



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 Monday, February 12, 2024, 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@hambleparishcouncil.gov.uk

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

AGENDA

1 - Welcome

Announcements
Apologies for Absence
Dispensations and Interests

2 - Approve Minutes

Trevor Dann

To approve the minutes of the meeting 8th January 2024

Attachments

[Meeting minutes - 2024-01-08](#)

3 - Public Participation Session

Trevor Dann

4 - Cemex Update

*Trevor Dann, Michelle
Nicholson*

To discuss dates if available and any new information

5 - Recommendations & Updates from Committees and Working Groups

Michelle Nicholson, Ian Underdown, Andy Thompson, Trevor Dann, Malcolm Cross

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

Trevor Dann

- 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

Ian Underdown

5.4 - Functions Working Group

Michelle Nicholson

- 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

Malcolm Cross

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

6 - Standing Items

Chris Jones



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

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

The Vice Chair outlined the current position and there was discussion around the date for the regulatory committee meeting and the setting up a 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 15th and 16th February 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, however, it was advised that Cllr Thompson did not intend to step down from his Chair's role until elections in May.

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 12th 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:-

that 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 Finance 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).

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 some other H & S training including First Aid for some of the team.

Communications

Claire Price from Smart advised that she was 'dusting off' the regulatory committee plan 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 South West Trains, for Customer and Community Improvement Fund.

There was no Finance Group update.

6.5 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 a H & S 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.

Shortly after this item, Cllr Jones 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 24/25 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 closed at 21.24pm

Meeting ended at **21:24**

CHAIR _____

6.1 - Health & Safety

**Trevor Dann, Clerk -
Hamble Parish Council**

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

6.2 - Operational Finance

Trevor Dann

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) Once in place update the Financial Regulations to reflect this.

6.3 - Risk Register

Trevor Dann

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

7 - Mount Pleasant

Andy Thompson

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

**Clerk - Hamble Parish
Council**

- 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)

Attachments

[VAT 2021-22.xlsx](#)
[Bank rec 1 M10.PDF](#)
[Bank rec 3 M10.PDF](#)
[Bank rec 4 M10.PDF](#)
[Cashbook 3 M10.PDF](#)
[Cashbook 4 M10.PDF](#)
[Purchase ledger M10.PDF](#)
[January salaries.pdf](#)
[Sales ledger M10.PDF](#)
[Cashbook 1 M10.PDF](#)

10 - Financial Risks

Trevor Dann

To agree the investment of Parish monies

11 - Trees and Parish Land

*Trevor Dann, Clerk -
Hamble Parish Council*

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

Attachments

[HPC-AUDIT of tree works October 2022.pdf](#)

[Hamble Parish Council - tree condition survey September 2022.pdf](#)

12 - Westfield Common Road

*Clerk - Hamble Parish
Council*

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 - Hamble Parish
Council, Trevor Dann*

Clerk/Vice Chair to update

15 - Outstanding Debt

*Clerk - Hamble Parish
Council*

Update on outstanding debt

16 – Consultant Fee Proposal

*Clerk - Hamble Parish
Council*

Dated: Friday, 09 February 2024

Signed: Helen Robinson, Clerk,

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

VAT 2021/22

Month	Income	VAT owed
Jun-21	£12,012.15	£2,002.03
Sep-21	£15,302.32	£2,550.39
Dec-21	£8,828.90	£1,471.48
Mar-22	£37,054.36	£6,175.71
		£12,199.61

VAT breakdown

Month	Car parking	Dinghy Park	Clock permits	
Jun-21	£1,861.51	£140.52		£2,002.03
Sep-21	£2,273.81	£276.58		£2,550.39
Dec-21	£959.01	£201.66	£310.82	£1,471.49
Mar-22	£1,046.19	£233.17	£4,896.35	£6,175.71
				£12,199.62

**Bank Reconciliation Statement as at 31/01/2024
for Cashbook 1 - Barclays Current A/C 070978787**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
BARCLAYS	31/01/2024		15,100.54
	31/01/2024		0.00
	31/01/2024		0.00
			<u>15,100.54</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			15,100.54
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			15,100.54
		Balance per Cash Book is :-	15,557.77
		Difference Excluding Adjustments is :-	-457.23
<u>Adjustments to Reconciliation</u>			
28/12/2023 British ga Waiting for invoice		-229.15	
29/01/2024 British ga Waiting for invoice		-228.08	
			<u>-457.23</u>
		Unreconciled Difference is :-	<u>0.00</u>

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/01/2024
for Cashbook 3 - Barclays Premium Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
BUSINESS PREMIUM	31/01/2024		50,461.14
			50,461.14
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			50,461.14
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			50,461.14
		Balance per Cash Book is :-	50,461.14
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/01/2024
for Cashbook 4 - EBC High Interest Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
EBC High Interest	30/11/2023	1	125,221.12
			<u>125,221.12</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			125,221.12
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			125,221.12
		Balance per Cash Book is :-	125,221.12
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 08/02/2024

Hamble-le-Rice Parish Council Current Year

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Time 16:18

Cashbook 3

User: JJ

Barclays Premium Account

For Month No: 10

Receipts for Month 10

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		65,461.14					65,461.14	
	Banked	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		65,461.14	0.00	0.00			65,461.14	

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Payments for Month 10

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
17/01/2024	Barclays Current A/C 070978787	savings	15,000.00			200		15,000.00	savings transfer
Total Payments for Month			15,000.00	0.00	0.00			15,000.00	
Balance Carried Fwd			50,461.14						
Cashbook Totals			65,461.14	0.00	0.00			65,461.14	

Date: 08/02/2024

Hamble-le-Rice Parish Council Current Year

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Cashbook 4

User: JJ

EBC High Interest Account

For Month No: 10

Receipts for Month 10

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		125,221.12					125,221.12	
	Banked	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		125,221.12	0.00	0.00			125,221.12	

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Payments for Month 10

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		125,221.12						
	Cashbook Totals		125,221.12	0.00	0.00			125,221.12	

Bought Ledger 1 for Month No 10

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Order No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/01/2024	INV-6108		CLOUD IT	CLO8	616.22	123.24	739.46	4040	101	616.22	IT support Jan 2024
04/01/2024	240800007243		CANON	C07	5.96	1.19	7.15	4045	101	5.96	printer 01/01/24-31/03/2024
04/01/2024	6517931		BGAS	B04	409.04	20.45	429.49	4051	306	409.04	Gas bill RUP Dec-Jan 2024
02/01/2024	02921073		EBC	E02	46.76	9.35	56.11	4370	108	46.76	Dog bin emptying Dec 2023
15/12/2023	INV-2252		AVENUE AUDIO	AVAU1	515.00	103.00	618.00	4203	102	515.00	Carols in square audio equip
26/01/2024	3406		RECYCLED OS	ROS	60.00	12.00	72.00	4095	110	60.00	Freestanding office divider
26/01/2024	06581		LONDON HEARTS	LOHE1	750.00	150.00	900.00	4005	101	750.00	Fully automatic defibriliator
05/01/2024	3611733868		HCC	H04	435.00	87.00	522.00	4360	108	435.00	HK70BNV Hire charges Dec 23
04/01/2024	43779		HEALTH MATTERS	HEMA1	150.00	30.00	180.00	4010	101	150.00	E-learning IOSH x1 staff
08/01/2024	1020118		RAREDMAN	RARED	436.47	87.29	523.76	4381	306	436.47	Horizontal flue/boiler
03/01/2024	99056		AXIS	AO2	77.00	15.40	92.40	4075	306	77.00	Maintenance CCTV
11/01/2024	INV629370		SAFETEC	ST01	41.71	8.34	50.05	4005	101	41.71	First aid kits
03/01/2024	5364		ELITE	E021	324.00	64.80	388.80	4381	306	324.00	Lift 6 month service
16/01/2024	2811137		EVERFLOW	EVF1	190.35	0.00	190.35	4052	306	190.35	Feb/Mar water invoice DD
09/01/2024	02927594		EBC	E02	358.15	0.00	358.15	4081	108	358.15	Refuse collection Oct-Dec
09/01/2024	02922991		EBC	E02	1,304.60	0.00	1,304.60	4081	108	1,304.60	Recycle/ collection Oct-Dec
25/01/2024	4291		J HUMPHRY ASSOC	HU01	40.00	8.00	48.00	4003	101	40.00	Payroll Jan 2024
31/01/2024	004		AMANDA J	AJOB	108.10	0.00	108.10	4008	101	108.10	Coaching&mentoring 15/1/23
31/01/2024	INV-25894		DOMESTIC DARLINGS	DD02	720.00	144.00	864.00	4101	306	720.00	Cleaning Jan 24 ffs toilets
31/01/2024	191134		PITTER SELF DRIVE LT	PI01	491.00	98.20	589.20	4360	108	491.00	Transit hire Jan 2024
31/01/2024	GB420HRABEI		AMAZON	AMAZON	11.87	2.37	14.24	4381	201	11.87	4x "Keep out" signs
10/01/2024	GB42ZZQNABEI		AMAZON	AMAZON	7.70	1.54	9.24	4382	108	7.70	No more nails glue
30/01/2024	INV-2981		SMART MARK	SMM1	650.00	130.00	780.00	4040	101	650.00	marketing support Jan 24
23/01/2024	GB470F2ABEI		AMAZON	AMAZON	182.48	36.50	218.98	4006	100	182.48	Chainsaw boots
TOTAL INVOICES					7,931.41	1,132.67	9,064.08			7,931.41	

Date: 31/01/2024

Time: 09:16:33

Hamble-le-Rice Parish Council

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Payment Summary (Part 1) Landscape

Tax Month : 10 Week : 43 Payment Frequency: Monthly

Employee Ref	Employee Name	Total Gross	Taxable Gross	Pre-Tax Payment	Pre-Tax Ded'n	Student/Postgrad Loan	PAYE	Employee NIC	Employee Pension*	SSP	Parental Payments	Post-Tax Payment	Post-Tax Ded'n	B/F	C/F	Net Pay
25	A Feizo	2093.25	1971.84	2093.25	0.00	0.00	163.80	104.52	121.41	0.00	0.00	0.00	0.00	0.00	0.00	1703.52
26	M Cowley	2093.25	1971.84	2093.25	0.00	0.00	183.00	104.52	121.41	0.00	0.00	0.00	0.00	0.00	0.00	1684.32
27	R Mason	1742.84	1742.84	1742.84	0.00	0.00	348.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1394.44
30	J James	2439.08	2280.54	2439.08	0.00	0.00	266.60	139.11	158.54	0.00	0.00	0.00	0.00	0.00	0.00	1874.83
31	HC Robinson	3786.75	3220.89	3786.75	0.00	0.00	458.40	273.87	565.86	0.00	0.00	0.00	0.00	0.00	0.00	2488.62
32	EL Abrahams	1757.22	1757.22	1757.22	0.00	0.00	149.40	70.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1536.90
6	Employees	<u>13912.39</u>	<u>12945.17</u>	<u>13912.39</u>	<u>0.00</u>	<u>0.00</u>	<u>1569.60</u>	<u>692.94</u>	<u>967.22</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10682.63</u>

*Please note this value does not include any contribution made to a salary sacrifice pension scheme.

Sales Ledger 1 for Month No 10			Order by Invoices Entered					Nominal Ledger Analysis				
Invoice Date	Invoice Number	Customer A/c Name	Customer A/c	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description		
10/01/2024	21-10901	FPR GROUP	FPRGUP	280.00	0.00	280.00	1202	306	280.00	Invoice No:-21-10901		
17/01/2024	21-10902	JONATHAN TERRY	T04	500.00	0.00	500.00	1150	105	500.00	Invoice No:-21-10902		
25/01/2024	21-10903	REDWOOD FINANCIAL	REDWOOD	150.00	0.00	150.00	1202	306	100.00	Invoice No:-21-10903		
							565	0	50.00	Invoice No:-21-10903		
29/01/2024	21-10904	FPR GROUP	FPRGUP	490.00	0.00	490.00	1202	306	490.00	Invoice No:-21-10904		
29/01/2024	21-10905	CHRIS HIETT	CRH	300.00	0.00	300.00	1152	105	300.00	Invoice No:-21-10905		
30/01/2024	21-10906	AFC NETLEY	AF02	375.00	0.00	375.00	1200	201	375.00	Invoice No:-21-10906		
30/01/2024	21-10907	LINDEN TREE	LTCF	150.00	0.00	150.00	1200	201	150.00	Invoice No:-21-10907		
04/01/2024	12110917	HAMBLE CLUB VETS FC	H040	75.00	0.00	75.00	1200	201	75.00	Invoice No:-12110917		
01/01/2024	12110918	HRSC	HR01	5,600.00	0.00	5,600.00	1260	301	5,600.00	Invoice No:-12110918		
TOTAL INVOICES				7,920.00	0.00	7,920.00	7,920.00					

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		16,094.61					16,094.61	
Banked 02/01/2024		34.46						
	Pay & Display Foreshore	34.46		5.74	1140	104	28.72	Pay & Display Foreshore
Banked 03/01/2024		36.44						
	Pay & Display Foreshore	36.44		6.07	1140	104	30.37	Pay & Display Foreshore
Banked 03/01/2024		37.39						
	Pay & Display Foreshore	37.39		6.23	1140	104	31.16	Pay & Display Foreshore
Banked 03/01/2024		42.52						
	Pay & Display Foreshore	42.52		7.09	1140	104	35.43	Pay & Display Foreshore
Banked 03/01/2024		50.78						
	Pay & Display Foreshore	50.78		8.46	1140	104	42.32	Pay & Display Foreshore
Banked 04/01/2024		15.28						
	Pay & Display Foreshore	15.28		2.55	1140	104	12.73	Pay & Display Foreshore
Banked 04/01/2024		24.42						
	Clock Permits	24.42		4.07	1142	104	20.35	Clock Permits
Banked 04/01/2024		234.10						
	Pay & Display Foreshore	234.10		39.02	1140	104	195.08	Pay & Display Foreshore
Banked 05/01/2024		6.67						
	Pay & Display Foreshore	6.67		1.11	1140	104	5.56	Pay & Display Foreshore
Banked 05/01/2024		24.56						
	Paypal	24.56		4.09	1142	104	20.47	Paypal- clock permits
Banked 08/01/2024		12.28						
	Pay & Display Foreshore	12.28		2.05	1140	104	10.23	Pay & Display Foreshore
Banked 08/01/2024		146.68						
	Clock Permits	146.68		24.45	1142	104	122.23	Clock Permits
Banked 08/01/2024		75.00						
	Paypal	75.00		12.50	1142	104	62.50	Clock permits
Banked 09/01/2024		18.17						
	Pay & Display Foreshore	18.17		3.03	1140	104	15.14	Pay & Display Foreshore
Banked 09/01/2024		63.95						
	Pay & Display Foreshore	63.95		10.66	1140	104	53.29	Pay & Display Foreshore
Banked 09/01/2024		77.97						
	Pay & Display Foreshore	77.97		13.00	1140	104	64.97	Pay & Display Foreshore
Banked 09/01/2024		49.12						
	Paypal	49.12		8.19	1140	104	40.93	Clock permits
Banked 10/01/2024		7.49						
	Pay & Display Foreshore	7.49		1.25	1140	104	6.24	Pay & Display Foreshore

Receipts for Month 10

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Banked 10/01/2024		75.00						
Sales Recpts Page 2261		75.00	75.00		100			Sales Recpts Page 2261
Banked 10/01/2024		97.84						
Clock Permits		97.84		16.31	1142	104	81.53	Clock Permits
Banked 10/01/2024		24.56						
Paypal		24.56		4.09	1142	104	20.47	Clock permits
Banked 11/01/2024		25.68						
Pay & Display Foreshore		25.68		4.28	1140	104	21.40	Pay & Display Foreshore
Banked 12/01/2024		25.00						
Clock Permits		25.00		4.17	1142	104	20.83	Clock Permits
Banked 12/01/2024		39.98						
Pay & Display Foreshore		39.98		6.66	1140	104	33.32	Pay & Display Foreshore
Banked 12/01/2024		49.12						
Paypal		49.12		8.19	1142	104	40.93	Clock permits
Banked 15/01/2024		50.94						
Pay & Display Foreshore		50.94		8.49	1140	104	42.45	Pay & Display Foreshore
Banked 15/01/2024		150.00						
Clock Permits		150.00		25.00	1142	104	125.00	Clock permits
Banked 16/01/2024		24.50						
Clock Permits		24.50		4.08	1142	104	20.42	Clock Permits
Banked 16/01/2024		43.44						
Pay & Display Foreshore		43.44		7.24	1140	104	36.20	Pay & Display Foreshore
Banked 16/01/2024		60.62						
Pay & Display Foreshore		60.62		10.10	1140	104	50.52	Pay & Display Foreshore
Banked 16/01/2024		103.32						
Pay & Display Foreshore		103.32		17.22	1140	104	86.10	Pay & Display Foreshore
Banked 16/01/2024		280.00						
Sales Recpts Page 2262		280.00	280.00		100			Sales Recpts Page 2262
Banked 16/01/2024		24.56						
Paypal		24.56		4.09	1142	104	20.47	Clock permits
Banked 17/01/2024		25.55						
Pay & Display Foreshore		25.55		4.26	1140	104	21.29	Pay & Display Foreshore
Banked 17/01/2024		24.56						
Paypal		24.56		4.09	1142	104	20.47	Clock permits
Banked 17/01/2024		15,000.00						
savings Barclays Premium Account		15,000.00			205		15,000.00	savings transfer

Receipts for Month 10

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Banked 18/01/2024		24.42						
	Clock Permits	24.42		4.07	1142	104	20.35	Clock Permits
Banked 18/01/2024		27.49						
	Pay & Display Foreshore	27.49		4.58	1140	104	22.91	Pay & Display Foreshore
Banked 18/01/2024		500.00						
	Sales Recpts Page 2263	500.00	500.00		100			Sales Recpts Page 2263
Banked 18/01/2024		4,156.00						
	Eastleigh Borough Council	4,156.00		692.67	1140	104	3,463.33	Ringgo Oct-Dec 23
Banked 19/01/2024		24.42						
	Clock Permits	24.42		4.07	1142	104	20.35	Clock Permits
Banked 19/01/2024		31.52						
	Pay & Display Foreshore	31.52		5.25	1140	104	26.27	Pay & Display Foreshore
Banked 19/01/2024		49.12						
	Paypal	49.12		8.19	1142	104	40.93	Clock permits
Banked 22/01/2024		30.42						
	Pay & Display Foreshore	30.42		5.07	1140	104	25.35	Pay & Display Foreshore
Banked 22/01/2024		24.56						
	Paypal	24.56		4.09	1142	104	20.47	Clock permits
Banked 23/01/2024		21.78						
	Pay & Display Foreshore	21.78		3.63	1140	104	18.15	Pay & Display Foreshore
Banked 23/01/2024		38.47						
	Pay & Display Foreshore	38.47		6.41	1140	104	32.06	Pay & Display Foreshore
Banked 23/01/2024		50.89						
	Pay & Display Foreshore	50.89		8.48	1140	104	42.41	Pay & Display Foreshore
Banked 23/01/2024		24.56						
	Paypal	24.56		4.09	1142	104	20.47	Clock permits
Banked 24/01/2024		18.10						
	Pay & Display Foreshore	18.10		3.02	1140	104	15.08	Pay & Display Foreshore
Banked 24/01/2024		24.42						
	Clock Permits	24.42		4.07	1142	104	20.35	Clock Permits
Banked 24/01/2024		24.56						
	Paypal	24.56		4.09	1142	104	20.47	Clock permits
Banked 24/01/2024		259.00						
	Post office	259.00		43.17	1140	104	215.83	Pay & display foreshore
Banked 25/01/2024		19.96						
	Pay & Display Foreshore	19.96		3.33	1140	104	16.63	Pay & Display Foreshore

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Banked 25/01/2024		24.42						
	Clock Permits	24.42		4.07	1142	104	20.35	Clock Permits
Banked 25/01/2024		24.56						
	Paypal	24.56		4.09	1142	104	20.47	Clock permits
Banked 26/01/2024		17.94						
	Pay & Display Foreshore	17.94		2.99	1140	104	14.95	Pay & Display Foreshore
Banked 26/01/2024		49.12						
	Paypal	49.12		8.19	1142	104	40.93	Clock permits
Banked 29/01/2024		19.13						
	Pay & Display Foreshore	19.13		3.19	1140	104	15.94	Pay & Display Foreshore
Banked 29/01/2024		300.00						
	Sales Recpts Page 2264	300.00	300.00		100			Sales Recpts Page 2264
Banked 29/01/2024		24.56						
	Paypal	24.56		4.09	1142	104	20.47	Clock permits
Banked 29/01/2024		1,381.24						
	HCC	1,381.24		230.21	4382	108	1,151.03	Aggregate/timber boards
Banked 29/01/2024		150.00						
	Sales Recpts Page 2265	150.00	150.00		100			Sales Recpts Page 2265
Banked 30/01/2024		47.62						
	Pay & Display Foreshore	47.62		7.94	1140	104	39.68	Pay & Display Foreshore
Banked 30/01/2024		81.63						
	Pay & Display Foreshore	81.63		13.60	1140	104	68.03	Pay & Display Foreshore
Banked 30/01/2024		119.96						
	Pay & Display Foreshore	119.96		19.99	1140	104	99.97	Pay & Display Foreshore
Banked 30/01/2024		24.56						
	Paypal	24.56		4.09	1142	104	20.47	Clock permits
Banked 31/01/2024		24.42						
	Clock Permits	24.42		4.07	1142	104	20.35	Clock permits
Banked 31/01/2024		29.60						
	Pay & Display Foreshore	29.60		4.93	1140	104	24.67	Pay & Display Foreshore
Total Receipts for Month		24,750.40	1,305.00	1,407.56			22,037.84	
Cashbook Totals		40,845.01	1,305.00	1,407.56			38,132.45	

Payments for Month 10

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/01/2024	TRADE UK (B&Q)	1434173305	13.86	13.86		500			Screws 40mm 60mm
02/01/2024	Tesco mobile	DD	0.02			4060	101	0.02	Tesco mobile
04/01/2024	Stripe	VISA	0.58			4105	104	0.58	Stripe- transaction fee
05/01/2024	Paypal	VISA	0.44			4105	104	0.44	Paypal bank transaction fee
08/01/2024	Paypal	O/LINE	0.88			4105	104	0.88	Paypal charges
09/01/2024	Workplace depot	O/LINE	127.18		21.20	4382	302	105.98	Bollards for foreshore
09/01/2024	Barclays	O/LINE	9.80			4105	101	9.80	Bank charges
11/01/2024	Amazon.co.uk	GB42ZQNAB	9.24	9.24		500			No more nails glue
11/01/2024	Amazon.co.uk	GB42OHRAB	14.24	14.24		500			4x "Keep out" signs
11/01/2024	ENGRAVING & SIGN SOLUTIONS LTD	5418	4.80	4.80		500			Printed name insert for desk s
11/01/2024	J Humphrey Associates	4276	42.00	42.00		500			Re-run December payroll
11/01/2024	J Humphrey Associates	4244	42.00	42.00		500			Payroll December 2023
11/01/2024	AXIS FIRE & SECURITY SERVICES	99056	92.40	92.40		500			Maintenance CCTV
11/01/2024	Matthew Brushwood	03/12/2023	97.50	97.50		500			Newsletter delivery December
11/01/2024	Health Matters (Health & Safet	43779	180.00	180.00		500			E-learning IOSH x1 staff
11/01/2024	Safetec Direct	625741	181.54	181.54		500			Chainsaw PPE
11/01/2024	HAMPSHIRE COUNTY COUNCIL	3611730573	522.00	522.00		500			HK70BNV Hire charges
11/01/2024	R.A. Redman	1020118	523.76	523.76		500			Horizontal flue/boiler
11/01/2024	Smart MarketingManagement Limi	2920	540.00	540.00		500			Marketing support
11/01/2024	Pitter Self Drive Ltd	190489	589.20	589.20		500			Transit hire 01/12-31/12
11/01/2024	CLOUDY GROUP LTD	INV6108	739.46	739.46		500			IT support Jan 2024
11/01/2024	Domestic Darlings - Susan Mehe	966.00	966.00	966.00		500			Cleaning Dec 2023
11/01/2024	Down To Earth Training	1090	1,044.00	1,044.00		500			Chainsaw course x2 days
12/01/2024	Stripe	O/LINE	0.50			4105	104	0.50	Stripe bank charges
15/01/2024	Amazon	O/LINE	17.96		2.99	4381	108	14.97	Padlocks
15/01/2024	Stripe	O/LINE	2.66			4105	104	2.66	Stripe bank charges
18/01/2024	BRITISH GAS BUSINESS	6517931	429.49	429.49		500			Gas bill RUP Dec-Jan 2024
18/01/2024	Hampshire Pension	PENSION	3,578.79			526		3,578.79	Hampshire Pension Dec 23
18/01/2024	HMRC PAYE/NIC	BACS	4,080.88			525		4,080.88	HMRC PAYE/NIC Dec 23
23/01/2024	O2	DD	126.60		21.10	4060	101	105.50	O2 phone bill Jan 24
24/01/2024	Amazon.co.uk	GB470F2ABE	218.98	218.98		500			Chainsaw boots
24/01/2024	Everflow Utilities	2811137	190.35	190.35		500			Feb/Mar water invoice DD
26/01/2024	Salaries	BACS	10,682.63			520		10,682.63	January salaries
31/01/2024	Recycled Office Solutions Ltd	3406	72.00	72.00		500			Freestanding office divider
31/01/2024	Eco green communities	O/LINE	145.50		24.25	4382	108	121.25	Poo bags, online payment
Total Payments for Month			25,287.24	6,512.82	69.54			18,704.88	
Balance Carried Fwd			15,557.77						
Cashbook Totals			40,845.01	6,512.82	69.54			34,262.65	

Tree Works Audit for Hamble Parish Council

Sites:

Aquila Way
Bartlett's Field
Cope Lane
Mercury Gardens
The Foreshore
Woodpecker Walk

Kiss
Tree
Management
Limited



Date: September/October 2022

Carried out by Sarah Kiss for

Hamble Parish Council



1. Summary.

Six sites were audited over 2 visits for works raised in the previous tree survey "Hamble Parish Council Tree Survey" of August 2019, reference KTML1849.

Most of the higher priority works were completed to a fair standard. Some areas of lifting are still necessary and are listed by site below.

One additional tree at the Foreshore was checked having lost a large branch on the west side of the lower crown. No works required.

A couple of sites noted would benefit from replanting or new planting of suitable species – this is best done in winter when trees are largely dormant. A range of maritime climate-tolerant trees is given in the main survey.

2. Findings


The following tables detail the works done with any relevant comments.

Site	Audit dates:	
Aquila Way	Works completed	All works completed except those listed below.
	Works outstanding	G1 ash in G1 Tudor Close, clear L/C by 2.0m T2 Robinia, not done, still in contact with roof T4 Field maple – lift 2.0m over garage roof – now within 10cms G8, one cherry now dead, remove. T9, still present T10 horse chestnut – south side has died off (low target, no imminent works required) T11 still present
	Works that need redoing	None
	Other comments	T11 is the most urgent as it is engulfing L/C15.

Site	Audit dates:	
Bartlett's Field	Works completed	All works completed except T– see below
	Works outstanding	T3 birch still present.
	Works that need redoing	None
	Other comments	None

Site	Audit dates:	
Copse Lane	Works completed	All works completed except those listed below
	Works outstanding	T4, to be done but team on site T5, works were in process – saw Kate and Carl of Hamble Valley Tree services on site.
	Works that need redoing	None
	Other comments	None

Site	Audit dates:	
Mercury Gardens	Works completed	All works completed except those listed below
	Works outstanding	T1 – still present T2 – still present T3 – still present.
	Works that need redoing	None
	Other comments	Green house below this tree so the target is moderate for damage, low for harm.

Site	Audit dates:	
The Foreshore	Works completed	All works completed
	Works outstanding	None
	Works that need redoing	None
	Other comments	<p>Additional survey: one oak tree on the foreshore near the steps to the rear of the yellow house. The tree has no lost two substantial branches form the lower canopy in storm conditions. The resultant wound is large, but the physiology of the tree appears good. The tree is slightly more prone to failure due to the C of G being raised, but unless decay weakens the timber the stem is in column and unlikely to fail catastrophically.</p> <p>The remaining canopy is fairly balanced, and no works are recommended at this time.</p> 

Site	Audit dates:	
Woodpecker Walk	Works completed	All works completed except those listed below.
	Works outstanding	G3 ash – several trees have now reached 75% dieback so they are unlikely to thrive. Plan to remove. Includes G3.1 to lift over roof. G5 Still to do – clear building by 2.0m T7 sweet chestnut - deadwood
	Works that need redoing	None
	Other comments	None

Arboricultural Record

- Tree Safety Survey

& priority work schedules

Sites:

Allotments
Cemetery & Field
College Playing Fields
Hamble Green & Woodland
Mount Pleasant Playing Field
Sports Ground
Westfield Common to Slipway

Kiss
Tree
Management
Limited



Reference KTML35422

Date: September/October 2022

Sarah Kiss, DipArbRFS, MICFor, FArborA



Arboricultural
ASSOCIATION

Fellow Member

1. Contents

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2. Summary.

I was commissioned to carry out a tree safety survey for six sites on behalf of Hamble Parish Council.

Very few high priority works were found, and none of these are emergency works. The regular tree management by the Parish is resulting in fewer trees being identified that require work, even after Storm Eunice in February of this year – they clear up appear to be complete. The vast majority of the works are of moderate priority and for clearance to property and to clear lamp columns.

One ash (T6) outside Ferry House at Hamble Green needs to be dealt with promptly- it has Inonotus and this is known to cause limb or stem failure. The position and lean mean it will fall over the entrance to Ferry House so it is advised that this is done as a priority.

T6	Ash.	Corner of entrance to Ferry House.	19	50		Ma	Fair to good, Pseudoinonotus north side of main stem at 7m	Fair but compromised	Fell	1- within 3 months. Foreseeable failure.
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The Parish has a diverse and well-used network of green spaces and walkways with a good range of species and ages of trees present, including some very important veteran and very large, notable trees. No works are recommended to veteran trees at this time.

Ash Die Back (ADB) update: the disease has shown to be relatively aggressive and unpredictable in communities of ash trees: some are showing dieback and the one next door may be fine. With a few years' experience of dealing with ADB, it now seems common for trees to die over 4 or 5 years, losing approximately 20-25% of their remaining canopy each year. This year has been exceptionally dry so we are expecting this to exacerbate the problem: we may see an increase in ash death next year. The advice is to plan to fell tree when 75% of their canopy is affected, and to use mechanical access equipment (MEWP, cherry picker) where possible due to the very brittle nature of the diseased wood.

The coastal nature of the location, though somewhat sheltered by its position on the cusp of the River Hamble and Southampton Water, means trees predominantly tolerant of salt exposure are more likely to thrive. A few trees have failed or need replacing, especially in the orchard groups on College Playing Fields and these need to be replaced.

3. Methodology

General comments on methodology

- 1.1 This is the third set of surveys carried out by KTML, so is building on previous inspections and audits. The audit also acts not only as a check of works done, but also as a less formal check of the sites in the intervening years.
- 1.2 For consistency, I have used a very similar reporting format to the previous surveys so that they are comparable, and the format and language is familiar. The tree numbers have been started anew for each site.
- 1.3 The survey was carried out from the ground. Most trees were accessible with a few exceptions which are noted in the tables.
- 1.4 A system known as visible tree assessment (VTA) was used: only trees with notable defects are recorded and appropriate actions recommended for each. In some cases, this is a record of the tree and its defector potential problem rather than a work instruction. The key exception is where trees of particular importance are noted because of their great age or ecological value (usually both). These trees are rare and of great value, so their retention is highly desirable.

Recording conventions

- 1.5 Tree age is classified as young (Y), early mature (EM), mature (M), late mature (LM), veteran (V) and is related to the expected life for the species. Thus a 25-year old birch which may live 60 to 80 years will be recorded as early mature, but for a yew which may live for 400 years, the same 25 years will be recorded as young.
- 1.6 Stem diameter is banded into 30 cm ranges: <30, 30-59, 60-89, 90-119, 120+ which usually relates to a schedule of rates pricing system.
- 1.7 Priority ratings are assigned to works:
 - **3- Low** is for desirable works within the next inspection interval or as resources allow - these will usually be to prevent future defects becoming problematic or to improve the form of the tree.
 - **2- Medium** is routine work within one year. Most works lie in this range.
 - **1- High** – urgent works to be done within 3 months

- **Emergency** works – these will be communicated to the head grounds person by email or phone call and need immediate attention. None found.

4. Findings

Findings - general comments on the trees on site

- 1.8 There are several very old or veteran trees on site, mostly oaks and one London plane in the churchyard, all of great size. This is a rich population for the Parish to have and are of very high value in terms of landscape and ecosystem services – things like carbon sequestration, ecology and rainwater attenuation. Retention of these trees is highly desirable and their management must be considered carefully. Many of these veterans appear to be ancient boundary trees so are of important cultural and historical importance as well being of arboricultural and ecological significance.
- 1.9 Generally, the population is in reasonable health and condition with the key exception of ash which are showing signs of Ash Die Back (*Hymenoscyphus fraxineus*). As the incidence of this pathogen is increasing, I have added a specific note at Appendix A on this.
- 1.10 No urgent works are recorded, and very few high priority ones.
- 1.11 Hamble Green and Woodland – recommend the planting of 2 x new limes to retain avenue feature on open green space approaching woodland.

Descriptions of common works:

All tree works should be carried out in accordance with the British Standard BS3998:2012 Tree Work – Recommendations.

Deadwood. Remove section of dead wood greater than the diameter specified - usually noted as 'deadwood >25mm' for example. Major deadwood is usually sections of 50mm or greater or those sections that would cause harm if hitting a target. Deadwood over a particular area - e.g. 'over drive' may be specified, but should include all those sections that may fail onto the drive because of strong winds or placement of adjacent branches etc. Caution must be taken if a part of the site changes from caravans to tents as the target is less protected and smaller diameter deadwood will cause harm.

Lift or Crown Lift. Increasing the vertical distance between the ground or other specified structure to increase clearance. Usually removed material is taken back to the largest structure - stem or main branch – to achieve the required clearance. Usually carried out to allow unimpeded access or avoid damage from branches hitting structures.

Proximity prune. The pruning of branch tips or occasionally small self-set stems to give a clearance of a stated distance, usually a metre plus to a permanent structure. Several sites have been done since the previous survey and the vegetation have regrown to the point where the procedure needs repeating. For this reason, the minimum amount for clearance will be 1.5m unless otherwise stated. In some instances, the form and condition of the tree will allow a larger proximity prune to be carried out without undue harm

Localised prune. Pruning of a specific branch or area of a tree to achieve a particular result – usually to improve safety or to remove a lever arm.

Fell. Trees are only recommended for felling where retention is impossible to justify on safety grounds. If felling is undesirable, for example for ecological reasons, then either an exclusion zone must be set up minimum 1.5 x tree height and careful note made of the reason for decision. Where a third party may be affected by tree failure and the reason for retention is lack of resource, the third party should be made aware of the risk and be allowed to assist with management if they wish to reduce the risk. Liability for harm or damage ultimately lies with tree owner under Occupier's Liability Act. In some circumstances, felling of the whole stem may not be necessary: standing dead or decaying wood is a valuable ecological resource and will be encouraged if appropriate. In this situation a suggested height of retained standing section will be given.

Reduce. Remove live growth from the end of a branch in ne particular area (e.g. in height) or from the whole crown. Specified as the length of branch to remove or a height/width reduction.

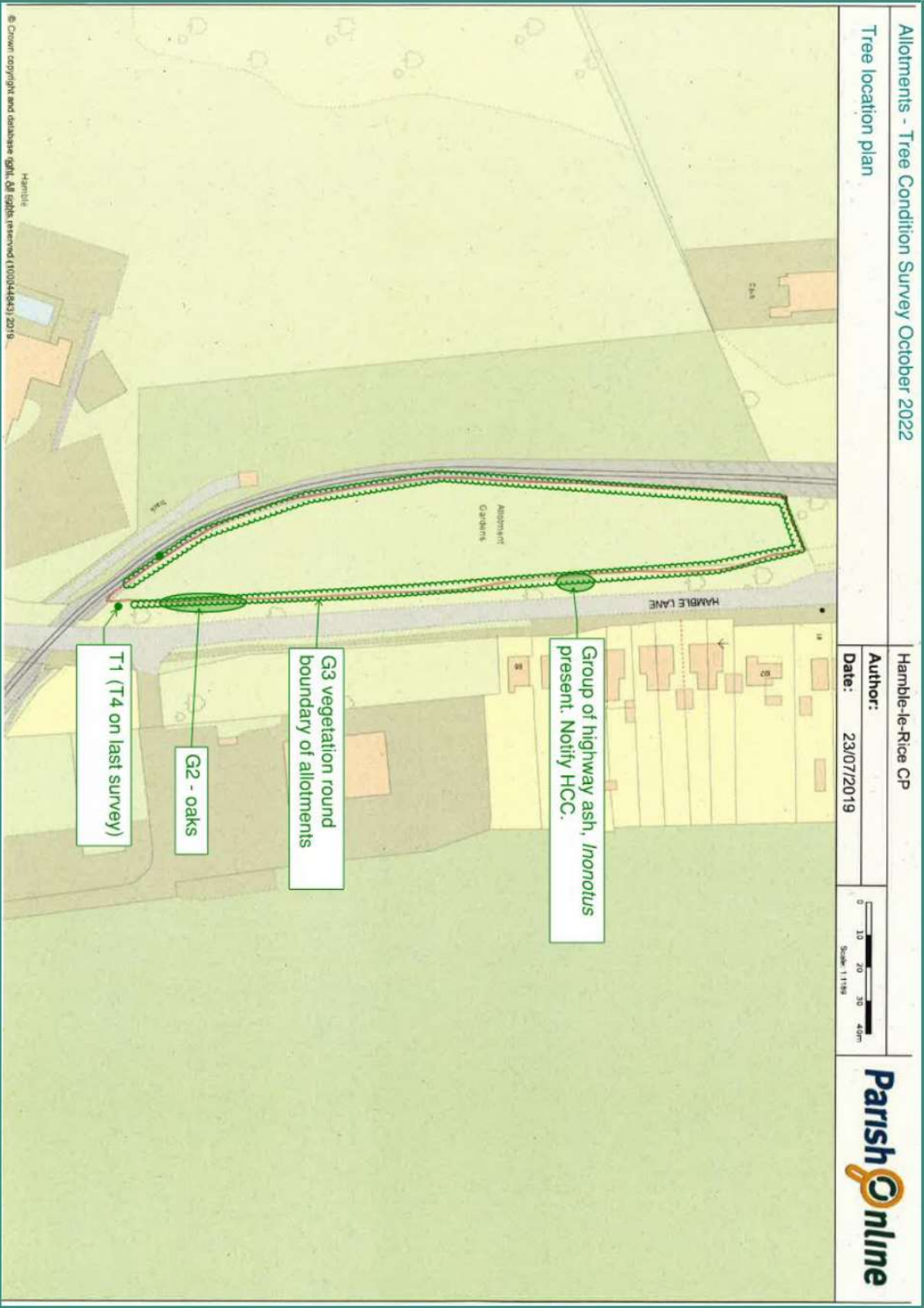
Note to tables:

T# denotes an individual tree. Common names have been used throughout to aid identification. Binomial names are included after the first use for each species in the table but not thereafter.

Tables follow each identified by site and followed by a tree location map based on those supplied.

Site: Allotments										
Tree no.	Species	Location	Ht (m)	Stem Diameter (mm)	Age Class	Physiological condition	Structural condition	Preliminary Recommendations	Priority rating	Notes
T1	Oak	Offsite	26	400	Ma	Good	Good . One lion's tailed branch extending over site, low	Remove one branch back to stem	2- within one year for safety	Can be done under Common Law rights, subject to TPO status.
G2	Oak	Offsite	24	Var	Ma	Good	Good to fair. Becoming low over allotments.	Lift to 4.5m over site using good pruning points.	3 - within next inspection interval or as resources allow: for use of site not safety	Can be done under Common Law rights, subject to TPO status.
G3	Various, mostly oak	Boundary trees, mostly offsite	Var	Var	Ma	Good	Good growing low in multiple places around perimeter of allotments	Lift to 4.0m pruning back branches up to 50mm diameter to good pruning points.	4 - within next inspection interval or as resources allow: for use of site not safety	Can be done under Common Law rights, subject to TPO status.

Tree location map on following page

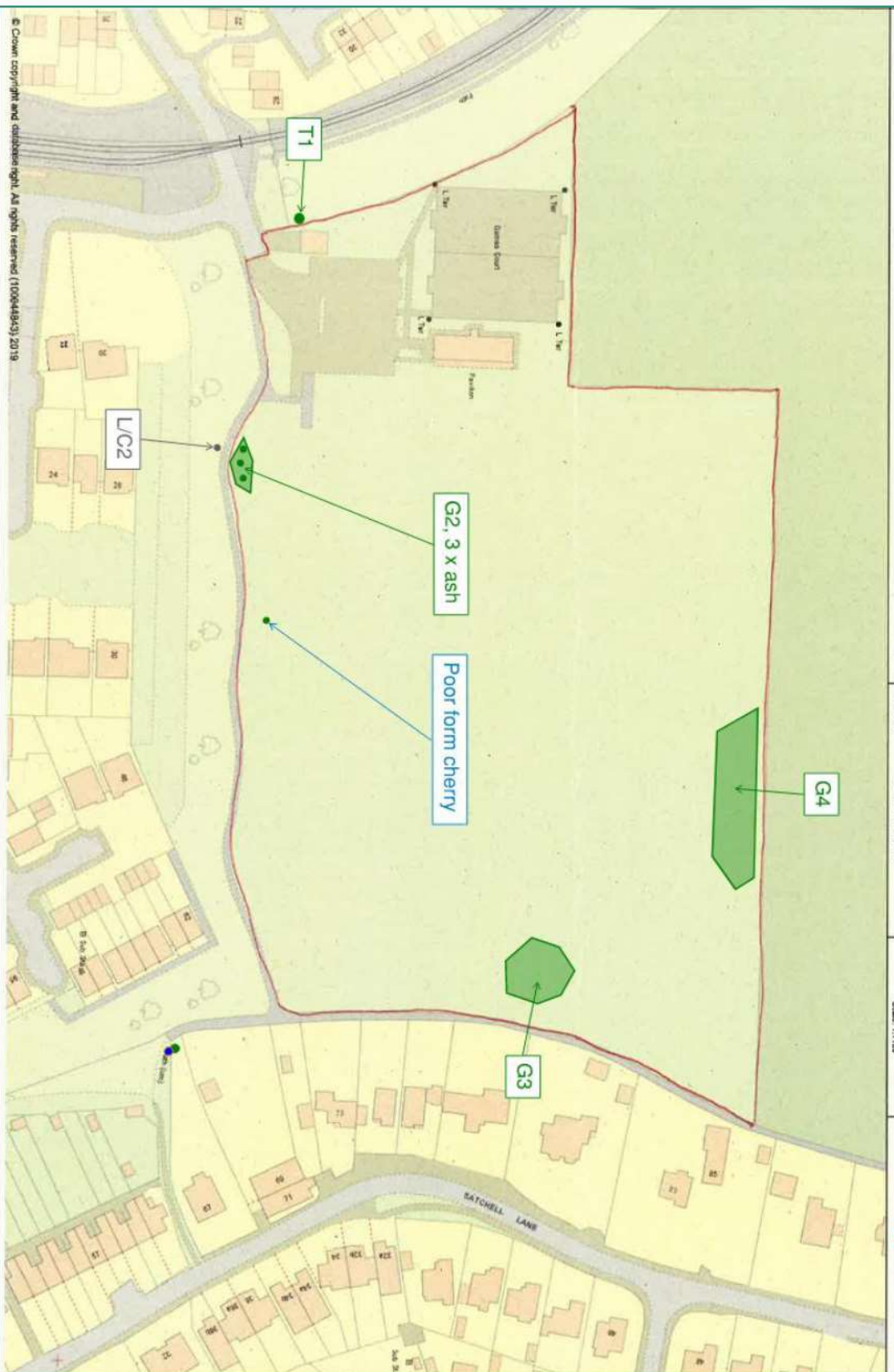


Site: Cemetery										
Tree no.	Species	Location	Ht (m)	1st Stem Diameter (mm)	2nd Stem	Age Class	Physiological condition	Structural condition	Preliminary Recommendations	Priority rating
T1	Laurel	By railings	5	300		Ma	Good	Good. Colonised with ivy	Sever ivy.	3- within next inspection interval
T2	Rowan	South section	4	100		EMa	Dead	Fair	Fell and replace	4 - advisory: good practice or as resources allow
T3	Sweet chestnut	Sw section	10	250	280	EMa	Good	Fair to good. Growing out to be in contact with neighbouring roof.	Lift to clear adjacent property by 2.5-3.0m taking laterals back to stem.	2- within 1 year
T4	Cherry	NE section	7	580		Ma	Fair. One compromised branch to north.	Fair. Remove damaged section.	Remove damaged section if path is considered to be a high target.	2- within 1 year

Tree location map on following page

Site: College Playing Field									
Tree no.	Species	Location	Ht (m)	1st Stem Diameter (mm)	Age Class	Physiological condition	Structural condition	Preliminary Recommendations	Priority rating
T1	Ash	Offsite	14	Ms	Ma	Fair to good	Fair. In contact with shed roof	Prune to clear by 2.0m	2
G2	3 x ash	Opposite I/c 2	15	300	EMa	Fair to good	Fair to good. All have dead branches on path side	Deadwood on path side	1
G3&4	Mixed orchard trees	Two groups	1.5-2.5	80	Y	Variable from dead to good	Fair to good	Adjust ties, stakes and guards, removing as necessary Beat up stock - some trees have died.	1

Tree location map on following page



Site: Hamble Common & Green

Tree no.	Species	Location	Ht (m)	1st Stem Diameter (mm)	2nd Stem	Age Class	Physiological condition	Structural condition	Preliminary Recommendations	Priority rating	Notes
T1	Sycamore	South of path	24	780		Ma	Good to fair	Good to fair	Cavity. Leans east. No further action at this time	Noted	
T2	Sycamore	By path.n	20	900.ms		Oma	Fair to poor	Fair to poor	Split stem on east side. Early defoliation	Noted	
T3	Silver maple	By path	22	1m.ms		Ma	Fair to poor	Fair to poor	Very sparse at top section.	Woodland management plan recommends removal and replant.	
T4	Scots pine	By path	20	600		Ma	Brown throughout canopy. Drought response.	Deadwood over path.	Remove deadwood over path	2 - within one year	
T5	Beech	By path junction	18	680			Fair. Ganoderma resinaceum on multiple points round stem . Very sparse throughout.	Fair	Good habitat, plan to reduce in next few years	3- within next inspection interval or as resources allow.	
T6	Ash.	Corner of entrance to Ferry House.	19	50		Ma	Fair to good, Pseudomonas north side of main stem at 7m	Fair but compromised	Fell	1- within 3 months. Foreseeable failure.	

Tree location map on following pages

Site: Mount Pleasant Playing Fields											
Tree no.	Species	Location	Ht (m)	Stem Diameter (mm)	2nd Stem	Age Class	Physiological condition	Structural condition	Preliminary Recommendations	Priority rating	Notes
G1	Privet.	North boundary, offsite	5	Var		Ma	Good	Good. Growing close to zip line.	Prune top back in line with rest of hedge.	3 - within next inspection interval or as resources allow.	
T2	Leylandii	North boundary, offsite	7	350		Ma	Poor. Very sparse and chlorotic canopy.	Poor. Several split limbs and sections of deadwood.	Remove overhang or notify school to manage for safety.	2- within 1 year	
T3	Birch	North boundary	15	430		Ma	Poor. Very sparse, small canopy.	Poor. Stem swept to southwest, 45° lean, historic pruning wounds at several points up stem with associated decay	Fell.	2- within 1 year	
T4	Oak	Southwest corner of site	26	1000		OMa	Fair to good	Fair to good. Large section deadwood present in moderate amounts, some over path and bin.	Deadwood 50mm Ø or 500mm long. Stack near base of tree. OR carry out pull test with throw line to check attachment.	2- within 1 year	
T5	Oak	By southern end of path	14	650		OMa	Tiny canopy remains, mostly dead. Valuable as habitat pole as long as it is stable.	Fair.	Plan to fell to 6m pole	3 - within next inspection interval or as resources allow.	Marked with orange spray on park side
T6	Acer	Opposite skate park	6	280		Y	Dead	Dead.	Fell and replant different species.	3. Low risk of harm but presents an opportunity to plant new tree. Suggest oak.	
T7	Sycamore	Behind pavilion	20	Var		Ma	Good	Good. In contact with roof.	Prune away from roof lift by 2 to 2.5m	1- within 3 months. Foreseeable damage	

Tree Location map on following page

Mount Pleasant Playing Field - Tree Condition Survey October 2022

Hamble-le-Rice CP

Tree Location Plan

Author:

Date: 23/07/2019



Parish Online



Site: Sports Field											
Tree no.	Species	Location	Ht (m)	Stem Diameter (mm)	2nd Stem	Age Class	Physiological condition	Structural condition	Preliminary Recommendations	Priority rating	Notes
T1	Ash	In school, Southern boundary	12	35	420	EMa	Poor. Chalara throughout canopy with 85% dieback	Poor. Do not climb.	Fell to 3m habitat pole or ground level if this is safer.	1- within 3 months. Notify school of duty of care.	Highly foreseeable failure. Chalara makes wood brittle and unsuitable.
T2	Oak	In school, Southern boundary	14	850		Ma	Good	Good to fair. Some historic blunt cuts now with decay present. Low over corner of pitch.	Crown lift back to boundary line or nearest good pruning point. Up to a height of 5m or minimum necessary to clear pitch.	2- within one year, For operational reasons.	
G3	Hazel x 5	SW corner	7	180	80	Y	Dead	Dead	Fell	3- as resources allow. Low target.	Soil level changes locally may have caused decline
T4	Sycamore	Offsite. Behind floodlight	19	350		EMa	Good.	Good. Growing past lamp column	Cut overhang back to stem	3 - within next inspection interval. Will obscure light eventually.	
T5	Oak	Offsite behind stand.	16	450		Ma	Good	Fair, slightly suppressed. Growing close to stand roof.	Cut back to clear roof by 2m to natural target pruning point.	2 - within one year. Foreseeable damage.	
G6	Oak	Offsite behind fence.	16	<700		Ma	Good to fair. Some major deadwood present, low target	Good. Growing low over spectator area and close to light.	Crown lift to 3.0m and clear behind light by 2.0m to good pruning points.	3 - within one year. Foreseeable damage/obscuring light.	

Tree location plan on following page.

Sports Ground - Tree Condition Survey October 2022

Hamble-le-Rice CP

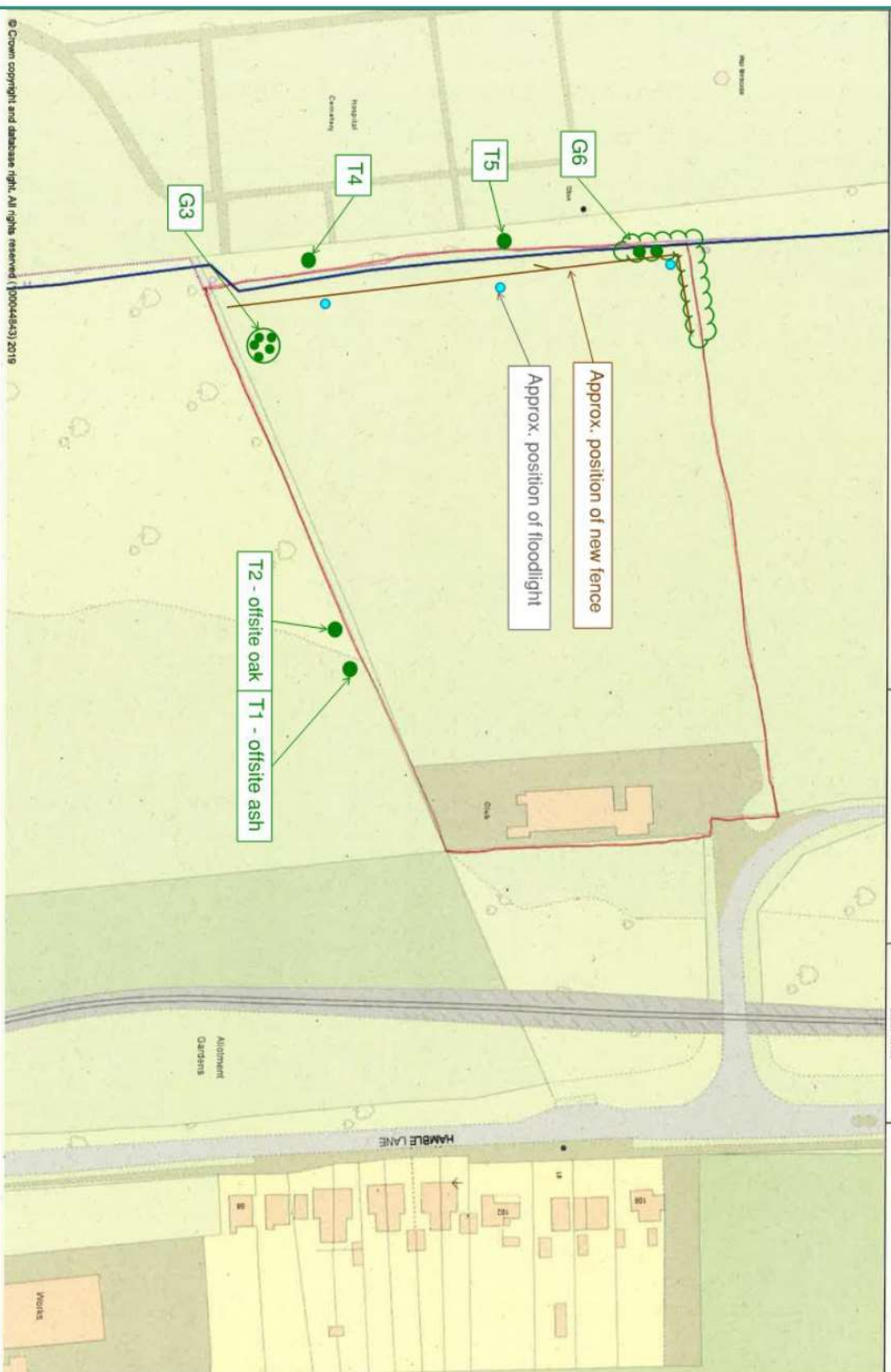
Tree location plan

Author:

Date: 23/07/2019



ParishOnline



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Site: Westfield Common											
Tree no.	Species	Location	Ht (m)	1st Stem Diameter (mm)	2nd Stem	Age Class	Physiological condition	Structural condition	Preliminary Recommendations	Priority rating	Notes
T1	Oak	31st of path, east of site	11	500		Ma	Dead	Dead but stable	Fell to 4/5m pole for habitat.	2- within 1 year	Could be left higher but branches need removing as they will shed onto path.
T2	Beech	East of car park	16	650		Ma	Fair. Large strip of dysfunction on east side of stem. Corresponding deadwood in canopy.	Deadwood over drive. Tree biased away from drive.	Deadwood over drive or pull test with throw line to check attachment.	2- within 1 year	
T3	Sycamore, multistem med.	South of finger post.	15	350	280	EMa	Fair. Good reaction wood.	Fair to poor. 5 stems regrown from stump. Central area of decay meaning regrowth stems are compromised at base. One girdling root over union.	Noted. Survived high storms. No evidence of cracking at unions.	Noted. Check after storms.	
T4	Sycamore	West of car park, west of fallen beech.	18	400		EMa	Fair. Small canopy for height.	Poor. Sided by falling beech, now very etiolated and exposed. Few side branches to dissipate wind forces.	Unlikely to cause harm as will probably throw into adjacent trees.	Noted. Check after storms.	
G5	2 x dead stems	One 1m behind 'No Footway' sign, other west by 15m with toy cow hanging on it	6	100	120	Y	Dead	Poor. Will fall into road	Fell to near ground level	1- within 3 months	

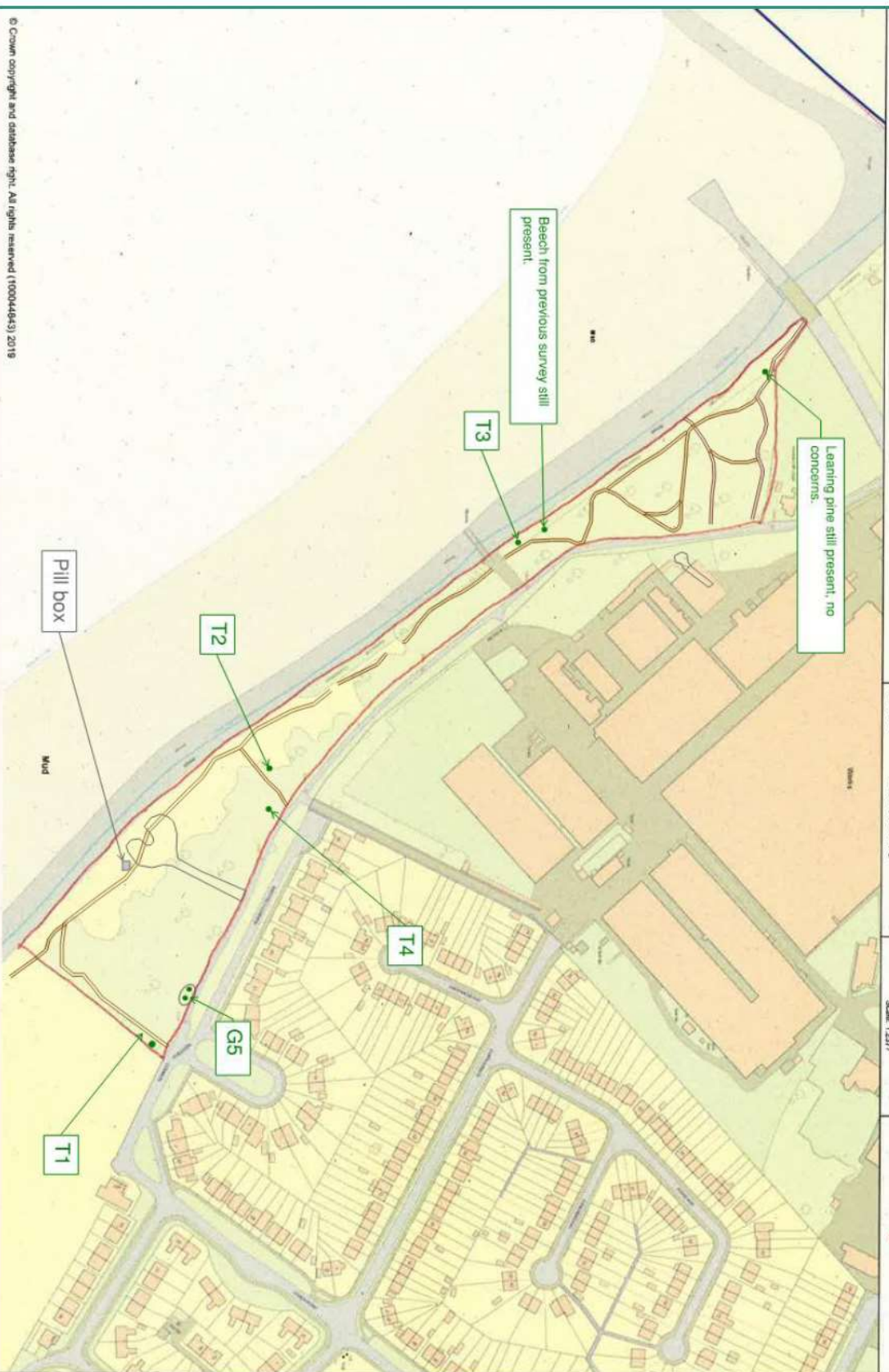
Tree location plan on following page.

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Tree location plan

Author:

Date: 23/07/2019



5. Relevant arboricultural information

5.1 Any tree works should be carried out by qualified professionals in accordance with British Standard 3998 'Recommendations for Tree Works 2012

5.2 Mulch. The addition of a layer of mulch of a suitable organic material can have many beneficial effects that may help prolong the life and improve the health of a tree, especially where the soil has been compacted. The most usual and readily available mulch is a seasoned bark or wood chip. The key benefits are:

- Aids decompaction by the addition of organic material into the soil layers – this may take some time to happen as the microbial soil organisms re-establish
- Provides a soft-footfall layer which helps reduce subsequent compaction
- Suppresses weeds and competition from other plants
- Holds moisture in the soil for longer – reduces evaporation from the soil surface and reduces run-off from compacted surfaces so water has time to soak into the soil
- Increases soil temperatures during cold weather – acts as an insulating layer
- Improves the nutrient value of the soil

A 50mm deep layer of mulch in the form of seasoned wood bark or chip extending to the canopy spread of the tree is recommended. Do not pile mulch around the base of the stem as it can hold moisture and cause rotting or activate root nodes: the layer should taper down to nothing right by the stem. If the area is in regular use, apply mulch in later autumn so it can start to 'settle' over winter and cause less mess than when residents want to use the garden.

5.3 See previous survey for ash dieback advise.

5.4 Carbon Gold™ or BioChar is a soil improver based on charcoal and organic content that field trials have shown to improve the structure, aeration and water-holding capacity and nutrient retention of soils while encouraging the presence of beneficial microbiology. It is a trade name, and other products are available but check the content: the blend this product seems to offer an enhanced mix including seaweed and inoculants that mean one application is sufficient for a good number of years, if not permanently.

5.5 Significant defects such as those referred to in the report may be referenced using David Lonsdale's 'Hazards From trees': a version may be obtained either from the Forestry Commission or is downloadable without charge from [http://www.forestry.gov.uk/PDF/fcpg13.pdf/\\$FILE/fcpg13.pdf](http://www.forestry.gov.uk/PDF/fcpg13.pdf/$FILE/fcpg13.pdf)

and with reference to 'The Body Language of Trees' by Claus Mattheck and Helge Breloer available from the HMSO bookshops ISBN No. 0-11-753067-0

5.6 The following trees are tolerant of salt-exposure:

Common name	Botanical name	Characteristics
Acers Box elder	<i>Acer pseudoplatanus</i> vars: <i>'Atropurpureum'</i> <i>'Brilliantissimum'</i> <i>'Leopoldii'</i> <i>Acer negundo</i>	Many <i>Acer pseudo Platanus</i> varieties are tolerant of maritime exposure and offer a range of attributes: Reddish purple under-leaf From pale pink through yellow & orange to bright green Green leaves stippled whit & yellow in summer. Attractive 3lobed leaf, striped bark and pink-winged fruit in summer.
Alder - red	<i>Alnus rubra</i>	Longer woody seed 'cones', tolerant of wet and dry soil conditions
Aspen	<i>Populus tremulus</i>	'Quivering' leaves with attractive silver underside. Can become statuesque tree.
Garrya	<i>Garrya spp. esp 'James Roof'</i>	Evergreen large shrub or small tree. Evergreen with silver grey leaves. Tolerates salt but requires a bit of shelter from cold & strong winds. Male plants bear impressive catkins on last season's wood – so catkins will not appear if plant is trimmed as a hedge.
Raoul	<i>Griselinia littoralis</i>	Large shrub or small tree with leathery apple-green leaves. Slow growing but tolerant of maritime climate. Native to New Zealand.
Holm Oak	<i>Quercus ilex</i>	Evergreen oak species. Impressive structural form with craggy bark and open framework to mature trees. Long-lived and robust tree.
Magnolia	<i>Magnolia virginiana</i>	Semi-evergreen in warmer spots; range of flower colours available with a feint lemon fragrance.
Sea buckthorn	<i>Hippophae rhamnoides</i>	Evergreen. Useful habitat and food source for birds and small mammals. Bright orange berries have very high vitamin C content.
Strawberry Tree	<i>Arbutus unedo</i>	Evergreen with glossy leaves and red bark becoming shaggy with age. Round fruits ripen red and resemble strawberries, but not quite so palatable! Not suitable near paths as fruit causes a bit of a mess if trodden in, but a beautiful tree for an open space or wider verge.
Swedish Whitebeam	<i>Sorbus intermedia</i>	White – grey underside to deeply lobed leaves. Small to medium tree. Red-orange berries popular with birds. Creamy white clusters of flowers in spring.

6. Relevant legal information.

- 6.1 Occupiers' Liability Act. The law requires tree owners to behave reasonably and to uphold their Duty of Care under the Occupiers Liability Act 1984. This requires tree owners to take action where damage or harm is foreseeable or actual, for example the total failure of a long-dead tree where it is leaning towards an adjacent property.
- 6.2 Reinspection schedule. There is no legal requirement for reinspection intervals. The National Tree Safety Group (NTSG – part of the Forestry Commission) offers some guidance on who may carry out inspections and how often:

"Simple, formal inspection, through ground level visual checks in the course of walk-over surveys, provides a useful, cost-effective means of identifying clear and present signs of immediate instability (uprooting or other structural failure)."

and

"Formal inspection will be undertaken as part of the implementation of the ...management plan for the site. Their frequency will be determined as a consequence of the zoning of the site together with the consideration of the prioritisation of the risk and the resources available to manage that risk. The decision is a judgement for the owner, agent or advisor. Applying sensible reasonable behaviour in taking account of the site circumstances as a basis for good practice."

- 6.3 The Parish Council has a defensible tree inspection regime in place. I recommend this is maintained. Including and quarter - or half-yearly segment within the reinspection interval (so once every 27 or 30 months), rather than at the same time of year every 'round' of inspections. This allows trees to be inspected at different times of year so different seasonal features can be assessed and fungi with different sporulation times can be checked for.
- 6.4 A summary of the NTSG advice entitled 'Common sense risk management of trees' is available to download from www.ntsg.org follow the links to 'guidance'. This may help you form your own opinion of what reinspection schedule you are comfortable with.

7. Validation.

I confirm that the findings and opinions contained in this report are those based on my own judgement and experience and after careful inspection of the tree in person. I hold the following relevant qualifications:

- Chartered Arboriculturalist with ICF (achieved with an award) 2019
- Fellow member of the Arboricultural Association.
- Professional Diploma in Arboriculture (RFS) level 6.
- Technician's Certificate in Arboriculture. Level 4.
- Certificate in Professional Tree Inspection awarded By Lantra Awards, refreshed April 2018 and again in 2021.



Signed by Sarah Kiss on the 29/10/2022

8. Thumbnails of photos taken during surveys

Allotments:



HPCAllotments advise HCC



HPCAllotments G low boundary trees



HPCAllotments G low on boundary



HPCAllotments T1

Cemetery:



HPC Cemetery T1



HPC Cemetery T2



HPC Cemetery T3



HPC Cemetery T4

College Playing Fields:



HPC CollPF T1 advise



HPC CollPF T1

Hamble Green & woodland: no photos taken

Mount Pleasant Playing Fields:



HPC MPleas T2



HPC MPleasPF G1



HPC MPleasPF offsite TOak



HPC MPleasPF T6



HPC MPleasPFG7

Sports Field:



HPCSportsField T1&2,2



HPCSportsField T1&2

Westfield Common:



HPC WestfComm T1



HPC WestfComm T2



HPC WestfComm T3



HPC WestfComm T4

9. Contacts

- 9.1 Client: Hamble Parish Council, Richard Clarke, HeadGroundsman@hamblepc.org.uk. 07548 831136
- 9.2 Author: Sarah Kiss, 18, High Street, West End, Hants, SO30 3AA. Mobile: 07800 575552 Email: sarahlkiss@gmail.com.
- 9.3 Arboricultural Association: The Malthouse, Stroud Green, Standish, Stonehouse, Glos., GL10 3DL Tel: 01242 522 152 Website: www.trees.org
- 9.4 Local Planning Authority: Eastleigh Borough Council.
- 9.5 Local Highway Authority: Hampshire County Council, 0300 555 1386 and ask for the tree team.

