,259.00	173,259.00	410,800.00
Public Realm	88,843.90	88,843.90	187,472.00
Vehicles	33,582.00	33,582.00	0.00
Waste Bins	22,169.00	22,169.00	43,950.00
TOTAL	1,353,034.44	1,353,034.44	842,346.25

Full Council	Frequency	Members	Date
	Monthly – second Monday	Cllr Cohen Cllr Cross Cllr Dann Cllr Hand Cllr Jones Cllr Lehneis Cllr Moody Cllr Nicholson Cllr Thompson Cllr Underdown Cllr Venables + Vacancy + Parish Clerk	09.05.23 12.06.23 10.07.23 14.08.23 11.09.23 09.10.23 13.11.23 11.12.23 08.01.24 12.02.24 11.03.24 08.04.24 13.05.24

Annual Parish Council Meeting

Proposed Date: 23.03.24

Planning	Frequency	Members	Date
<ul style="list-style-type: none"> • Highways & Infrastructure • Designations • Design / Local Policies • Enforcement • Applications • Footpaths 	Monthly – To be confirmed	Cllr Dann Cllr Jones Cllr Nicholson Cllr Thompson Cllr Underdown Cllr Venables + Vacancy + Parish Clerk	

Asset Management	Frequency	Members	Date
<ul style="list-style-type: none"> • Leases • Buildings / Facilities • Land / Estate • Health & Safety • Fees & Charges 	Every second month – To be confirmed	Cllr Cohen Cllr Cross Cllr Hand Cllr Lehneis Cllr Thompson Cllr Underdown + Project Manager	



Communications Working Group	Frequency	Members	Date
	Tuesday pm following Council meeting	Cllr Moody Cllr Nicholson Cllr Lehneis + Parish Clerk + Smart Marketing	10.01.23 11.07.23 14.02.23 15.08.23 14.03.23 12.09.23 12.04.23 10.10.23 09.05.23 14.11.23 13.06.23 12.12.23

Resources - Proposed New Group	Frequency	Members
Group to combine the personnel, finance and communications functions.	Every second month	Cllr Jones + Parish Clerk Cllr Hand + Smart Marketing Cllr Venables + Others

Footpaths and Rights of Way	Members
	Cllr Nicholson Cllr Thompson Cllr Underdown

Heather Garden Working Party	Members
	Chair of AMC 2 Community Representatives + Parish Warden

Co-ordination Working Group	Members
Time limited to Cemex application.	Chairs of Council Planning Communications Resources + Vice Chair + Parish Clerk

Outside Bodies and Organisations	Frequency
Hamble Estuary Partnership	Twice yearly
Hamble Village Memorial Hall	To be confirmed
Henville Trust	Quarterly, term of 4 years

Ms Amanda Jobling
Hamble Le Rice Parish Council
Memorial Hall
High St
Hamble Le Rice
Southampton
SO31 4JE

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-272006-5983
Insured	Hamble Le Rice Parish Council
Business	Parish / Town Council
Period of Insurance	
From	01 st June 2022
To	31 st May 2023
and any other period for which cover has been agreed.	

Renewal Premium	£ 8,031.41
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Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	98157818
Long term agreement active until	01 st June 2023
Preparation Date	06 th May 2022
Prepared by	Mr Vincent Liu
Policy Form Reference	MLAACE06

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part A – Material Damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Roy Underdown Pavilion, Baron Road, Hamble, Southampton, Hampshire, SO31 4RN	£735,746.54	N/A	£7,095.44	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. Garages/Shed, Hamble, Southampton, Hampshire, SO31 4JE	£39,442.71	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. Clerks Office, Hamble, Southampton, Hampshire, SO31 4JE	£0.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4. Sports Pavilion Mount Pleasant Rec Ground, Hamble, Southampton, Hampshire, SO31 4JS	£799,715.92	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 1, 2, 3, 4

Insured Perils applicable to Material Damage : 1-13, 15 & 16

Excesses Applicable to Premises

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250

Escape of Water	£250
Falling Trees or Branches	£250

Excesses Applicable to Premises

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

Part B – Business Interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
All Premises	£10,000	24	N/A		£30,000	12

For Premises: 1, 2, 3, 4

Insured Perils applicable to Business Interruption : 1-13, 15 & 16

Operative Endorsements:

None

Part C – All Risks

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Item Description	Premises Address (if applicable)	Sum Insured	Excess
Contents (a)	Shell/PB Squash Courts, Hamble, Southampton, Hampshire, SO31 4JE	£3,132.73	£100
Contents (c)	Hamble Village Memorial Hall, High Street, Hamble, Southampton, Hampshire, SO31 4JE	£9,105.83	£100

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Equipment including tools in various locations, as per asset register	£76,051.68	£100
CCTV Equipment at various locations	£7,723.35	£100
Christmas Lights	£2,673.47	£100
Pay and Display Machine x 2	£10,342.50	£100
'Welcome to Hamble' sign	£2,493.12	£100
Notice Board @ Hamble Square	£1,352.65	£100
Baltimore Seat	£20,369.28	£100
Quay Ladder	£8,248.50	£100
Height Barrier	£4,782.54	£100
Picnic Benches	£5,283.28	£100
Youth Shelter x2	£31,827.00	£100
Notice Board @ Cemetery	£1,477.55	£100
ATA Memorial	£15,055.14	£100
Mount Pleasant Playground and Skate Park	£265,225.00	£100
Bartlets Field Playground	£53,045.00	£100
Avro Court Playground	£37,131.50	£100
College P.F - Goal Posts and Tennie Posts and Nets	£2,024.20	£100
18th Century Water Pump, Well Lane	£2,509.18	£100
Sculpted Seat at the Foreshore	£13,398.57	£100
Hamble Airfield Memorial	£6,090.27	£100
Allotment Gardens Boundary Fencing - Hamble Lane	£13,261.25	£100
Storage Shed	£36,296.87	£100

Nespresso coffee machines	£1,819.39	£100
(3x) iPads	£1,144.08	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any Member or Employee or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any Member or Employee	£250
(c) in the premises	
(i) in the custody of or under the actual supervision of any Member or Employee	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£250

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

Part E – Public Liability

Limit of Indemnity: £15,000,000

Excess: £100 each and every claim in respect of Section 2(d)(ii)

Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

Exclusions

The **insurer** shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.

Part F – Hirers' Liability

Limit of Indemnity: £2,000,000

Excess: £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

Operative Endorsements

None

Part G – Employers Liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

Part H – Libel and Slander**Sum Insured**

£250,000

Excess: 10% each and every claim or £1,000 whichever is the lower**Operative Endorsements**

None

Part I – Motor Vehicles

Insured Vehicle: All as described in
Persons Entitled to Drive: the Certificate of
Limitation as to Use: Motor Insurance

Cover: Section 22

A. Comprehensive

Excess : Section 23

Amount	Description
£ 150	Accidental Damage , Fire , Theft , Windscreen , Theft total loss
£ Nil	Third party

Additional to any other Excess which applies

Age and Inexperienced Driver Excess: Section 11

(a)	Under 25 years	£150
(b)	Over 25 years inexperienced	£150

Additional to any other Excess which applies

Repair Limit: £Nil

Section 12

Damage to Property Limit:

£5,000,000 Applicable to any Commercial Vehicle, Minibus, Agricultural Vehicle and Special Type

£50,000,000 Applicable to any Private Motor Car

Personal Effects Limit: £150

Section 13

Medical Expenses Limit: £250

Section 14

Additional Cover : Section 25

U. Occasional Business Use

Not Operative

V. Loss of No Claim Discount/Excess

Not Operative

Operative Endorsements:

None

Part J – Motor Legal Expenses and Uninsured Loss Recovery

Limit of Indemnity:

£100,000 per insured incident

Part K – Inspection Contract

Service: Inspections of each item of Plant described in the Plant Specification under Contract Number EI-272006-5987.

Part N – Fidelity Guarantee

Persons Guaranteed:
All members and employees

Sum Guaranteed
£500,000

Excess: £100 each and every loss

Part O – Personal Accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

Persons Insured:

Employees

Capital Sum	£50,000.00
Weekly Sum	£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Directors/Councillors

Capital Sum	£50,000.00
Weekly Sum	£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Operative Endorsement:

1) Special Condition 4 of Section 5 is inoperative provided always that the **insurer** will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

Part P – Legal Expenses

Section:

3. Employment Disputes and Compensation Awards	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	Operative
6. Tax Protection	Operative
7. Contract Disputes - £5,000 Limit	Operative
8. Statutory Licence Protection	Operative

Limit of Indemnity: £200,000

Operative Endorsements

The following is also operative: Debt Recovery

Insured Incident

The **insurer** will negotiate for the **insured's** legal rights including enforcement of judgment to recover money and interest due from the sale or provision of goods or of services, provided always that:

- a) the amount of the debt exceeds £250 (incl VAT)
- b) the claim under this Part is made within 90 days of the money becoming due and payable
- c) the **insurer** has the right to select the method of enforcement, or to forego enforcing judgment if the **insurer** is not satisfied that there are, or will be, sufficient assets available to satisfy judgment.

Exceptions

We will not provide indemnity in respect of or arising from or relating to:

- a) any debt arising from an agreement entered into prior to the inception date of the indemnity provided by this section if the debt is due within the first 90 days of the indemnity provided by this section
- b) the recovery of money and interest due from another party where the other party intimates that a defence exists
- c) any claim relating to:
 - i) any settlement payable under an insurance policy
 - ii) any lease, licence or tenancy of land or buildings
 - iii) any motor vehicle owned by, or hired or leased to you other than agreements relating to the sale of motor vehicles where you are engaged in the business of selling motor vehicles
- d) any dispute which arises out of the purchase, hire, sale or provision of computer hardware, software, systems or services.

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing Customers.team@uk.zurich.com. Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

3. Bonus and fee structure

Employees and businesses who work for ZIP UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

Claims contact information

If you need advice on a claim, it is important that you speak to the appropriate specialist. Claims specialists are available to discuss your cover and advise you on how to make a claim. Their contact details are:

Type of Claim	Claims team	Claims contact details	
Buildings, contents including "All Risks" Items	Property Claims	Tel:	0800 028 0336
Business interruption		Email:	farnboroughpropertyclaims@uk.zurich.com
Money		Address:	Zurich Municipal Property Claims, Zurich Financial Services, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Works in progress			
Public liability	Liability Claims	Tel:	0800 876 6984
Employers liability		Email:	fnlc@uk.zurich.com (new claims) zmflc@uk.zurich.com (subsequent correspondence)
Personal assault under Money		Address:	Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB (DX 140850, Farnborough 4)
Personal accident			
Financial and administrative liability			
Professional negligence			
Hirers liability			
Fidelity guarantee			
Libel and slander			
Engineering insurance			
Engineering – Deterioration of stock			
Business travel			
Motor	Motor Claims	Tel:	0800 916 8872 (new motor claims) 0800 232 1913 (customer damage)
		Email:	zmotorclaimsoffice@uk.zurich.com
		Address:	Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Legal Expenses	DAS Legal Claims	Tel:	0117 934 2116 (Switchboard)

General claims procedure

This is a description of the general claims procedure you will need to follow:

1. Contact the relevant claims office, to notify the claim
2. If necessary, a claim form will be sent out to you for completion, or you will be asked to send details in writing
3. In the event of uncertainty, please call the relevant office for guidance.
4. Out of hours/Emergency Property losses - please contact 0800 028 0336
5. Track open claims on-line at: <https://www.zurich.co.uk/municipal/existing-customers>

DAS Head and Registered Office:

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH
Registered in England and Wales | Company Number 103274 Website: www.das.co.uk
DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority
and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority.

DAS Law Limited Head and Registered Office:

DAS Law Limited | North Quay | Temple Back | Bristol | BS1 6FL
Registered in England and Wales | Company Number 5417859 Website: www.daslaw.co.uk
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9 - Cemex Update

Chris Jones

10 - Recommendations from Committees or working groups

10.1 - Update on recruitment*Sheelagh Cohen, Mark
Venables*

To receive an update on the recruitment process.

 For Information

10.2 - Communication Working Group*Michelle Nicholson,
Claire Price*

To agree the implementation of a move to an e-version of the newsletter plus a limited distribution for those unable to access e versions.

| For Decision

Attachments

[HPC Newsletter Plans - May23.docx](#)

Proposed Changes to the Hamble Newsletter, May 2023

Proposal:

To transition from the current hard-copy, hand-delivered newsletter to an electronic online document.

Why Is This Change Being Proposed?

- Hamble Parish Council currently spends over £11,000 per annum on printing and distributing the village newsletter to 2,000 homes throughout the village (£825 per issue to print; £300 per issue to distribute). The Council has challenged the Comms Working Group to reduce the cost of this activity from July 2023.
- In the newsletter review which was carried out in November 2021, the environmental impact of a printed document was raised by some residents.
 - 10 issues equates to 240,000 sheets of paper per annum.
 - 240,000 sheets of paper is the equivalent of 14,400kgs of CO2.
 - To offset 14,400kgs of CO2 approximately 575 trees would need to be planted.
- In the newsletter review, 31% of respondents supported phasing out a print-only newsletter (55% wanted the newsletter to remain unchanged).
- Lessons from lockdown and the Village of the Year event demonstrated that there is a real sense of street-level communities to which a village-wide printed newsletter cannot always adequately speak. Online updates/news distribution can be more easily targeted to specific areas in the village and filtered by the reader.

Sensitivities to Consider

- Hamble's demographic includes a significant percentage of older people who may not be comfortable with electronic documents, or who may not have access to email/websites. Migrating to a wholly online approach could disadvantage these residents.
- Some community contributors may not be keen to submit content to an online-only newsletter, and so we need to consider how best to share community information.
- We are likely to lose advertising income once the newsletter migrates online (c.£175 per month).

Proposed Timeline

- **June/July 2023**

In the June and July issues of the newsletter, we would propose to include a full-page feature which provides full details regarding the move to online-only distribution and the associated timeline, and asks residents to:

- Subscribe to the online newsletter;
- Contact us with ideas for distribution 'hubs' (which could include nursing homes/assisted living facilities etc);
- Ask for volunteers to take newsletters to the distribution hubs;
- Ask people to contact us if they feel they would still need delivery to their home address, and their reason why.

- **September 2023**

The newsletter migrates to a new online 'home', a link to which is sent out to subscribers on a monthly basis. Initially, this newsletter will contain a mix of Council/community content, so there would be very little change for contributors.

Alongside the online version, we also print a short-run of c.300 issues, which are placed at key points in the village (i.e., the Mercury, the Post Office). While the online version can have any number of pages, we should reduce the size of the printed copy to 4 or 8pp (which may mean reducing the space allocated to community content). The purpose of these printed copies is to make the newsletter accessible to those who may not be comfortable with online access.

The cost of this exercise should be c.£200 - £250 per issue (£2,500 per year – a saving of nearly £9k).

- **October 2023**

Later in the year, we review how we help community groups promote their events/meetings via the HPC website and social media with a view to making the newsletter more Council focused.

Alternatively, we could send out 2 emails per month, the first of which points residents to the Council newsletter, and the second which provides links to community content on the website.

Similarly, we could create a business area on the website, and include recruitment notices/adverts on the 'community update' email (at a small cost).

- **December 2023**

The goal by year end would be for all content to 'live' on the website, and for subscribers to receive a 'round up' email which includes links through to the content (rather than the content itself).

Alongside the formal newsletter, we would propose to distribute adhoc updates via the key distribution points – i.e., a 'Summer in Hamble' edition which features children's play activities, things to do in Hamble over the summer, where to visit in Hamble, food/drink establishments etc.

11 - Follow up from the previous meeting

***Clerk - Hamble Parish
Council***

CAB

| For Discussion

12 - Finance and Accounts

***Clerk - Hamble Parish
Council***

To approve the list of payments for March and April.

End of year accounts will be carried out on Friday 5th May followed by the Audit on Monday 15th May. An additional Council meeting will be called for Monday 22nd May 2024 to sign off the end of year accounts, the audit and to sign off the Annual Governance and Accounting Return before the departure of the Clerk on the 26th May 2024. This avoids asking a locum or the newly appointed clerk to sign off a previous years accounts. Reconciliations and other monthly reports will also be provided at this meeting.

For Decision

13 - Exempt Business

| For Decision

14 - Retention of consultant

To approve the contract terms attached. Clerk to leave the meeting for the discussion.

| For Decision

Dated: Friday, 05 May 2023

Signed: Amanda Jobling, Clerk,

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