

HAMBLE-LE-RICE PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON
MONDAY 13th MARCH 2017 AT THE ROY UNDERDOWN PAVILION,
COLLEGE PLAYING FIELDS, BARON ROAD, HAMBLE-LE-RICE AT 7.00 PM**

Present

Cllr S Hand – Chairman
Cllr S Cohen – Vice Chairman
Cllr P Beach
Cllr M Cross
Cllr T Hughes
Cllr I James
Cllr C Palmer
Cllr D Phillips
Cllr D Rolfe
Cllr S Schofield
Cllr I Underdown

In Attendance

Mrs A Jobling – Clerk to the Council
Mrs J Symes – Assistant Clerk to the Council
Mrs J Panakis – Minutes Secretary
Mr M Blythe, Area Co-ordinator, Eastleigh Borough Council
Mr P Quinn – Consultants for Barclays Bank development
Mrs Nicola Treeby, Project Manager.
4 Members of the Public

To Receive Apologies for Absence

99/31/17 Apologies had been received from Cllr G Woodall.

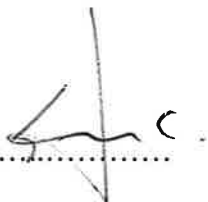
Declaration of Interest

100/31/17 Cllr Underdown declared dispensations relating to the Foreshore and Dinghy Park, and the River Hamble. Cllr Cross declared an interest in planning. Cllr Hand declared dispensations relating to the Foreshore and Dinghy Park and the Royal Southern Yacht Club. Cllr Beach declared a dispensation regarding the Foreshore and Dinghy Park. Cllr Cohen declared a dispensation relating to membership of the royal Southern Yacht Club. Cllr James declared a dispensation relating to membership of the royal Southern Yacht Club.

To Accept the Minutes of the Council Meeting held on 27th February 2017

101/31/17 Cllr Underdown then proposed, Cllr Rolfe seconded, all agreed and **IT WAS RESOLVED** to accept the minutes of the Council meeting held on 27th February 2017 as a true record and was then signed by the Chairman.

Chairman's signature



date... 27/3/17

Public Session

Lease of the Beach Hut Cafe

102/31/17 Ms Eloida Heritier spoke to the Council concerning the proposed change to the lease of the Beach Hut Café which could lead to Café becoming licensed premises. She was concerned that residents learnt of these proposals through the Village Magazine, rather than local businesses and residents being informed properly by letter or visit.

With regard to the prospect of the Café becoming licensed to sell alcohol, she pointed out that there are already many pubs and restaurants in Hamble where alcohol could be bought and another one was not required. If the sale of alcohol is permitted it would have a negative impact on the residents in the local area, the local businesses and the peaceful nature of the foreshore which is enjoyed by families and children.

Cllr Hand thanked Ms Heritier for her presentation. He commented that the Parish Council was not the Licensing Authority and thus had no involvement in the application for an alcohol licence to the café. He asked the Parish Clerk to keep Ms Heritier informed when this matter would be discussed in future meetings. **CLERK**

103/31/17 Mr Peter Nicholson spoke in support of the previous presentation. There are 8 licensed premises between the Foreshore and the Square and another one was not necessary. With regard to parking on the Foreshore, Mr Nicholson remarked that he owned a cottage directly adjacent to the Foreshore and had asked on many occasions about concession to park there. He queried why the Beach Hut Café should be given special dispensation for an 8 hour permit, but this is not extended to people who live in the immediate vicinity.

Another matter he wished to bring to the attention of the Council was Heather Garden – a patch of wood which was given to the Parish Council by Eastleigh Borough Council. He felt that the Parish Council was not maintaining this area as a lot of the trees there appeared rotten and over hung his own garden. He was concerned that his own fence and garden were at risk from damage because of this.

Cllr Hand thanked Mr Nicholson for his presentation and said that the Council would respond to him in due course regarding the parking issues on the Foreshore. However, he pointed out that there were other tenants who had parking rights there including personnel from the Lifeboat Station and the Pink Ferry Boat Yard. With regard to the wood at Heather Garden, the Council would look into his complaints as soon as possible. **CLERK**

104/31/17 Mrs Webb, a resident of Kingfisher Close, spoke to the Council about the ongoing developments at Riverside Caravan Park. She was concerned about two issues: the land height and screening. The land height at the top of the site remained level and had not been changed, however, the bottom of the site had altered considerably – there was a rise of between 1.5 to 2 ft in the land there. Mrs Webb wondered whether there was any reference to this in the original plans: she felt that this increase would negatively affect drainage in Kingfisher Close, particularly in the houses opposite her.

With regard to screening: one tree has been cut down along with the clearing of shrubs, however, the plans did not permit trees and shrubs to be removed. The land height will have an impact in that the caravans on plinths will be higher than they were before. Mrs Webb asked whether the Parish Council could obtain some answers to her concerns.

Chairman's signature

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Cllr Hand thanked Mrs Webb for her comments and said that the Parish Clerk would contact Eastleigh Borough Council about her concerns. In addition, Mr Blythe agreed to contact his colleagues in development Management to ask for information about this. **CLERK**
2 Members of the Public left at 7.22 pm.

Community and Partnership – new Community Facility at the former Barclay’s Bank Premises

105/31/17 Mr Quinn, representing the development consultants, explained that there were 3 options for the development of the site: (1) the site to retain its present footprint, with 2 one bedroomed flats on the first floor; (2) to increase the footprint of the building by extending to the front, which would permit one of the flats to be suitable for 2 residents, and (3) extending the footprint to the right hand side which would permit separate access to the flats from the footpath giving dedicated stair access to each flat, their own front door and storage at the bottom of the stair well. Option 3 is the preferred option and this would increase the footprint from 91 sq m to 125 sq m. The outside finish would match that of buildings in the immediate vicinity with a design differential between the community facility and the residential parts of the building. Although Option 3 provided more flexibility and better use of space, it will be more expensive, and it was not known if there were sufficient resources to finance this. Views of the Community were important in the final decision.

Some Councillors felt that having a library was not the most important community resource for the area and believed that accommodation for the pre-school was more important. Mr Blythe reported that the provision of a library had been a long standing promise to the Parish Council when the mobile library service had been withdrawn; consequently that was the driving force behind the designation of the building as a library. Cllr Hand commented that the Leader of Eastleigh Borough Council had assured the Parish Council that they would have no financial responsibility to the development, although he was now concerned as to how much additional work (beyond opening and closing the facility) would fall to the Parish Council. Mr Blythe recommended that these concerns were discussed with Eastleigh Borough Council.

Cllr Hand invited Mr Quinn and Mr Blythe to make a presentation to the Community at the Annual Parish Assembly, being held on 12th April. The Council decided that their concerns should be linked to those of the Community, as expressed at the Annual Parish Assembly and submitted to the Borough Council.

Planning application for the present proposals would be sought in June therefore submitting the views of the Council and the public to the Borough Council was advised as soon as possible.

Mr Quinn, Mr Blythe and Mrs Treeby left the meeting along with 2 members of the public at 7.45 pm.

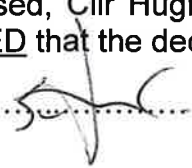
Planning and Development Control

To consider any Planning Applications

106/31/17 *F/17/79951 Single storey rear extension, first floor terrace, raised patio to rear and alterations to elevation at 14 Oakwood Way, Hamble-Le-Rice, Southampton SO31 4HJ.*

Cllr Underdown proposed, Cllr Hughes seconded, Cllr Cross abstained, the majority agreed and **IT WAS RESOLVED** that the decision be left to the Officers. **CLERK**

Chairman's signature



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107/31/17 F/17/80052 *Two storey side extension, single storey rear extension, conversion of roof space to provide habitable accommodation and alterations to fenestration at 2 Emmons Close, Hamble-Le-Rice, Southampton SO31 4QF.*

Cllr Underdown proposed, Cllr Schofield seconded, Cllr Cross abstained, Cllr Cohen declared and interest and declined to vote, the majority agreed and IT WAS RESOLVED that the decision be left to the Officers. **CLERK**

108/31/17 C/17/80102 *Erection of 1.5 m high wall to site entrance at 16 Crowsport, 18 Oakwood Way, Hamble-Le-Rice, Southampton SO31 4HG.*

Cllr Underdown proposed, Cllr Hand seconded, Cllr Cross abstained, the majority agreed and IT WAS RESOLVED that the decision be left to the Officers. **CLERK**

109/31/17 T/17/80104 *Fell 1 no Beech, 1 no Holm Oak and 1 no Lawson Cypress to rear of 6 Copse Lane, Hamble-Le-Rice, Southampton SO31 4QH.*

Cllr Underdown proposed, Cllr Schofield seconded, Cllr Cross abstained, the majority agreed and IT WAS RESOLVED that the Council objected to the felling of these trees and be authorised only if deemed essential and that the decision be left to the Arboriculturist. **CLERK**

Playing Pitch Strategy Response

110/31/17 Cllr Cross in conjunction with the Clerk had drafted a response to this strategy document and this had been circulated to Councillors via e-mail recently. The response welcomed the general ethos of the document, but pointed out that the Strategy's general thrust was to centralise sports facilities, mainly to the Hedge End, West End and Botley areas, despite the fact that Bursledon and Netley had been identified as areas of deprivation. Hamble was not particularly mentioned in the report, despite being located close to the identified areas of deprivation. It appeared irrational therefore, with Hamble's proximity to identified areas of deprivation, to move facilities away from this area. In consequence it was felt that it did not represent an equitable distribution of resources across the Borough Council area. In addition there was no reference to water based activities (such were available in Hamble), walking trails and bicycle routes in the Parish either.

Cllr Underdown proposed, Cllr Rolfe seconded, all agreed and IT WAS RESOLVED that the Response be adopted following minor alterations to composition to be done by the Clerk.

CLERK

Finance

111/31/17 **Audit Reports:** Mrs Jobling explained to the Council that there were 2 audit reports for the Council to note. The Auditor had visited recently and had subsequently provided the report of 3rd March: she was generally happy with how the Council was run, but did have recommendations as to improvements. Mrs Jobling highlighted 3 of them:

- (a) **Card Payments:** the Auditor pointed out that, unless an organisation is collecting £2,000 income each month, the facility of having card payments is very expensive. Mrs Jobling explained that during the first 3 months of the year when the Council received Dinghy Park and Car Park income this amount could be reached. However, with movement towards electronic payments for dinghy park permits, even this was unlikely to be so in

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the future. Mrs Jobling also informed the Council, that since she had been in post, only 6 people had requested payment by card. It was agreed that the drive towards electronic payment should be continued and the proposal to introduce payment by card be reviewed later in the year. Mrs Jobling was asked to investigate further and report back to another meeting. **CLERK**

(b) Electronic Payments: the Auditor has suggested that the office staff have a debit card which would reduce the need for petty cash. The Council discussed this proposal, along with providing a debit card for the Ground staff who frequently had to make purchases, including petrol and maintenance materials. Cllr Hand proposed, Cllr Cohen seconded, all agreed and IT WAS RESOLVED that the Council secure 2 debit cards: one for office staff and one for ground staff, with an expenditure cap of £250. **CLERK**

(c) Meeting Schedules: the Auditor recommended that the Council consider having different focus for their bi monthly meetings – one for operational matters and one for policy and community. The Council agreed to try to move towards this model.

There was also a report dated 1st December and this was presented to the Council, as it had not been previously. There were no recommendations attached to this report: the report was noted.

112/31/17 Annual Review of Financial Regulations: Mrs Jobling informed the Council that there had been no review of their Financial Regulations for some time, consequently this exercise was overdue. In undertaking this process, there would be implications for a number of projects and work that the Council was currently involved in. NALC has a template available for Financial Regulations which reflects good practice and can be tailored to suit individual Councils: this had been circulated with the papers. Paragraphs had been highlighted to areas especially relevant and or needed clarification. Mrs Jobling gave several examples: Item 6.6 in the document specifies that cheque payments should be signed, once authorised, actually at the Parish Council meetings. This could be achieved by 2 signatories remaining after the meeting closed. Item 6.10: Internet banking – it would be necessary to get double authority working for this. Item 6.15: it was recommended that the Clerk the only person to have the PIN/passwords to the bank account, however, this would pose serious difficulties with only 2 members of office staff.


Mrs Jobling said she would endeavour to clarify the document to make it more relevant and workable for Hamble Parish Council and bring it back for the Council to deliberate at the next meeting. **CLERK**

113/31/17 Refunds Policy: The staff had received a cancellation for a hiring of the room in the Roy Underdown Pavilion. Mrs Symes explained the reason for the cancellation to the Councillors, which was complex and due to circumstances beyond the control of the hirer. The hirer was requesting refund of the fee she had paid to hire the venue (£45). Mrs Jobling said that the Council had no formal refund policy at present and it was agreed that this should be considered and possibly developed along similar lines as the refund policy for the Memorial Hall.

Cllr Hand proposed, Cllr Phillips seconded, all agreed and IT WAS RESOLVED that the Council would reimburse the whole amount to the hirer. **CLERK**

114/31/17 Member's Training: The Council had agreed previously that they all required finance training: this would be arranged through HALC. Mrs Symes asked all Councillors to e-mail her, as soon as possible, with dates they would be available for this. With regard to Festive Lights training, she was exploring this with a view to holding training in Hamble. Unfortunately, the organisers of the Winchester event preferred to run the training centrally.

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ASSISTANT CLERK

115/31/17 Budget Monitoring: Mrs Jobling reported that they had experienced problems with Barclays Bank where deposited cheques had been entered incorrectly into the Council's account. This meant that she was, at present, unable to reconcile the bank account. It was hoped that this would be rectified and be brought to the next Council meeting. **CLERK**

Coronation Parade Improvements

226/52/16 No further information was available

Hamble Lifeboat Toilets

52/21/15 This would be discussed under exempt business.

CPF Storage Building Construction Project

477/111/16 The building was not ready to be signed off due to water leaks in 2 areas. The contractors were investigating the problem.

Foreshore Waste Bins

360/91/16 This item was to remain on the agenda to enable the Council to monitor their use.

To Authorise the Clerk to Deal with Correspondence relating to Council Matters, including

From Eastleigh Borough Council

116/31/17 Correspondence regarding the Playing Pitch and Open Space Strategy consultation document. The response to this was dealt with under Item 110/31/17.

From Hampshire County Council

117/31/17 Correspondence regarding the River Hamble Harbour Management Committee: the papers for this were available in the office and on the Council's web site for those interested.

Other Correspondence

118/31/17 Discussion with Hamble Primary School: Mrs Jobling reported that she was approaching different organisations as part of her induction as new Clerk. Together with Mrs Symes she met with the Head Teacher of Hamble Primary School. The Head Teacher was keen to work more closely with the Parish Council on a range of issues including Mount Pleasant. Cllr Hand said that the issues at Mount Pleasant and its buildings needed addressing, and should be dealt with at a future meeting. **CLERK**

119/31/17 Correspondence received from HALC regarding Rate Relief for Councils on toilets; it was agreed that the Council should respond to this.

Cllr Hand proposed, Cllr Cohen seconded, all agreed and IT WAS RESOLVED that the Clerk should send a letter to the MP on behalf of the Council. **CLERK**

Chairman's signature

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Exempt Business

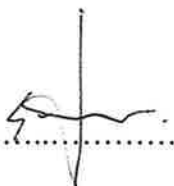
120/31/17 Cllr Hand proposed, Cllr Underdown seconded, and all agreed and IT WAS RESOLVED that in view of the confidential nature of the business to be discussed the public and press be excluded.

The matters to be discussed were as follows:

Confirmation of the New Clerk
Hamble Lifeboat

The meeting closed at 8.40 pm.

Chairman's signature



date.....

27/3/17