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**Council Meeting**

**Minutes**

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

Minutes of the **Full Council Meeting** of **HAMBLE PARISH** **COUNCIL**Meeting held on **Monday, December 11, 2023** at **19:00 - 21:30** in the **Roy Underdown Pavilion**

Present: Chair - Chris Jones, Trevor Dann, Simon Hand, Ian Underdown, Andy Thompson, Michelle Nicholson, Tony Moody, Malcolm Cross, Anita Dann

Apologies: Mark Venables, Sheelagh Cohen

Staff In Attendance: Clerk, Estates Admin Assistant

Partners/Consultants in attendance: Claire Price, Steve Tilbury

The Minute reference format is DD/MM/YYYY + Item Number

MINUTES

## 1 Welcome

The Chair welcomed everyone to the meeting and announced that Cllr Cohen had decided to stand down from Council and would not be attending tonight’s meeting, she would send her formal resignation to the Chair tomorrow. He personally thanked Cllr Cohen and then handed over to Cllr Hand who went on to express his heart felt thanks for all that Cllr Cohen had done for him, stepping in as Chair when he had been unwell but for the Council as a whole, her commitment in particular with the previous Clerk getting the Council through Covid had been outstanding and he described her as the ‘Mother of the Council’.

Cllr Hand proposed and Cllr Thompson seconded that Council would find an appropriate way to mark her service.

The Chair then advised that the meeting was being recorded.

There were apologies for absence from Cllr Venables and as above Cllr Cohen and Cllr Nicholson was running late.

Dispensations and Interests were Cllr Trevor Dan, Cllr Underdown and Cllr Moody in relation to Cemex and Cllr Nicholson when she arrived.

Cllr Nicholson arrived at 7.16pm

## 2 Approve Minutes

Resolved to approve the minutes of the meeting of 13th November 2023

Proposed Cllr Underdown and Cllr Cross seconded

## 3 Public Participation Session

There were no members of the public present

## 4 Co-Option of Councillor

The chair advised Council had been through the co-option process and that we had one application.

Cllr Hand asked if Council would be co-opting given Cllrs Cohen’s resignation, however, as it was within the timeframe to the next election, Council agreed this would not be appropriate.

The candidate said a few words about her intention to stand as a Cllr in May and her reasons for wanting to join Council. There were some questions from Council. Cllr Thompson said he would support the application and he proposed to co-opt and Cllr Trevor Dann seconded and all in favour with the exception of Cllr Moody who abstained.

Rebecca Butler was welcomed to the Council and signed the Declaration in the presence of the Clerk and then joined the meeting. Cllr Butlers interests and dispensations are in relation to the RYsnYC.

## 5 Cemex

The Chair opened by talking about the draft response by the Borough and that it pulled together the expertise in air quality and noise in a really robust way.

Steve Tilbury consultant then added detail around the response from the Borough and said that the letter he had drafted on behalf of the Parish aligns with this and also reiterates the point that the Parish would like this matter to be dealt with.

Cllr Underdown then raised whether the Council supported the approach in relation to the rights of way and after a long debate it was agreed that the wording would be amended slightly in the letter to reflect that the Council would support the County’s approach to the Bridleway but on the basis that is it was properly constructed and maintained.

Resolved to accept the letter with the slight adjustment to wording as above and the Chair and Clerk to sign off Cllr Underdown proposed and Cllr Thompson seconded and all in favour.

Cllr Underdown then talked about the update of the minerals and waste plan and that the Airfield site remains on it and his view that the Parish must respond to the minerals and waste plan and this will be an item on the Planning Committee agenda next month.

Steve Tilbury said that this is a regulation 19 and follows the regulation 18 and that the Parish can respond but the County do not expect any changes. There was debate about how this could remain an allocated site.

## 6 Recommendations & Updates from Committees and Working Groups

## 6.1 Chair/Clerk Round Up

Approval of a budget of £500 for the Council team of staff to attend the Christmas lunch. Resolved to agree Cllr Anita Dann and seconded by Cllr Underdown and all in agreement.

The Chair then advised the Christmas office opening hours which had been agreed and published.

The Chair then set out the challenges around the budget and the advice from the auditor of building a reserve for operating costs.

He advised that Jess James, Finance Assistant had done a great job of finances and helping to put together the budgets.

He then mentioned some of the overdue items including the Citizens Advice Bureau arrangement and liaising with the police but these had been side-lined due to some the Health & Safety and Human Resources issues.

## 6.2 Assets Update

Cllr Thompson, Chair of Assets gave an overview of the current items that were sitting with Assets, including Mudland Moorings, parking bollards, encroachment onto Council land and finally the Fees & Charges, which were being discussed later.

## 6.3 Planning Committee

Cllr Underdown, Chair of Planning gave the planning highlights including concerns about conservation area and the Boroughs review and his attendance at the last Local Area Committee.

He advised that a common statement with Eastleigh had been reached for the RAFYC footpath but follow up was needed.

He concluded with Annual Footpath inspections and the positive involvement of the Estates Ranger, he went on to praise the two members of the Estates team for their hard work.

## 6.4 Functions Working Group

Cllr Nicholson said that the HR element would be discussed during exempt business but added that the Communications meetings had been reinstated monthly and Cllr A Dann and Cllr Moody had joined.

## 6.5 BHH & LAC

Cllr Nicholson stepped out at 20.03pm and returned at 20.04pm.

The Chair talked about some of the important areas that were happening with Eastleigh and mentioned in particular something Council had found out only this week regarding sports provision. He then invited Cllr Cross to brief council, he advised that Operation Aquatic had agreed signage on the Foreshore and the positive relationship with the new policing team. He also mentioned, Tree planting and the Urban Tree Challenge – this raised debate about what Parishioners wanted for their open spaces and the Clerk mentioned the contact with the new Rangers and that the Parish would be involved.

## 7 Youth Services

Cllr Moody outlined the current provision and highlighted the cost of the service which is increasing by just £250.50 for 24/25, so a total of £3750, he added that this was a worthwhile and value for money provision.

Resolved to agree the Youth Options provision for 24/25 by Cllr Nicholson and seconded by Cllr Underdown and all in favour.

## 8 Standing Items

The Chair explained the Standing items and why they were important to be kept on the agenda.

## 8.1 Health & Safety

The Chair thanked the Estates Administrator and Cllr Cross for the work that had been done to date and also for bringing some of the issues to light.

He then explained some of the background with Health & Safety issues including an investigation which would be further explained under exempt business. He rounded up that the team were doing a great job of clearing the shed and removing the mezzanine.

There was further discussion around some of the paperwork and compliance.

## 8.2 Operational Finance

The Chair explained that this was for Council to look at how we are going to land at the end of this year. The intent is to have a one page picture of how we are tracking against budget.

Cllr Trevor Dann asked if there had been any progress on the high interest account and Chair said that the Accounts Assistant has been looking at other options to bring back to the table in the New Year.

Cllr Hand raised the mandate and signing of cheques with the resignation of Cllr Cohen and the Chair said that a plan was in place for this.

## 8.3 Risk Register

There was nothing specific on this item but Cllr Butler offered to support on this as she had experience in setting these up.

## 9 Accounts and financial reports

Cllr Anita Dann proposed and Cllr Nicholson seconded and resolved to agree that the monthly cash and bank reconciliation, monthly list of payments and all financial management reports were approved.

## 10 Budgets/Fees & Charges

The chair began with congratulating the Clerk, Accounts Assistant and Projects Manager on the work done to date on Budgets and Fees and Charges. The Clerk outlined the attached documents and talked about some of the narrative around fees and assets. There was debate in particular around car parking charges and the use of the Donkey Derby Field.

Cllr Hand said looking at the detail and given what the Chair had said that he proposed that Council should agree a 5% increase on the precept which was seconded and resolved to agree and all in favour except Cllr Moody who abstained.

Cllr Moody left the room at 20.48pm and returned at 20.49pm

The Clerk reminded Council of the requirement to have agreement on fees and charges in particular Car Parking as Traffic Regulation Orders were required. There was further discussion on cost implications.

In addition, the lease with Donkey Derby Field was further discussed and Cllr Butler asked if it would be a caution on the lease.

## 11 Exempt Business

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

Proposed by Cllr Underdown and seconded by Cllr Trevor Dann and all in favour to move to exempt business.

## 12 Encroachment onto Council Land

Following discussion at both Assets and Planning Committees the Clerk highlighted the current situation including a template letter from Eastleigh Borough Council. After discussion on the legal aspect it was agreed that this was indeed trespass and that the Clerk with the assistance of newly appointed Cllr Butler draft a letter.

Proposed by Cllr Underdown and seconded by Cllr Thompson that the Clerk and Chair agree and send an appropriate letter and report back at next Council.

## 13 Unlawful Occupation of Council Land

Council agreed that they would wait until after Christmas and this item would return to Council in January with a draft of a letter noting that the current situation is not sustainable and that Council would communicate the necessary action.

## 14 H R Matters

The Chair outlined the current situation in relation to staffing including the Operations Manager and Estates Team Leaders posts both being vacant.

A number of decisions were made in relation to staff, these minutes are confidential and not recorded publicly.

The Chair Declared the meeting closed at 9.29pm

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Meeting ended at **21:29**

CHAIR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_