



## Council Meeting

### Agenda

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

To the **MEMBERS OF FULL COUNCIL**, you are hereby summoned to attend the **Full Council Meeting** on **Monday, February 12, 2024**, at **19:00 - 21:30** in 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](mailto:clerk@hambleparishcouncil.gov.uk)

Minute reference for the meeting will follow the following format (DD/MM/YYYY) + item number.

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## AGENDA

### 1 WELCOME

Announcements  
Apologies for Absence  
Dispensations and Interests

### 2 APPROVE MINUTES

To approve the minutes of the meeting 8th January 2024

### 3 PUBLIC PARTICIPATION SESSION

### 4 CEMEX UPDATE

To discuss dates if available and any new information

## **5 RECOMMENDATIONS & UPDATES FROM COMMITTEES AND WORKING GROUPS**

To receive updates and any recommendations from each of the Committees and Working Groups

### **5.1 CHAIR UPDATE**

Chair to give a general update

### **5.2 ASSETS UPDATE**

- To inform Council of decisions on Fees & Charges 2024/25 made by Assets Committee
- To update on Skate Park representations by members of the public
- To agree new Chair for the Assets Committee as part of a transition plan. Cllr Thompson has requested to step down and Cllr Moody will take his place with support from Cllr Thompson who will stay on the Committee.

### **5.3 PLANNING UPDATE**

### **5.4 FUNCTIONS WORKING GROUP**

- HR - To inform Council
  - Starting Team Appraisals
  - Planning 2024 Team Structure Review
  - Intention to appoint a seasonal/temporary member of the Estates team.
- Comms - To update on invitation to present at the HALC conference and further update from Smart Marketing

### **5.5 BHH & LAC**

To receive any updates from Local Area Committee and team meetings including proposed Air Quality action plan

## **6 STANDING ITEMS**

### **6.1 HEALTH & SAFETY**

To note the new Health & Safety policy updated February 2024 by Worknest and agreed with minor updates by Assets Committee

### **6.2 OPERATIONAL FINANCE**

Forecast for end of year.

Agree approval to apply for a Credit Card for Clerk & Accounts Officer with a £1,000 limit on each (in line

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with best practice and risk management) Once in place update the Financial Regulations to reflect this.

### **6.3 RISK REGISTER**

Vice Chair to update on vehicle storage and HPC transport and decision made by Assets Committee.

### **7 MOUNT PLEASANT**

To Agree the set up of a Mount Pleasant Working Group and nominate Members. In addition, agree to spend the £120k from Community Infrastructure Projects list and the additional £30k from Ear Marked Reserves to be spent on refurbishing the Play Park.

### **8 BUDGETS**

To agree the final budget

### **9 ACCOUNTS AND FINANCIAL REPORTS**

- To approve the monthly cash and bank reconciliation
- To approve the monthly list of payments
- To receive financial management reports
- To agree new Members to be added to mandate
- To agree to pay the outstanding payment to HMRC of £12,199.58 for 2021/2022 VAT return (ref Auditors recommendation and in relation to car parking revenue)

### **10 FINANCIAL RISKS**

To agree the investment of Parish monies

### **11 TREES AND PARISH LAND**

Clerk to report back on Tree Survey Information as requested at last meeting.

To discuss the request to plant Trees on Parish Land by the Eastleigh Borough Council Mayors office to celebrate both the elected Assistant Mayor and 80th D-Day Celebration

### **12 WESTFIELD COMMON ROAD**

To consider and agree an approach from residents to contribute to the road at Westfield Common which leads to car parks owned by the Parish. See report

## **13 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.

## **14 ENCROACHMENT ONTO COUNCIL LAND**

Clerk/Vice Chair to update

## **15 OUTSTANDING DEBT**

Update on outstanding debt

## **16 CONSULTANT FEE PROPOSAL**

Agree updated fee proposal for retention of Planning Consultant in relation to Airfield and other planning matters.

**Dated:** Wednesday, 07 February 2024

**Signed:** Helen Robinson, Clerk,

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