



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, January 8, 2024** at **19:00 - 21:30** in the **Roy Underdown Pavilion**

Present: Trevor Dann, Ian Underdown, Tony Moody, Malcolm Cross, Anita Dann, Mark Venables, Michelle Nicholson (Cllr Jones remotely)

Apologies: Projects, Andy Thompson, Simon Hand, Rebecca Butler, Steve Tilbury (Planning Consultant)

Staff In Attendance: Clerk and Operations Officer.

Partners and Consultants in Attendance: Claire Price

The Minute Reference for this meeting is the following format: (DD/MM/YYYY) followed by item number

MINUTES

1 WELCOME

The Chair (Cllr Jones) is away on leave so the meeting was Chaired by the Vice Chair Cllr Trevor Dann who opened the meeting and welcomed members. Cllr Jones dialled in remotely but did not participate in voting.

There were apologies for absence from Cllr Thompson, Cllr Hand and Cllr Butler

Dispensations and Interests were Cllr Trevor Dann, Cllr Underdown, Cllr Nicholson and Cllr Moody in relation to Cemex

Cllr Underdown for Dinghy Park

2 APPROVE MINUTES

There was a missing word and some abbreviations which had been expanded from the Draft Minutes, which had been corrected ahead of the meeting.

Resolved to approve the minutes of the meeting of 11th December 2023, Cllr Underdown Proposed and seconded by Cllr Nicholson and all in favour (Cllr Venables abstained as he was not present at the last meeting).

3 PUBLIC PARTICIPATION SESSION

There were no members of the public present

4 CEMEX UPDATE

Cllr Dann, the Vice Chair outlined the current position, and there was discussion around the date for the regulatory committee meeting, and setting up prior meetings to prepare in readiness for this.

The Clerk read an email from Steve Tilbury (Consultant) which outlined next steps for the Parish including making a start – as a community – on the general structure of our deputation by agreeing who will pick which issues, how long they will speak for, in what order etc. It would be sensible to do that as soon as reasonably possible. However, we will also need to set aside time in the short window between the report being published and the Regulatory Committee meeting to agree on the response to specific conditions and to incorporate this into what we say. The Clerk had previously emailed Members suggesting that the 15-16 February 2024 were kept available to meet, in the meantime the Clerk would suggest dates for another meeting to discuss the general structure.

5 TREES AND PARISH LAND

The Vice Chair shared a visit by himself and Cllr Underdown on Parish Land next to a site at Copse Lane that had been for sale and listed as having no TPO's. The concern was how we monitor any Parish land and trees that are next to any open land.

The suggestion was to keep a photographic record and tree survey to ensure that no Parish land or trees are at risk land during any planning application or sale of a property/land.

The Clerk advised that the Parish contracts an annual tree survey which covers half the Estate one year and half the next, however, they are considering training the Estates staff to do this, the Clerk to report back to Council to confirm what is recorded and if there is a photographic and digital record.

There was discussion about an overall significant tree survey within Hamble and Cllr Underdown suggested we ask the public if anyone wished to volunteer to do this as this had been done previously.

Cllr Moody asked if the schools could be involved in recording trees and the Clerk was asked to make contact with them.

The conclusion was to bring this item back to Council next month.

6 RECOMMENDATIONS & UPDATES FROM COMMITTEES AND WORKING GROUPS

6.1 CHAIR UPDATE

The Vice Chair mentioned the fire in the village and if it had impacted on the Council office. The Clerk advised that it had not but had on the hall itself.

Cllr Jones mentioned that the Manager of the Memorial Hall had done a great job in coordinating the incident.

There was conversation about support for the families and the Clerk was asked to make contact with the Borough around Council tax obligations for the family.

6.2 ASSETS UPDATE

There was no update from Assets as Cllr Thompson was absent and the item for decision around voting a new Chair of Assets did not take place.

6.3 PLANNING UPDATE

Cllr Underdown brought one item to the attention of Council, 13 Satchell Lane, which was an amended application and the Clerk had requested an extension, which was given until 12 January 2024, however, as this was before the next Planning Meeting the Clerk and Chair of Planning needed to respond. The Parish had objected to the original application and although the amended plans are significantly improved, the Parish will respond as follows:

- Although the Parish welcomes a significant review of design, they will still object due to overdevelopment particularly at the rear and in support of the relevant Neighbours comments.
- Cllr Underdown asked all Council for any further comments before the Clerk and Chair of Planning respond on behalf of HPC.
- Cllr Venables then asked how committee members had been decided for Planning as it was more than half of Council, however, Cllr Underdown explained that this number was required to ensure that the committee remained Quorate as set out in the Terms of Reference

6.4 FUNCTIONS WORKING GROUP

Human Resources

Cllr Nicholson advised that the Account Officer role title had been changed and Jess James's title was now Finance Officer and that Emma Abrahams had been appointed as Operations Officer (although this role was not a direct replacement for the previous Operations role as she was helping to oversee some of the Health & Safety compliance and responsibility for Burials and Cremations was currently being managed by the Finance Officer and Clerk).

She advised that herself, Cllr Jones and the Clerk will be conducting a full staff team assessment and role evaluation in Jan-March 2024 – before the start of the new Financial Year on 1 April 2024.

This team assessment will include a review of all skills requirements needed to run a Parish Council of this size. We will benchmark roles against other council roles as part of this evaluation.

Staff were conducting training and development including a Finance qualification for the Finance Officer, Institution of Occupation Health & Safety course for the Operations Officer, Chainsaw Training for the Estates Team and other relevant Health & Safety training including First Aid for some of the team.

Communications

Claire Price from Smart Marketing advised that she was reviewing the Regulatory Committee plan relating to the Cemex Hamble Airfield application and looking at some of the different press release templates and timelines.

Thanks was then given to Claire and her team, as well as Cllr Nicholson and Cllr Underdown for the very swift turnaround of a Grant application for SouthWest Trains, for Customer and Community Improvement Fund.

There was no Finance Group update – as budget matters were discussed later in agenda items 7.2 Operational Finance, 8 Accounts and Reports and 9 – Fees and charges.

6.5 EASTLEIGH BOUROUGH COUNCIL MEETINGS - BHH & LAC

Cllr Cross mentioned an email from the Chief Exec at Eastleigh Borough Council and the Clerk was asked to circulate this.

The Clerk and Cllr Cross gave a brief update on the Community Arts projects which was now in phase 2.

This led to the Vice Chair asking about Arts funding and mentioned some sculpture type seats and if there was any funding available and Cllr Cross advised he will speak with the Borough about this.

7 STANDING ITEMS

7.1 HEALTH & SAFETY

The Clerk and Operations Officer updated on the Audit that had been carried out on 4th January 2024 by Worknest. Although there were a number of actions to work through, there was nothing unforeseen and Worknest said that the Council was in relatively good shape from an Health & Safety viewpoint.

The Clerk advised that the lean-to used for storage of goal posts at the rear of Mount Pleasant is unsafe and should not be used. It is recommended that public entry is prohibited immediately and storage relocated to the garage area at the front of the pavilion. The Clerk said that Council would need to consider demolition.

The Chair added a big congratulations to all those team members who had been working on Health and Safety.

Note: Shortly after this item, Cllr Jones virtual meeting connection was lost and he was no longer part of the meeting (exact time is unknown).

7.2 OPERATIONAL FINANCE

The Clerk highlighted the report showing forecast/projection to the end of the year.

7.3 RISK REGISTER

No work has been done since the last meeting.

8 ACCOUNTS AND FINANCIAL REPORTS

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

9 BUDGETS/FEES & CHARGES

The Clerk asked Council to consider the proposed budget for 2024/25 and the 5% precept and Cllr Underdown reminded all that this had been agreed at the last Council meeting. Therefore, the Clerk could now make the precept demand on the District, the Clerk would bring the draft budget back to the February meeting, but did not expect there to be any significant changes.

Council were not able to make a decision on the car parking charges without the exact cost of the Traffic Regulation Order and altering the pay and display machine, the Clerk was asked to get an answer and if necessary be done as a delegated decision.

There was discussion around suitability of removing cash payments but this would not be possible to consider this year.

The Clerk then outlined the position regarding the request for a Charity to use the Foreshore car park and asked Council to agree a principle for a Charity rate (whilst considering the overall Fees & Charges rates)

The Chair proposed 25% off the rate for charities with a criteria of two a year done on a first come first served basis

Cllr Trevor Dann Proposed and Cllr Nicholson seconded and resolved to agree a 25% discount off base rate for Hamble based charities, with a maximum of 2 events a year,

Council asked if Fees & Charges could be brought back to the next Assets Committee meeting where they would resolve to agree.

10 FINANCIAL RISKS

The Chair outlined the position with regard to savings accounts and the information sent by the Finance Officer with regard to CCLA (Churches, Charities & Local Authorities) which is a mutually owned firm of investment managers, owned by LAMIT (Local Authorities Mutual Investment Trust), the Church of England (Central Board of Finance) Investment Fund and the Charities (COIF) Investment Fund

The clerk was asked to complete a comparative table of investment options and bring back to Council next month.

Cllr Moody asked for assurances that a decision would be reached next month as this had been being discussed and undecided for some time.

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.

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

12 UNLAWFUL OCCUPATION OF COUNCIL LAND

The Clerk outlined the letter that had been circulated to Council and Cllr Underdown proposed and Cllr Nicholson seconded that the letter be updated and sent and that Council follow the legal process and instruct Bailiffs if required.

13 RESPONSIBILITIES OF A LEASE

Cllr Moody left the room at 8.54am and came back in at 8.55pm

The Vice Chair advised of the current situation and was awaiting input from Cllr Butler. The general consensus was that Council should not pursue this matter unless specifically asked to do so.

14 ENCROACHMENT ONTO COUNCIL LAND

The Vice Chair appraised the Council on the expected satisfactory outcome of this matter.

15 HUMAN RESOURCES

Cllr Nicholson asked Council in principle to allow the Clerk to award overtime payments up to £500 per month within her delegated powers (due to the current understaffing).

Cllr Nicholson Proposed and Cllr Anita Dann seconded and all in favour to agree that the Clerk can authorise overtime up to £500 per month.

16 OUTSTANDING DEBT

The advice from the internal auditor was discussed and the Vice Chair asked for further clarification from the Auditor on the use of the Statutory Demand process and if this is permitted for local government. The Clerk to report back findings at the next meeting.

Meeting ended at **21:24**

CHAIR _____