

Council Meeting

Draft Minutes

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

Minutes of the **Full Council** of **HAMBLE PARISH COUNCIL**

Meeting held on **Monday, April 13, 2026** at **19:00 - 21:30** in the **Roy Underdown Pavillion;
Meeting Room**

Present: Chair Chris Jones, Simon Hand, Ian Underdown, Suzy Hamel, Nick O'Donnell, Grant Woodall, Mark Venables, Andy Thompson,

Apologies: Malcolm Cross, Sue Kendall, Serena Alexander

Staff In Attendance: Clerk and Deputy Clerk

Partners In Attendance: Claire Price SmartMarketing

The Minute Reference for the meeting is following format (dd/mm/yyyy) + item reference

MINUTES

1 WELCOME

The Chair welcomed.

Apologies for absence from Cllr Kendall, Cllr Alexander and Cllr Cross who was still unwell. These apologies were all accepted.

Dispensations for Cemex for Cllr Underdown and Cllr Venables

2 APPROVE MINUTES

The Clerk advised Members of a correction to Item 7 (Committees & Working Groups), noting that the minutes incorrectly recorded Councillor Underdown as having joined the Planning Committee; this should have stated Councillor Woodall. The correction was accepted.

It was then **Resolved** that the Minutes of the Full Council meeting held on 9 March 2026 be approved. The motion was proposed by Councillor Underdown, seconded by Councillor Venables, and carried unanimously.

3 PUBLIC PARTICIPATION

There were two members of the public present who asked if Cllr Cross was still unwell and asked why the other Eastleigh Borough Council elected members were not in attendance at the Council meetings.

The second matter raised related to a recently published book by Bill Blain concerning the Airfield. It was noted that neither the Hamble Peninsular Residents Group nor the Hamble Peninsular Defence Group (which includes Hamble Parish Council) had any involvement in its production, and this was clearly stated within the publication.

4 CO-OPTION

One application had been received and details circulated, however, as the applicant was not in attendance, it was agreed to defer the co-option item until the following month in order to confirm whether the applicant still wished to stand.

5 HAMBLE AIRFIELD

There was no update at this stage. However, the Chair advised that a minor amendment was required to the Terms of Reference for the Hamble Development Committee, under delegated authority, to enable a more streamlined authorisation process and facilitate timely decision-making.

Resolution: It was resolved that the delegated powers section of the Terms of Reference be amended to grant the Hamble Development Committee authority to spend the £25,000 allocated by Full Council at the budget meeting in March 2026, in order to progress the statutory review. This was proposed by Councillor Underdown, seconded by Councillor Woodall, and carried unanimously.

6 ASSET TRANSFER & LOCAL GOVERNMENT RE-ORGANISATION

Councillor Hand outlined that Government had announced details of the decision for Local Government Reorganisation and Hamble would be part of South West Hampshire (Eastleigh, 4 parishes from New Forest, Southampton and 3 parishes from Test Valley). Councillor Jones also highlighted the forthcoming Hampshire County Council elections and noted their relevance in the context of ongoing local government.

The Deputy Clerk outlined that the Assets in Tranche 1 should all complete tomorrow with the exclusion of the two complex titles outlined in her report.

She advised that the Working group met and recommended to proceed with progressing to transfer the Assets in Tranche 3 listed in the report but continuing to raise questions with the exception of Hamble Common, she reported the detail of the recommendation from the Working Group as follows:-

Cllr Jones proposed that despite the emotional connection, the hurdles to own and maintain Hamble Common were too great and recommended that HPC should not acquire this asset but should have ongoing dialogue with the owner and remain involved with its management. Seconded by Cllr Hand and all in favour.

Councillor Jones further outlined his reasons for considering that it would not be in the best interests of all parties for Hamble Parish Council to assume management of Hamble Common, citing its high level of environmental protection and the requirement for specialist management.

Councillor Thompson then enquired whether Eastleigh Borough Council was undertaking all works associated with the Rail Trail. The Deputy Clerk confirmed this was the case but would raise his question with regard to a second gate.

Resolution: It was resolved, as proposed by Councillor Underdown and seconded by Councillor Thompson, that the Parish Council would not pursue the transfer of Hamble Common, in line with the concerns raised by Councillor Jones. However, discussions would continue with the Borough Council to explore whether Avery's Field and the Copse could be transferred independently of Hamble Common. The motion was carried unanimously.

The member of the public standing for co-option arrived but the Clerk explained that this item had now been deferred to next month

7 COMMITTEES & WORKING GROUPS

7.1 CHAIR UPDATE

The Chair noted that the majority of his updates had been covered under the agenda items. His only additional point related to the progression of the Hamble sculpture(s). The Clerk advised that a meeting had been arranged with the Arts Officer, herself, and SmartMarketing.

7.2 ASSETS UPDATE

The Assets Chair in her absence had asked the Clerk to update on Interpretation. The Clerk outlined that this project was progressing well and she would report details to Council.

Cllr O'Donnell stated that there appeared to be some paint splashes on the bench plaques the Clerk would investigate.

7.3 PLANNING UPDATE

The Chair of the Planning Committee explained that the Conservation Area Appraisal is the key planning document governing policy within the Conservation Area, and noted that the Council is currently awaiting from the Borough options on which of the two ways the Parish should proceed either with the new Conservation Area Appraisal or to update the current 2008 document.

The Clerk reported that further correspondence had been sent to Hampshire County Council regarding the patch repairs and deterioration of the setts in Lower High Street. It was suggested that the Clerk also contact Councillor Keith House and Patrick Bloggs on this matter.

Councillor Venables raised concerns regarding 1 Rope Walk, noting the continued deterioration of the property, and enquired to when building works were expected to commence as it was in a poor state.

Councillor Hamel suggested that the Clerk write to the two County Councillors regarding both the condition of the High Street setts and the state of the listed building.

7.4 FUNCTIONS WORKING GROUP UPDATE

The Chair reiterated the intention to set up a quarterly finance committee which would be brought to Council for approval next month. He added that Human Resources would remain as a Working Group to respond to issues as they arise. The Communications strand of the Functions Working Group would be given further consideration.

The Clerk explained that despite the Council clearly following the NJC Green Book, as she had been unable to find the minute record, it was **Resolved** that Hamble Parish Council confirms that it adopts the National Joint Council (NJC) "Green Book" (National Agreement on Pay and Conditions of Service) as at 13th April 2026 as the basis of its employees' terms and conditions Proposed by Cllr Underdown to adopt the Green book and seconded by Cllr Hand and all in favour

8 MEMORIAL HALL

Councillor Thompson, as the appointed Parish Council representative, reported that the pre-school operating at the Memorial Hall will be closing in the summer; however, efforts are actively underway to secure a replacement provider.

He further outlined that the Parish Council acts as a permanent Trustee, responsible for safeguarding the deeds and ensuring the charity is properly managed.

Councillor Thompson also advised that he had suggested to the Memorial Hall Committee that they consider establishing a Charitable Incorporated Organisation, which would remove personal financial liability from Trustees. Under such an arrangement, the Parish Council would have no legal responsibilities.

9 STANDING ITEMS

9.1 HEALTH & SAFETY

Cllr Hamel mentioned that she had been made aware by the Lifeboat of an incident at the Foreshore due to a removed bollard. The Clerk advised that she had not been contacted in relation to this matter.

The members of the Public left the meeting at 20.03pm

10 FEES & CHARGES

The Clerk had circulated a document relating to the proposed charging arrangements for the Donkey Derby Field, which was briefly considered.

Resolution: It was proposed by Councillor Hamel and seconded by Councillor Underdown that the recommended tiered pricing structure be approved, that only one discount may be applied per booking, and that a refundable deposit of £100 be introduced. The resolution was carried unanimously.

11 POLICIES

There were no policies for approval

12 COMMUNITY AWARDS UPDATE

The Clerk updated on the community awards and reiterated that judging would be via email poll and not during a full council meeting. The awards were being held at the Annual Parish Assembly at the Primary School on Wednesday 6th May.

13 MEETING DATES

Resolution: Cllr Underdown proposed and Cllr Venables seconded, Cllr Hamel abstained all others in favour to adopt the Council and Committee dates for 2026/2027

14 3 G PITCH

The Chair explained the current position in the process and noted that a meeting was still to be arranged with the Borough Council.

The Clerk advised that the Council should formally resolve to progress the matter.

15 PETTY CASH

The Clerk explained the operational difficulties arising from the absence of a petty cash system, noting that its reinstatement had been recommended by the Internal Auditor.

Resolution: It was proposed by Councillor Hamel and seconded by Councillor Underdown that petty cash be reinstated with a limit of up to £150 as required. The proposal was carried unanimously

16 ACCOUNTS & FINANCIAL REPORTS

Resolved to approve the monthly financial reports and associated information. The proposal was made by Councillor Hand, seconded by Councillor Woodall, and carried unanimously.

The Deputy Clerk circulated details of historic outstanding receipts and payments which had not been correctly accounted for.

Following a brief discussion, it was **Resolved** to agreed that administrative errors (e.g. Amazon-related items) should be cleared, and that any items under £500 prior to the 2025/26 financial year should be written off. However, any items exceeding £500, or relating to the 2025/26 financial year, should be further investigated and brought back to Council for consideration. This was proposed by Councillor Jones, seconded by Councillor Underdown, and carried unanimously.

17 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.

Resolved to move to Exempt Business by Cllr Underdown and seconded by Cllr O'Donnell and all in favour and partners left the meeting

18 LAND & LEASE MATTERS

Cllr Hamel left the room at 20:30pm due to a confidential matter

The Chair and Deputy Clerk updated on two outstanding matters, the details of this are recorded separately due to their confidential nature

19 FOOTPATHS

Council discussed a footpath matter, due to the confidential nature of this matter, this minutes of this are recorded separately.

20 HUMAN RESOURCES

Council discussed the recent salary evaluation and were updated on two other matters, due to the confidentiality of these the minutes are recorded separately.

Meeting ended at **20:50**

CHAIR _____

DRAFT MINUTES TO BE SIGNED AT THE NEXT COUNCIL MEETING