



Council Meeting

Draft 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, February 12, 2024** at **19:00 - 21:30** in the **Roy Underdown Pavilion**

Present: Trevor Dann, Ian Underdown, Michelle Nicholson, Andy Thompson, Anita Dann, Mark Venables, Tony Moody, Malcolm Cross, Virtual attendance (non-voting: Chris Jones)

Apologies: Simon Hand, Rebecca Butler, Operations

Staff In Attendance: Clerk and Projects Manager

Partners and Consultants in Attendance: Claire Price (Communications - SmartMarketing)

MINUTES

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

1 WELCOME

The Vice Chair opened the meeting and thanked everyone for attending and in particular to the Clerk given that she had been unwell all week.

Apologies for absence from Cllr Simon Hand.

Cllr Rebecca Butler and Cllr Chris Jones who was still away both tried to dial in remotely. Cllr Jones was successful. Cllr Butler tried to join via phone, however, she was unable to hear. Cllr Jones did not participate in any voting.

Dispensations and Interests were Cllr Trevor Dann, Cllr Underdown, Cllr Nicholson and Cllr Moody in relation to Cemex and Cllr Underdown for Dinghy Park.

A member of the public who was interested in possibly joining the Council at the next election was in attendance to listen to how the meeting was run.

2 APPROVE MINUTES

Resolved to approve the minutes of the meeting on 8th January 2024, Cllr Trevor Dann proposed and Cllr Mark Veables seconded and all in favour.

3 PUBLIC PARTICIPATION SESSION

The member of the public was invited to speak and gave a brief outline of his background and reasons that he may wish to stand as a Parish Councillor.

4 CEMEX UPDATE

The Chair suggested that given there was very little new information this evening that discussion on Cemex be kept to a minimum.

Cllr Nicholson advised that both the Fire Service and Police had now responded to Cemex's application, despite having previously not and that she would share these responses.

Cllr Nicholson also advised that there had been a meeting with the Residents' group (Hamble Peninsular Residents' Group) which had mostly involved discussion around deputation preparation and the latest freedom of information (FOI) findings.

Cllr Underdown highlighted again his opinion about producing a video for the regulatory Committee visit.

Cllr Dann moved the meeting forward.

5 RECOMMENDATIONS & UPDATES FROM COMMITTEES AND WORKING GROUPS

5.1 CHAIR UPDATE

There was no update from the Chair.

5.2 ASSETS UPDATE

Cllr Thompson advised of his intention to stand down as Chair of Assets and that the original agreed plan had been for Cllr Moody to transition as Chair whilst he remained on the Assets committee to support.

He then moved on to advise of the representation at the Assets meeting from two members of the public who had given ideas and feedback in relation to the Mount Pleasant skate park and how their input would be useful should Council be in a position to consider a new park.

Council moved back to the voting of the Chair of Assets and Cllr Nicholson proposed that Cllr Moody take over as Chair of Assets, Cllr Anita Dann seconded, Cllr Underdown and Cllr Cross both abstained.

Cllr Jones asked the Clerk to review the Terms of Reference for the Assets Committee and bring them back with any adjustments for approval at the next Full Council meeting.

5.3 PLANNING UPDATE

Cllr Underdown gave a brief update from Planning Committee in particular the latest from the Hampshire County Council (HCC) Reg 19 Minerals Waste Plan.

He then briefly mentioned the key planning applications that had been discussed at the last Planning meeting.

He further advised that the Permissive agreement for right of way (ROW) 5 had gone quiet.

Finally, he advised Council that a grant had been awarded to the Parish for some repairs to the footpath that had been flooding on the footpath at Beech Close. .

5.4 FUNCTIONS WORKING GROUP

HR:

- Cllr Nicholson advised that the Clerk has starting the Appraisals process with the team.
- She reiterated the training that was being implemented including the Estates Team who had completed their Chainsaw training and that the Accounts Officer was looking at a professional qualification.
- Cllr Nicholson advised that we are starting the process for recruiting a third estates team member to cover the additional work over the Summer, whilst we are still evaluating the team structure, which we are aiming to have in place by the end of March.

Communications:

- Cllr Nicholson handed over to Claire Price from SmartMarketing who advised that the Parish (Cllr Nicholson, Claire Price and the Clerk) had been invited to the Hampshire Association of Local Council's (HALC) 2024 conference as follow up on the 2022 Village of the Year Community Engagement award, and share about their experience of community engagement in relation to Future of Hamble Airfield and Cemex public consultation.
- Claire then advised that during the latest Comms WG meetings, the team had been discussing Cllr Moody's ideas on how to further develop community engagement – namely around future projects for Hamble and revisiting the community needs for Mount Pleasant – particularly for youth, families and children.
- Social media & reputation management example: Cllr Nicholson then mentioned the efforts Cllr Underdown who had worked with the Pink Ferry and Water Taxi to successfully float the sunken boat. This was an example of pro-active communications and social media use to engage with residents on a practical problem and manage the Parish Council's reputation in a positive way. (Refer to Facebook social media post on 8 February 2024 - <https://www.facebook.com/HamblePC/posts/pfbid0oDsHAERNh5xF4KzX6a7LQQmfTopK2hiQECU64RnT4c3qxdBiHXR684nCfCSsRil>)

5.5 BURSLEDON, HAMBLE & HOUND & LOCAL AREA COMMITTEE

Cllr Cross advised Council about the recent Air Quality report and asked if the Clerk to share this once she had received it from Eastleigh Borough Council.

Cllr Nicholson asked if Cllr Cross was aware of what the response would be from the Borough to the changes (cuts) in services that Hampshire County are consulting on (refer to Hampshire County Council Future of Services Consultation ending on 31 March 2024, source: <https://www.hants.gov.uk/aboutthecouncil/haveyoursay/consultations/future-services-consultation>)

Claire from SmartMarketing said that the Parish Council social media calendar has plans to post relevant social media posts in areas where proposed service changes were relevant to residents in Hamble.

Claire also noted that Paul Holmes, as local MP for Eastleigh, Hedge End & the Villages) had highlighted the matter in an open letter to the Hampshire County Council and asking to reconsider the proposed cuts to household waste recycling sites at Hedge End and Fair Oak
(Source: <https://www.voteholmes.co.uk/news/hampshire-county-council-future-services-consultation>)
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

The Clerk highlighted the Health & Safety policy updated February 2024 by Worknest document for note.

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 with best practice and risk management for local councils and small businesses). Once in place update the Financial Regulations to reflect this.

The Clerk highlighted the document attached showing the credit card information and asked Council to agree to applying for a credit card for the Clerk and Accounts Officer with a limit of £1,000. Once received the Financial Regulations would need to be updated to reflect this. She advised that it did not mean that the Debit Card currently in place would be destroyed but it would mean that there was very little reason to ever use this.

Cllr Underdown proposed and Cllr Nicholson seconded and all in favour to agree to the application of a company credit card for the Clerk and the Accounts Officer.

Cllr Trevor Dann went on to thank the Accounts Officer again for her work in helping get the Parish's finances in order.

6.3 RISK REGISTER

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

The Chair advised Council of some recent damage to the transit following it being moved outside of the shed. This vehicle is now back with Pitters for repair and will not be returning to the Parish following the decision made by the Assets Committee on 5 February 2024.

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.

Cllr Thompson proposed that we set up a working group for Mount Pleasant and that he would like to be a member.

Cllr Underdown said he didn't think that we should start this now as there could be a newly elected Council and that it was not right for us to start this.

Cllr Trevor Dann said that he was worried about losing the Section 106 reserved funding of £120k. Cllr Jones reiterated that we only have £120k which is set aside for the Play Park only (corrected to Mount Pleasant Community Infrastructure). Cllr Jones Council to reconsider if they could think of any good reason not to get on with this given that the play park constantly undergoing repairs and has been for some time. Cllr Moody, Cllr Venables and Cllr Nicholson agreed.

Cllr Nicholson suggested that Claire Price, SmartMarketing should be a member to assist with any community engagement and consultation.

Cllr Trevor Dann proposed to set up a working group with immediate effect to focus on the immediate need of Mount Pleasant Play Park repairs. He recommended Cllr Anita Dann as another member of the working group

Cllr Nicholson recommended that Cllr Tony Moody lead with Cllr Thompson, Cllr Anita Dann and Claire Price all being members. Cllr Jones recommended that he, Cllr Moody and the Clerk meet and look at the Terms of Reference and bring these back to the March 2024 Full Council meeting.

8 BUDGETS

The Clerk asked Council to agree the budget as attached.

It was resolved to agree the budget for 2024/2025 proposed by Cllr Nicholson and seconded by Cllr Cross and all in favour.

9 ACCOUNTS AND FINANCIAL REPORTS

Cllr Trevor Dan and Cllr Nicholson seconded and resolved to agree that the monthly cash and bank reconciliation, monthly payments list and financial management reports were approved.

Cllr Nicholson agreed that she would be added to the mandate to replace Cllr Cohen. Cllr Underdown Proposed and Cllr Anita Dann seconded and all in favour for Cllr Nicholson to be added to the mandate.

Finally, the outstanding HMRC payment of £12,199.62 for unpaid VAT for 2021/2022 was agreed. Cllr Nicholson proposed and Cllr Underdown seconded and all in favour to pay HMRC this outstanding VAT payment.

10 FINANCIAL RISKS

The Clerk presented the information as requested, which was to consider moving half of the current savings into CCLA deposit fund and keep the other half in the Eastleigh Borough Council High interest account.

The resolution is that the Parish will invest approximately half of the current savings across the two accounts and air on the side of the interest rate . The savings are to be logged against the Parish Council's Financial Risk register. Going forward the status of the savings and interest is to be reviewed every 6 months OR if there is a significant change in interest rates for either account.

Cllr Nicholson Proposed and Cllr Moody seconded and all in favour to move approx. half of the current savings into the CCLA deposit fund and leave the remainder in the Eastleigh Borough Council High interest account.

11 TREES AND PARISH LAND

The Clerk outlined the tree survey report and the audit and mentioned that the Estates Team have been booked onto the Lantra Basic Tree Survey and Inspection course at Hedge End Council in March 2024.

The Chair brought the request from the Eastleigh Mayor's office to plant some Hornbeam trees to commemorate D-Day in Hamble Green. . There was a lot of debate in particular with regard to location and suitable landscape for the type of trees proposed and their anticipated size in future.

The Clerk was asked if we can go back to Eastleigh to suggest that we have further dialogue on location which may be to suggest multiple locations – and also consider suitable and sustainable locations for Hornbeam trees.

12 WESTFIELD COMMON ROAD

The Clerk outlined the report on the road leading to Westfield Common.

Cllr Venables started the debate by saying that he agreed to 12.5% on the basis that the Borough match it.

After further debate it was agreed that regardless of the decision from the Borough that the Parish would commit to 12.5% as a one-off payment and that this does not set a precedent.

Cllr Venables proposed and Cllr Underdown Seconded and all in favour. Cllr Moody abstained.

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.

Cllr Underdown proposed and Cllr Nicholson seconded and all in favour to move to exempt business.

14 ENCROACHMENT ONTO COUNCIL LAND

The Chair updated on the current situation.

The Clerk was asked to follow up on this matter immediately and if necessary to seek legal advice.

Cllr Venables left the meeting at 20.55pm and returned at 20.57pm

15 OUTSTANDING DEBT

The Clerk advised that no response had been received from this individual and the Clerk was asked to follow up with one further letter.

16 CONSULTANT FEE PROPOSAL

The Clerk highlighted the request from the Planning consultant to uplift their fee due to some additional work for 2024 for Cemex and related planning advice.

Cllr Underdown proposed and Cllr Cross seconded, Cllr Moody abstained and all in favour to agree to the uplift in fee.

The Clerk was asked to look into the cumulative spend and any budget set out for professional fees in relation to Cemex.

Meeting ended at **21:05**

CHAIR _____

DRAFT MINUTES TO BE SIGNED AT THE NEXT COUNCIL MEETING