

**HAMBLE-LE-RICE PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY, 9<sup>th</sup> OCTOBER AT THE ROY UNDERDOWN PAVILION, COLLEGE PLAYING FIELDS, BARON ROAD, HAMBLE-LE-RICE AT 7.00 PM**

**PRESENT:**

- Cllr S Cohen – Chairman
- Cllr S Schofield – Vice Chairman
- Cllr P Beach
- Cllr M Cross
- Cllr S Hand
- Cllr I James (arrived 7.40 pm)
- Cllr D Phillips
- Cllr D Rolfe
- 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 J Henson – Highways England
- 2 Members of the Public

**To Receive Apologies for Absence**

**362/101/17** Apologies for absence were received from Cllr Palmer, Cllr T Hughes and Cllr G Woodall. Cllr Cohen informed the meeting that she had received a letter of resignation from Cllr C Palmer: the mechanism for advertising the vacancy would commence

**CLERK**

**Declaration of Interest**

**363/101/17** Cllr Cross declared an interest in planning; Cllr Underdown declared a dispensation regarding the Foreshore and Dinghy Park and the River Hamble; Cllr Cohen declared a dispensation relating to membership of the Royal Southern Yacht Club; Cllr Beach declared a dispensation relating to the Foreshore and Dinghy Park; Cllr Hand declared a dispensation relating to membership of the Royal Southern Yacht Club and the Foreshore and Dinghy Park.

**To Accept the Minutes of the Council Meeting held on 25<sup>th</sup> September 2017**

**364/101/17** Two amendments had been made to the minutes circulated: page 1 – the correct name of the representative from Cushman and Wakefield was Mr T Burnage. On page 2 the spelling of turnstile had been corrected. Cllr Underdown proposed, Cllr Hand seconded, all agreed, and IT WAS RESOLVED that the Minutes of the Council meeting held on 25<sup>th</sup> September 2017 be accepted as a true record. The Minutes, which had been duly altered, were then signed by the Chairman.

**To Accept the Exempt Minutes of the Council meeting held on 25<sup>th</sup> September 2017**

Chairman’s Signature: ..... Date: .....

**365/101/17** Cllr Underdown proposed, Cllr Hand seconded, all agreed, and IT WAS RESOLVED that the Exempt Minutes of the Council meeting held on 25<sup>th</sup> September 2017 be accepted as a true record. The Minutes were then signed by the Chairman.

**Community and Partnership**

**366/101/17 Highways England – Consultation on Junction 8 and A** Mr Henson spoke to the Council about aspects of the Consultation. His role was to consider major network routes and to anticipate the improvements required until 2050, which would be achieved by liaising with other transport providers, business groups etc to look at local concerns and translate them into new schemes. Highways England have issued a consultation on the M27 Southampton junctions, which includes Junction 8 at Windhover Roundabout, the proposals from this document have to be ready by the end of 2017. Highways England are also now able to consider the local roads as it has been recognised that solving problems on local road network can be beneficial to making proposed improvements more effective and taking the pressure off the motorways. Part of the Consultation therefore considers the A3024 route into Southampton.

It is recognised that developing a scheme to improve traffic flow on Hamble Lane is important to improving traffic flow around the Windhover Roundabout. However, although Hampshire County Council have given high priority to considering the problems along Hamble Lane, their time scales are such that information on any improvement plans will not be available until the New Year. Consequently, any proposed improvements to the Windhover Roundabout may not be as effective as they could be if Hampshire County Council's proposals for Hamble Lane were known. Councillors expressed their concern about this.

The following general problems identified were:

- There is congestion getting off the M27 onto the Windhover Roundabout during the evening rush hour
- Congestion in both directions along the A27
- The right turn off of Hamble Lane into Portsmouth Road is a congestion point for traffic
- A lot of traffic leaves the motorway at Junction 8, then doubles back along the A27 to access Park Gate
- Removing the toll from the Itchen Bridge may encourage more motorists to use that route into Southampton
- The 17 sets of traffic lights on the "Bitterne Gateway" causes congestion back to the motorway
- Improvements to the Windhover Roundabout will not benefit people coming up Hamble Lane unless there is a significant reduction of traffic on the A3024 and in both directions on the A27.

*7.40 pm Cllr James arrived.*

Cllr Cohen thanked Mr Henson for attending the meeting and presenting such helpful information on the Highways England Consultation document.

*7.47 pm Mr Henson left the meeting.*

Cllr Cohen asked Councillors to send their comments to the Clerk (by Friday), to enable her to make a response to the consultation document on behalf of the Parish Council. Cllr Cohen would write to Cllr Humby (Hampshire County Council) regarding the lack of synchronised timing of their consideration of traffic improvement in Hamble Lane and the Highways England Consultation document on Improvements to the M27 Southampton Junctions.

Chairman's Signature: ..... Date: .....

**CLERK**

**367/101/17 Consultation Feedback** Following the consultation exercise more work is required, in particular developing policies that reflect an up to date position which will then facilitate proper comment on the Local Plan. Seven themes arose as a result of the consultation exercise: (1) business; (2) the water front; (3) community; (4) environment; (5) infrastructure and development; (6) leisure and (7) transport. A meeting with Cllr House on 8<sup>th</sup> November has been arranged when a number of issues will be discussed, including the Local Plan. Cllr Cohen requested that Councillors informed the Clerk if they were interested in working in any particular area but cautioned that they should be careful about conflicts of interest.

**MEMBERS****Parish Council's Assets**

**368/101/17 Recommendations from the Dinghy Park Working Party** A Written report had been circulated indicating that more work was required on Item 2 (iii) the Short Survey and Item 2 (iv) Racking, which would be undertaken by Cllrs Cohen and Underdown respectively. Cllr Cohen reported that she had received a letter from Mr Munro, Commodore of the Hamble River Sailing Club. Mr Munro, who was present at the meeting, spoke to the Council summarising the 3 points contained in his letter to Cllr Cohen. Cllr Cohen thanked Mr Munro for attending and speaking about the concerns of his Club, and said that the subjects brought up in his letter would be fully considered.

*8.05 pm 2 members of the public left the meeting.*

**Community and Partnership**

**369/101/17 Festive Lights** Cllr James explained the considerable difficulties experienced in relocating the Christmas Tree to a more suitable site. Due to the problems in co-ordinating all the agencies necessary to re-site the tree, it was necessary that the 2017 tree be sited in its historical position. However, owing to the new Health and Safety regulations which required an exceptionally wide fence around a tree carrying 240 volt lights, it would be necessary for the Council to purchase new 24 volt lights.

Cllr Phillips read out the main recommendations of Option 3 proposed by the Working Party which included having a smaller tree and erecting it in its historical location; purchasing 2x6-10 ft trees to be placed at the entrance to the Memorial Hall and to make these trees the focus of a community event. The Council to purchase sufficient new low voltage lights for all 3 trees. The date of the community event was proposed as Saturday, 2<sup>nd</sup> December; the date to be published in the next edition of the Parish Magazine. The Clerk pointed out that the trees at the Memorial Hall would need to be properly secured and this had to be done with the permission of the Memorial Hall Trustees, in addition she would also need to check with the Memorial Hall Trustees to ensure the Hall was not being hired for a function the date they proposed.

Cllr Phillips proposed, Cllr Cohen seconded, all agreed, and IT WAS RESOLVED that Option 3 of the Festive Lights Working Party be approved.

**370/101/17 Health and Safety Update** A full report had been circulated to Councillors showing the current situation: all urgent deadlines had been met, although there were ongoing issues still to be resolved and a lot more work was needed. Cllr Cohen thanked the office and ground staff for their work. The ongoing work required was noted.

**CLERK**

Chairman's Signature: ..... Date: .....

## Updates

**371/101/17 Clerk's Report** Three items were specifically discussed:

Item 1 – the Izettle card reader: the proposal to add 1.75% per transaction onto any set fees collected by the Council needed further investigation to ensure this proposal was legal.

Item 5 – adoption of the telephone box: it was agreed that the Parish Council would adopt the box, however, its use to either house a defibrillator or be a local information point required further investigation and consideration.

Item 9: Photocopying Service. It was agreed that this proposal would be trialled for 6 months. Cllr Phillips proposed, Cllr Underdown seconded, all agreed, and IT WAS RESOLVED that the recommendations in items 1, 5 and 9 in the Clerk's Report be accepted with the caveats recorded.

**CLERK**

## Planning

**372/101/17 H/17/81443** *Demolish existing garage and replace with double garage with habitable accommodation above including dormer window at rear. Convert Existing roof space into habitable accommodation 4 Deanfield Close, Hamble-Le-Rice, Southampton.*

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

**CLERK**

**373/101/17 T/17/81492** *3no Sycamore (T1, T2 and T3) – prune garden overhand back to previous pruning points at 5 Spitfire Way, Hamble-Le-Rice, Southampton.*

Cllr Hand proposed, Cllr Underdown seconded, Cllr Cross abstained, the majority agreed, and IT WAS RESOLVED that the application be referred to the arboriculturist and, if the application is successful, that the applicants consult with the Parish Council before undertaking this work as the trees grew on Parish Council land.

**CLERK**

## Parish Council Assets

**374/101/17 Annual Embarking and Disembarking at Public Landings** The Council noted that on the 12<sup>th</sup> September Cllr Underdown undertook all the annual embarkation and disembarkation of all the public landings, with the exception of the landing at Footpath 5 (Royal Southern Yacht Club), in the Parish of Hamble as detailed in his full report to the Council. This was witnessed by the Clerk and Assistant Clerk.

**375/101/17 GE Sports Ground Relocation** The Clerk asked the Council whether they wished to enter into formal discussions with GE Aviation regarding the relocation of their sports grounds to Mount Pleasant and College Playing Fields. The following two resolutions were passed: Cllr Underdown proposed, Cllr Hand seconded, all agreed, and IT WAS RESOLVED that the Council would enter into formal discussion with GE Aviation regarding their use of Mount Pleasant cricket pitch, but not on an exclusive use basis. Cllr Underdown proposed, Cllr Hand seconded, Cllr Cohen abstained the majority agreed, and IT WAS RESOLVED that the Council would not enter into formal discussion with GE Aviation regarding their use of College Playing Fields for football.

**CLERK**

**376/101/17 Bulb Planting** The Clerk asked for suggestions, via e-mail, for potential planting sites in the Village and requested for more volunteers to be involved in these proposed community events. Cllr Cohen proposed, Cllr Underdown seconded, all agreed, and IT WAS RESOLVED that the Council approved the programme of bulb planting and community involvement.

**CLERK**

Chairman's Signature: ..... Date: .....

**377/101/17 Foreshore Events** Members generally weren't aware that a charge was not made for the use of the Car Park. The Clerk said that any changes needed to be decided as a matter of urgency as they would be shortly writing to the users of the Donkey Derby Field for their requirements for 2018. Cllr James Proposed and Cllr Beach seconded and IT WAS RESOLVED that the Council would introduce a daily charge of £150 for events using the Car Park from 2018.

**CLERK**

**378/101/17 Recommendations from the Burial Ground Committee** Cllr Schofield reported that the Burial Ground Committee had met that day, along with Father Graham and the Church Warden. It was agreed that the ashes area was in a bad state and required work to make it welcoming and peaceful. Initial suggestions included cutting the surrounding hedges, identifying a compost area and having a designated place to scatter ashes. This verbal report was noted.

### **Finance, Compliance and Governance**

**379/101/17 End of Year External Audit** Cllr Underdown proposed, Cllr Phillips seconded, all agreed, and IT WAS RESOLVED that the Council received and noted the external auditor's report for the year ended 31<sup>st</sup> March 2017; that the Council reviewed the procedures from this year's Annual Return submission to ensure that issues identified in the report that relate to the 2016 year are avoided in future, and noted that the Conclusion of Audit had been advertised. **CLERK**

**380/101/17 Quarterly Budgets and Variances from the Mid Year Review** The Clerk explained that the Auditor has advised that it was not advisable to vire money across budget headings as it disguised poor budget planning. Budgets were allocated last year which were not related to any programme of activity and at present the budget was showing a predicted end of year of under spend £50,000. There are issues around expenditure on staff which has to be resolved: Councillors will be supplied with a monthly breakdown of staff costs in future. Cllr Underdown proposed, Cllr Cohen seconded, all agreed, and IT WAS RESOLVED that the current variances on the budget for 2017/18 were noted. **CLERK**

**381/101/17 Payments and Reconciliation Statements** The Petty Cash balance for October was £97.47: this had been checked and signed off by Cllr Cohen. The Bank Balance for October was £199,055.58. The list of payments had been circulated separately to all Councillors via e-mail: no queries were raised on this list. All reported figures were noted.

**382/101/17 Recommendations from the Personnel Committee** Five recommendations were made by the Personnel Committee of 6<sup>th</sup> November for consideration by full Council, as follows:

- To approve the draft staff handbook, subject to clarification and some minor issues and staff consultation
- To commence negotiations with staff to unify the Council's employment terms and conditions, recognising the additional benefits that will accrue to staff transferring into the Local Government Scheme
- To recommend to Council the proposed new staffing structures reflecting the changes that have taken place and are likely to occur over the next year
- Subject to the above commence consultation with all staff on the new structure and develop job roles and descriptions

Chairman's Signature: ..... Date: .....

- Identify an appropriate provider to benchmark Council's structure and pay arrangements and to undertake the job evaluation process.

Cllr Underdown proposed, Cllr James seconded, all agreed, and IT WAS RESOLVED that all 5 recommendations as listed above were agreed. **CLERK**

**Exempt Business**

**383/101/17** Cllr Cohen proposed, Cllr Schofield 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 matter to be discussed were as follows: Foreshore Pay and Display Car Park

*The meeting closed at 9.25 pm.*