



Council Meeting

Minutes

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

Minutes of the Annual Council of HAMBLE PARISH COUNCIL

Meeting held on **Monday, May 12, 2025** at **19:00 - 21:30** in the **Roy Underdown Pavilion; Meeting Room**

Present: Chris Jones, Ian Underdown, Michelle Nicholson, Serena Alexander, Sue Kendall, Mark Venables, Nick O'Donnell, Andy Thompson,

Apologies: Trevor Dann, Tony Moody, Malcolm Cross, Simon Hand

Staff and Partners In Attendance: Clerk and Claire Price, SmartMarketing

MINUTE REFERENCE FOR THIS MEETING IS FOLLOWING FORMAT (DD/MM/YYYY) + item reference
MINUTES

1 WELCOME

The Chair welcomed all to the Annual Council Meeting, he sent his best wishes to Cllr Hand who is convalescing and Cllr Cross who has a family matter.

2 TO ELECT THE CHAIR OF HAMBLE PARISH COUNCIL FOR 2025-2026

Cllr Underdown nominated Cllr Jones, there were no other nominations. Cllr Venables seconded. It was resolved to re-elect Cllr Jones as Chair of Hamble Parish Council and all in favour.

2.1 RECEIVE THE CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE

The Chair signed his Declaration of Acceptance of office in the presence of the Clerk.

3 PUBLIC PARTICIPATION SESSION

There was a member of the Residents Group Emma Westmacott who attended to state that she was delighted with her nomination at the Community Awards and was disappointed to have missed this.

There were no other members of the public present

4 TO ELECT THE VICE-CHAIR OF HAMBLE PARISH COUNCIL FOR 2025-2026

Cllr Jones stated that Cllr Dann was willing to stand again as Vice-Chair and he therefore, proposed that Cllr Dann be elected, this was seconded by Cllr Venables. There were no other nominations. So it was resolved to re-appoint Cllr Dann as Vice Chair.

His Declaration of office would be signed in the office.

5 APOLOGIES FOR ABSENCE

There were apologies from Cllr Dann, Cllr Moody, Cllr Hand and Cllr Cross

There were Dispensations for Cemex for Cllr Alexander, Cllr Underdown, Cllr O'Donnell and Cllr Venables.

6 APPROVE MINUTES

Resolved to approve the Minutes from 14th April 2025. Proposed by Cllr Underdown and seconded by Cllr Jones second and all those present in favour

7 GENERAL POWER OF COMPETENCE

After an explanation by the Chair The Parish Council resolves from 12th May until the next relevant Annual Meeting of the Council, (May 2026) that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence" Cllr Underdown proposed and seconded Cllr Kendall and all in favour

8 UPDATE FROM CHAIR OF COUNCIL

The Chair asked if there was any updates required that the Chairs of each Committee and Working Group send an email after the meeting.

The Chair mentioned the success of the Annual Parish Meeting and the positive feedback received.

He stated there was some progress on Op Aquatics and PC Peacock is in the process of convening a meeting with Stakeholders.

He mentioned the ongoing Highways frustrations and that the Parish are working to find remedies.

He thanked Cllr Dann for his speech and for stepping in on V D Day, along with the St Andrews Pipe Band who had played at the Foreshore.

9 AUDIT & FINANCE

9.1 INTERNAL AUDIT FINAL LETTER REPORT

Council noted the Final Internal Interim audit and agreed they would implement actions as appropriate.

Cllr Underdown Proposed and Cllr Nicholson seconded and all in favour

9.2 TO AGREE & APPROVE THE ANNUAL INTERNAL AUDIT REPORT

Council were shown the Annual Internal Audit report and it was Resolved to agree the Report Cllr Underdown proposed Cllr Venables seconded and all in favour

9.3 TO AGREE & APPROVE THE ANNUAL GOVERNANCE STATEMENT

The Clerk read out the Annual Governance Statement at the meeting. Proposed by Cllr Underdown and seconded by Cllr Venables and all in favour to resolve to agree the Annual Governance Statement. The Clerk and the Chair signed this

9.4 TO AGREE & APPROVE THE ACCOUNTING STATEMENTS

The Chair outlined the key figures in this document. (The Clerk had signed this prior to the meeting on 2nd May 2025 and circulated). It was Resolved to agree the Accounting Statements proposed by Cllr Underdown and seconded by Cllr Alexander and all in favour

9.5 TO AGREE THE DATE FOR EXERCISE OF PUBLIC RIGHTS

It was Resolved to agree the period from Tuesday 3rd June to Monday 14th July for the Exercise of Public Rights. Proposed by Cllr Underdown and seconded by Cllr Nicholson

9.6 TO AGREE THE CONFLICT OF INTEREST FORM FROM BDO LLP

Resolved to agree that there were no Conflicts of Interests between Councillors and BDO LLP and it was then Proposed by Cllr Underdown and seconded by Cllr Kendall and all in favour. The Chair and Clerk signed this.

9.7 REVIEW EFFECTIVENESS OF INTERNAL AUDIT 2024/2025

Resolved to agree that the Internal Audit does not undertake or give advice which may compromise or fetter their independence or invalidate the small authorities insurance. Proposed by Cllr Underdown and seconded by Cllr Nicholson and all in favour

9.8 MONTHLY FINANCIAL INFORMATION

Council were advised that there has been an small annual increase in the Memorial Hall rent for office space of 12.5%.

Resolved to agree the monthly reports and financial information. Proposed by Cllr Alexander and seconded by Cllr Nicholson and all in favour

10 AGREE POLICIES

It was agreed that the following policies would be re-adopted by Council but reviewed as part of the Governance Review outlined at last months meeting and brought back to Council as necessary.

- i. Standing Order

- ii. Financial Regulations
- iii. Members Code of Conduct
- iv. Freedom of Information Publication Scheme
- v. Complaints & Compliments Policy
- vi. Information & Data Protection Policy
- vii. Equality & Diversity Policy

Resolved to agree all policies. Proposed by Cllr Underdown and seconded by Cllr Venables and all in favour.

There was a discussion about media policy and this would be brought to Council at a later date.

11 TO APPOINT MEMBERSHIP TO COMMITTEES & WORKING GROUPS

- I. Planning Committee - Chair & Members
- II. Assets Management Committee - Chair & Members
- III. Functions Working Group - Chair & Members
- IV. Cemex Defence Committee
- V. Review Panel
- VI. Foreshore Facilities Working Group

Resolved to agree that the current Chair and members of Asset Management Committee, Planning Committee, Cemex Defence Committee and Review panel, Forehore Toilets Working Group would remain unchanged. Cllr Jones Proposed and Cllr Underdown seconded and all in favour

Cllr Nicholson had decided to step down as Chair of Functions Working Group but will remain as a member. Cllr Venables is also stepping down from functions working group.

The Chair thanked Cllr Nicholson for all her hard work as Chair and said she would be a hard act to follow and also thanked Cllr Venables.

It was proposed that the Cllr Jones would Chair this working group alongside Cllr Kendall with the 2 other members remaining. Cllr Venables mentioned the importance of discussion and financial reviews prior to budget setting.

The Chair reiterated the need for a defence fund. Cllr O'Donnel then talked about the master plan for the village and speaking to landowners and what is the plan for village.

It was resolved to approve the Functions Working Group. Proposed Cllr Underdown and seconded Cllr Nicholson.

12 REVIEW & AGREE TERMS OF REFERENCE FOR COUNCIL COMMITTEES & WORKING GROUPS

- i. TOR for Planning Committee
- ii. TOR for Assets Management Committee
- iii. TOR for Functions Working Group
- iv. TOR for Cemex Defence Committee
- v. TOR for Review Panel
- vi. TOR for Foreshore Facilities Working Group

To agree items 12i to 12vi as a whole including the changes to the Assets Management Committee TOR as these had been circulated with the meeting book prior to the meeting. Proposed by Cllr Underdown and Cllr Alexander seconded and all in favour.

13 ASSET TRANSFER

The Chair updated on the current position with the Borough Council and the transference of Assets. He also mentioned those County Assets and how the Parish continue to express their interest in these. He discussed with Council about the new boundaries and how this would be split.

Cllr Underdown asked about checking Avery's field.

To agree the signing of the Asset Transfer Forms and agree the appointment of Wellers Law Group to initiate the process and to agree the members of the Working Group remain the same. Resolved to approve by Cllr Underdown and seconded by Cllr Venables and all in favour.

14 INSURANCE

The Chair of Asset Management Committee advised that she had done a review of the two quotes received from Gallagher and Zurich (a further quote sought had not arrived) and it was decided that Council would remain with their current insurance provider Zurich for the figure of £9,582.14

The Asset Chair asked about safeguarding which was not on the insurance and the contents of the Clerks office.

Cllr Alexander proposed and Cllr Underdown seconded and all in favour to agree the Insurance Quote from Zurich for a further year.

15 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.

Partners left the room.

16 HAMBLE AIRFIELD/RULE 6

The chair took Council through the confidential document which had been provided to Council to explain the financial position of the Rule 6 party, this was in Exempt Business as it was a legal and contractual matter.

He explained the increase in the figures due to the extension of the appeal and the requirement to appoint a new expert in Highways due to a conflict.

Resolution: Hamble Parish Council note the circumstances regarding the cost of fighting the Cemex appeal and approve an increase of the allocation of funds from £30k to £35k. This expenditure is to be controlled in the same manner as the original funds and is delegated to the Cemex Defence Committee. Proposed by Cllr Nicholson and Cllr Underdown seconded and all in favour.

Cllr Underdown suggested an amendment to the date to by the end of the Inquiry, there was no seconder.

Cllr Nicholson asked the wording to be added to the end of the Financial Year 31st March 2026 and all in favour, one abstained.

Resolution: Hamble Parish Council note the efforts and financial circumstances of HPRG. HPC approve a grant of up to £20k to HPRG subject to agreement on a memorandum of understanding that commits HPRG to repay this grant at the earliest opportunity from the funds it is raising, or by the latest before the end of financial year (31 March 2026).

Meeting ended at **20:16**

CHAIR _____