



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, May 11, 2026** at **19:00 - 21:30** in the **Roy Underdown Pavillion;**
Meeting Room

Present: Chris Jones, Simon Hand, Ian Underdown, Nick O'Donnell, Malcolm Cross, Serena Alexander, Andy Thompson

Apologies: Grant Woodall, Sue Kendall, Mark Venables, Suzy Hamel

Staff In Attendance: Clerk, Deputy Clerk

Partners In Attendance: Claire Price, SmartMarketing

Minute reference for this meeting is following format (DD/MM/YYYY) + Item number

MINUTES

1 WELCOME

The current Chair of Council welcomed everyone to the Annual Meeting of Council. He outlined the forthcoming agenda.

2 TO ELECT THE CHAIR OF HAMBLE PARISH COUNCIL FOR 2026-2027

Resolution: Cllr Underdown nominated Cllr Jones for re-election as Chair of the Parish Council. There were no other nominations, the nomination was seconded by Cllr Cross. Members voted unanimously in favour, and Cllr Jones was re-elected as Chair of the Parish Council.

2.1 RECEIVE THE CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE

The Chair signed his Declaration of Office in the presence of the Clerk.

3 APOLOGIES FOR ABSENCE

Apologies for absence from Cllr Hamell, Cllr Kendall, Cllr Woodall and Cllr Venables.

There were no dispensations or interests declared.

4 TO ELECT THE VICE-CHAIR OF HAMBLE PARISH COUNCIL FOR 2026-2027

Resolution: Cllr Underdown nominated Cllr Hand for the position of Vice Chair of the Parish Council. There being no further nominations, this was seconded by Cllr Cross. Members voted unanimously in favour. Cllr Hand was therefore elected as Vice Chair of the Parish Council and signed his Declaration of Acceptance of Office in the presence of the Clerk.

5 APPROVE MINUTES

Resolution: to approve the minutes of the Full Council meeting held on 13th April 2026 Cllr Underdown Proposed and Cllr Thompson Seconded and all those present in favour

6 PUBLIC PARTICIPATION SESSION

There were no members of the Public present.

7 GENERAL POWER OF COMPETENCE

The Council formally resolved that it met the eligibility criteria on 12th May 2025 under the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, this eligibility remains in place until the next relevant annual meeting which will be in May 2028 following the next ordinary election.

It was noted to members that we do not currently meet the two thirds threshold due to subsequent vacancies and co-options. However, the law stipulates that eligibility is only tested at the point of the resolution. Therefore, the Council retains the General Power of Competence until 2028.

Recommendation: That the Council notes its continued eligibility to exercise the General Power of Competence for the forthcoming year.

8 AGREE POLICIES

The Chair outlined the importance of the Parish Council's policies in particular mentioning the Standing Orders.

Accessibility Statement; CCTV Policy; Complaints and Compliments Policy; Credit Management Policy; Code of Conduct for Members; Equality and Diversity Policy; Financial Regulations 2025; Financial Risk Assessment; Information Governance, Transparency, and Data Protection Policy; Information Technology Policy; Information Retention and Disposal Policy & Appendix; Legal Notice – Website; Media and Communications Policy; Publication Scheme; Standing Orders; Safeguarding Policy

Resolution: Cllr Underdown proposed and Cllr Cross seconded and all in favour to agree the 16 policies listed above and all in favour

Cllr O'Donnell raised a query regarding the recording of meetings and accessibility arrangements. The Clerk advised that these matters were addressed within several existing Council policies. Cllr O'Donnell suggested that the relevant information be consolidated into a single policy document. The Clerk explained that many of the Council's policies were adopted in accordance with audit requirements and were based on standard model templates.

9 APPROVE SET UP OF A FINANCE COMMITTEE & HR WORKING GROUP

The Chair explained the current structure of the Functions Working Group and confirmed that communications were operating effectively through the Clerk and SmartMarketing as part of day-to-day responsibilities. It was therefore considered unnecessary for Communications to remain within the remit of the Working Group at this stage.

The Chair further outlined the proposal to establish a Finance Committee, which would meet quarterly on the third Monday of February, June, September and November, at either 1.00 pm or 6.00 pm. The Terms of Reference and membership arrangements would be considered later in the agenda.

It was also noted that Human Resources would remain as a Working Group due to the need for flexibility in responding to HR matters as they arise.

Resolve to dissolve the existing Functions Working Group, comprising Finance, Human Resources and Communications, and to establish a Finance Committee and a Human Resources Working Group. Proposed by Cllr Underdown, seconded by Cllr O'Donnell, and carried unanimously.

10 TO APPOINT MEMBERSHIP TO COMMITTEES & WORKING GROUPS

After discussion, it was agreed that committee membership would remain unchanged, with the exception of appointing members to the newly established Finance Committee and Human Resources Working Group, and filling the vacant positions on others.

The Chair confirmed that Cllr Venables had requested to join the Finance Committee. The Clerk advised that, in her absence, Cllr Hamel had expressed an interest in joining the Review Panel, Human Resources Working Group, Finance Committee, and the Foreshore Facilities Working Group.

Resolution to approve:

- Cllr Hamel to the Review Panel and the Foreshore Facilities Working Group.
- Cllr Venables, Cllr Jones, Cllr Hand, Cllr Thompson and Cllr Hamel to the Finance Committee.
- Cllr Hand, Cllr Jones, Cllr Hamel and Cllr Underdown to the Human Resources Working Group.
- Cllr O'Donnell would join the Hamble Development Committee.

The proposal was made by Cllr Underdown, seconded by Cllr Alexander, and all in favour.

Resolution It was further resolved that the current representatives to outside bodies, namely the Hamble Estuary Partnership, Hamble Village Memorial Hall and the Henville Educational Foundation (4 year term 2026-2030), would remain unchanged. The proposal was made by Cllr O'Donnell, seconded by Cllr Alexander, and all in favour.

The Clerk was asked to confirm whether the Police Liaison Committee was still in existence and, if so, that a representative would be appointed at the next meeting.

11 TO AGREE TERMS OF REFERENCE FOR COUNCIL COMMITTEES & WORKING GROUPS

The Terms of Reference for the following committees and working groups:

Planning Committee; Assets Management Committee; Finance Committee; Review Panel; HR Working Group; Foreshore Working Group; Hamble Development Committee; Hamble Peninsular Co-ordination

Group; Asset Transfer Working Group; were agreed, subject to amendments to membership numbers and names, where appropriate, for the Finance Committee and the Hamble Development Committee.

The Chair confirmed that he would undertake a further review of the Terms of Reference for the Hamble Development Committee with the Clerk, and that the revised document would be brought back to Council in due course. In the meantime, it was agreed that the current Terms of Reference should be approved.

Resolved to approve the Terms of Reference Proposed by Cllr Underdown, seconded by Cllr Cross, and carried unanimously.

12 UPDATE FROM THE CHAIR OF COUNCIL

He firstly congratulated SmartMarketing and the Council team for organising the Showcase and Community Awards, which took place the previous week, noting that it had been another successful event that should be built upon.

Cllr Thompson suggested holding the event later in the day.

Cllr Jones commented that consideration should be given to ensuring that organisations which consistently contribute to the village are recognised each year.

The Chair thanked all those who had taken part in the showcase, Hamble Valley Regatta, Hamble Flower Club, The Mercury Hub, Hamble Conservation Volunteers, Hamble Players, Hamble Good Neighbours and all the nominees and award winners.

Following a request to the organisers of the Charity Cricket Match to address safety concerns, insurance and licensing requirements, Council agreed that the event could proceed and that, as a charity event, no hire charge would apply.

The Chair invited Cllr Underdown to provide an update on planning matters. He advised that the main item was the Conservation Area Review, which was now out for public consultation. He noted that the Parish had worked hard to ensure the document protected important areas in relation to planning and that, with some further minor additions, it would make a significant difference.

He also advised that planning permission had been granted for the café and restaurant at Hamble Point. An application for a Definitive Map Modification Order to record public footpaths between Kingfisher Close and Mercury Marina had been rejected.

The Chair congratulated Cllr Underdown and members of the Planning Committee for their work on the Conservation Area Appraisal.

The Chair of Assets was then invited to provide an update. She outlined the 2025–2026 programme and advised that the Assets Committee had agreed the schedule of projects for 2026–2027. She also noted the boiler item later on the agenda.

The Chair advised that he would be encouraging all members to review governance matters, particularly the Standing Orders, and highlighted the need for a further commitment to training.

He concluded by advising that the oral hearing date for the Cemex Airfield application had been set for 16 June 2026.

13 INSURANCE

The Deputy Clerk explained that three quotations had been sought, including a separate quotation for motor insurance.

Two quotations were received and the details had been circulated to members. She outlined the annual premiums for both.

Resolution Following discussion, it was resolved to continue with the Council's existing insurer, Zurich, at an annual premium of £9,926.10. Proposed by Cllr Underdown, seconded by Cllr Cross, and all in favour.

14 BOILER GRANT

The Clerk explained that as members were aware she had sought a Grant via Eastleigh Borough Council for the boiler at RUP, the Borough had confirmed that BHH members have confirmed they are willing to match fund 50% of the total cost which is £13,631 which will be allocated from developer's contributions and will be approved by the BHH Local Area Committee at their meeting on 2nd July.

Therefore, should the Parish Council wish to proceed with the boiler replacement at this time and secure the current cost, the Parish Council would need to provide the remaining 50% contribution of £13,631, which had not been specifically budgeted for (this would be included in the Budget conversation later on the agenda)

Resolution: Cllr Hand proposed, Cllr Alexander seconded, and it was resolved unanimously to approve the 50% funding contribution of £13,631 towards the replacement of the boiler.

15 BUDGET REVIEW

The Chair explained that the General Reserve should be used for operating costs and unforeseen expenditure, whereas Ear Marked Reserves (EMRs) should be held for known and planned expenditure.

The Deputy Clerk had circulated details of the current EMRs and asked whether the unspent balance of £27,823 from the previous year's Asset Maintenance Budget should be transferred into an EMR. In addition, there was an historic allocation of £31,197 relating to Mount Pleasant and RUP.

The Chair suggested combining these sums into a single EMR totalling £59,020, which would provide the Parish Council with the opportunity to consider larger projects, including improvements to the Foreshore Toilets and other significant works. It was noted that the boiler funding approved above would be allocated from this reserve.

Resolved: To approve the creation of a single EMR totalling £59,020. Proposed by Cllr Jones, seconded by Cllr Underdown, and all in favour.

16 ACCOUNTS & FINANCIAL REPORTS

Resolved to approve the monthly Financial reports and associated information. Cllr Underdown Proposed and Cllr Cross seconded and all in favour

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.

Partners left the meeting

Resolved to move to Exempt Business by Cllr Alexander and seconded by Cllr Underdown

18 H R UPDATE

The Clerk updated on a HR Matter

19 LAND & LEASE MATTERS

The Clerk and Deputy Clerk updated on two outstanding matters. Due to the confidential nature, details of these are recorded separately.

Meeting ended at **20:52**

CHAIR _____

DRAFT MINUTES TO BE SIGNED AT THE NEXT COUNCIL MEETING