
HAMBLE PARISH FULL COUNCIL MEETING, 7pm on Monday 10th June 2019
at The Mercury Library & Community Hub, High Street, Hamble SO31 4JE
This meeting is open to members of the public.

PRIOR TO THE MEETING

PSCO Hannah Jeffcoat will be available to see members of the public from 6pm.

AGENDA

1. **Welcome**
 - a. Apologies for absence;
 - b. Declaration of interest and approved dispensations; and
 - c. To approve minutes of previous Council Meetings.
2. **Public Participation**
3. **Appointment of Two Co-optees (discussion on the candidates will be held in exempt business)**

COMMITTEES AND OTHER MEETINGS

4. **Issues from the Planning Committee**
 - a. Policy 156 OS Update
5. **Feedback from Working Groups:**
 - a. Street Signage
 - b. Information Boards
 - c. Logo
 - d. Neighbourhood Planning
6. **Council Priorities**

COMMUNITY

7. **Borough Report**
8. **The Mercury Library and Community Hub**
9. **Crime and Community Safety Update, including:**
 - a. Public Spaces Protection Order
10. **Hamble River Valley Forum**
 - a. Review/AGM

OTHER ITEMS

11. **Clerk's Report, including: (report)**
 - a. Allotments at Hamble Halt
 - b. Friday Night Football
 - c. D-Day Post Event Review
 - d. Summer Closure to Archive

FINANCE & PAYMENTS

12. **Management Response to Interim Internal Audit**
13. **End of Year Return, including:**
 - a. Internal audit recommendations
 - b. Annual governance Statement
 - c. End of year Return
14. **Approve the Following (report):**
 - a. Petty Cash and Bank Reconciliations;
 - b. To Authorise the Schedule of Payments; and
 - c. Income and Expenditure Schedule.

EXEMPT BUSINESS

15. **Approve Exempt Minutes**
16. **Discussion on Candidates for Councillor Vacancies**

Dated: 3rd June 2019

Signed: *Amanda Jobling*, Clerk to Hamble Parish Council, 2 High Street, Hamble. 023 8045 3422.

UPCOMING PARISH COUNCIL MEETINGS (subject to being agreed by Council on 13th May)

Planning Committee – Monday 24th June, 7pm at The Mercury

Asset Management Committee – Tuesday 2nd July, 8.30 at The Mercury

Personnel Committee – Tuesday 16th July, 9am at The Mercury

Full Council – Monday 8th July, 7pm at The Mercury

OTHER UPCOMING PUBLIC MEETINGS**Local Area Committee Meetings**

Thursday 13th June, 6pm at Hamble Primary School

Thursday 27th June, 6pm at Hamble Primary School

NON-PUBLIC MEETING

Local Area Committee Team Meeting – 6pm, 14th May

**MINUTES OF MEETING OF HAMBLE LE RICE PARISH CONCIL HELD
7PM ON 13th May 2019 AT THE MERCURY, HIGH STREET, HAMBLE LE RICE**

PRESENT: Councillors:, S Schofield (Chair); P Beach; J Dajka; S Hand; D Rolfe; T Ryan; A Thompson and I Underdown.
Clerk and Deputy Clerk

Members of the Public: Two members of the public were in attendance

Minute reference for the meeting: 13.05.19 + item number

1. Election of Chair

Proposed Cllr Ryan
Seconded Cllr Thompson

It was resolved that Cllr Hand is elected Chair of the Council for the municipal year 2019-20

2. Receive the Declaration of Acceptance of Office by the Chair

Cllr Hand signed the Declaration of Acceptance of Office as the Chair of the Parish Council for the municipal year 2019-20.

Cllr Hand thanked Cllrs Cohen and Schofield for their service as Chair and Vice Chair respectively over the past year.

3. Public Participation

A member of the public asked about the position of the Neighbourhood Plan. They stated that most residents were concerned about possible further development and traffic/congestion.

The Chair explained the difference between the Local Plan, Neighbourhood Plan and the Working Group set up by the Parish Council and the process for taking it further. The member of the public offered their assistance should a Steering Committee be formed to progress a Neighbourhood Plan.

The first member of the public then left the meeting.

4. Welcome

4a. Apologies for Absence: Cllrs Cohen and Cross
Cllrs Airey, House and Manning (EBC)

4b. Declarations of Interest and Approved Dispensations:

Dispensations in respect of:
Dinghy Park – Cllrs Underdown and Hand.

4c. Approval of Minutes for previous Meeting.

Proposed Cllr Underdown
Seconded Cllr Ryan

It was resolved to agree the Minutes of the 8th April 2019

The minutes were signed by the Chair

5. Election of Vice-Chair

Proposed Cllr Schofield
Seconded Cllr Ryan

Signed: _____

Date: _____

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It was resolved that Cllr Cohen is elected Vice-Chair of the Council for the municipal year 2019-20

6. Governance Review

6a. Membership of Committees, Working Parties and external organisations for the municipal year (2019-20)

The following changes were agreed:

Cllr Dajka to come off of the Resources Working Group

Cllr Underdown to be added to Footpaths Working Group

Former Councillors to be removed.

Cllr Hand to be added to the Asset Management Committee (AMC).

6b. Nominees to external organisations for the municipal year (2019-20)

Henville Trust

Cllr Underdown for the term 2018-2022

Hamble Village Memorial Hall

Cllr Dajka to step down.

Hamble River Valley Forum

Cllrs Underdown and Cohen.

Hamble River Estuary Partnership

Cllr Underdown

Youth Options

None

Local Area Committee Team Meeting

Chair

Local Area Committee

Lead Committee Chair

Proposed Cllr Schofield

Seconded Cllr Dajka

It was resolved that the Council accept the structure of Committees, Working Parties, Groups and external bodies, as set out in the paper for the municipal year 2019-20. It will be reviewed in July when the two councillor vacancies are filled.

6c. The Dates and times of meetings

Request that the Clerk clarifies if the Annual Parish Meeting can be held during Purdah in 2019/20.

Proposed Cllr Underdown

Seconded Cllr Hand

It was resolved that the proposed meeting dates be accepted

6d. Media Policy

6e. Customer Complaints Policy

6f. Equality Statement

6g. Asset Register – Insurance value of £1,341,231.99

Signed: _____

Date: _____

6h. Insurance Cover – from 1st June 2019, at a cost of £5,939.34

6i. Financial Regulations

Items 6d – 6h were

Proposed Cllr Underdown

Seconded Cllr Schofield

It was resolved that the policies listed 6d – 6i having been reviewed, were adopted for the municipal year 2019-20.

Standing Orders had been reviewed at the previous Council meeting on the 10th April 2019.

7. Resignations of Grant Woodall and Iain James from the Council

Mr Grant Woodall and Mr Iain James have resigned from the Parish Council.

The Parish Council NOTED these resignations.

COMMITTEES AND OTHER MEETINGS

8. Issues arising from the Planning Committee 22nd April 2019

The letter to Eastleigh Borough Council from the Clerk regarding the Local Plan Policy 155 & 156 Open Spaces was noted. The Senior Planning Officer at EBC had indicated that he was unlikely to attend a meeting or site visit regarding the recent decision to allow a pontoon which the Parish Council feels is contrary to previous planning policy. He agreed to respond to the letter, confirming his reasoning for the decision and to reassure Council about the policy going forward.

9. Recommendations and Issues arising from the AMC

9a. Membership of the working parties

Proposed Cllr Schofield

Seconded Cllr Underdown

It was Resolved that Membership of Working Groups was noted and accepted

9b. Appointment of Planning for Real Consultants for Mount Pleasant

The Clerk explained the recommendation approved by the AMC.

Proposed Cllr Underdown

Seconded Cllr Schofield

It was recommended to Council to approve the appointment of Planning for Real up to a cost not exceeding £10,000 to undertake community engagement on future proposals for Mount Pleasant.

9c. Reinstatement of Barrier to footpath 15 on the Foreshore

The Clerk explained the rationale behind the decision to reinstate the barrier to restrict the speed of vehicles using footpath 15. The intention is not to lock the barrier at the moment but to slow vehicles down. A consultation process will be undertaken to seek the views of nearby stakeholders.

Proposed Cllr Schofield

Seconded Cllr Underdown

It was recommended to Council that the barrier on footpath 15 on the Foreshore will be reinstated for a trial period following consultation with local stakeholders.

10. Verbal feedback from Working Groups

10a. Street Signage: Cllr Thompson advised investigations in to best practice have been completed but expert advice will probably be necessary and he will take this to next Planning Committee meeting.

10b. Information Boards: Nothing to report

10c. Logo: Cllr Beach suggests a typographical solution may be best for speed. It was suggested that 'le Rice' is dropped from the Parish Council title and all documents. Several designs will be brought to the Council for consideration.

10d. Neighbourhood Planning: This issue was covered during the public session.

COMMUNITY

11. Update on matters raised by Parishioners

11a. 20 is Plenty Speed Restriction: - The Planning Committee considered this suggestion but felt it was not something the Council could take this forward at this time.

The signage group was asked to include the one-way sign from Rope Walk to High Street as it felt that this is not clear and visitors in particular may be confused and drive against the one way.

11b. Defibrillator on a Public Building:- The Clerk has explored the possibility of a grant from the British Heart Foundation however there are none available at this time. Some models recommend that a group of people, around 12, should be trained in its correct use.

Cllr Ryan will check the locations of defibs in the village and when they are publicly available. The details of locations and contact details will be compiled for publication.

12. Feedback on Letters Received from EBC regarding

The last member of public left the meeting at 20:20

12a. Coronation Parade: The Clerk read out the letter from EBC.

Cllr Rolfe put forward a suggestion to alter the railing outside the Post Office to improve access. This would be fed back to EBC.

12b. Public Spaces Protection Order: The contents of the letter were noted. The Police obtained a Dispersal Order during the last public holiday, this is not an ideal solution but at the moment this seems to be the only solution available.

Proposed: Cllr Dajka

Seconded: Cllr Ryan

It was resolved that the Clerk should write to the police thanking them for their action in using the Dispersal Order. It was also agreed that a letter will be sent to EBC asking

for a full response to the issues raised in the Council's previous letter under a Freedom of Information request.

12c. The Mercury:

The continuing operational issues were discussed. The Clerk was asked to write to EBC inviting a representative to attend the next Council meeting to outline possible solutions to the current issues.

13. Planning Application

H/19/85335 – 2 Beech Gardens, Hamble, SO31 4LF.
Single Storey side and rear extension and front porch

The Council decided not to comment on this application.

OTHER ITEMS

14. Work Programme for 2019/20

The Clerk has begun this work and will bring to the Council shortly.

15. Clerks Report

Cemex: It was agreed to appoint specialist advice to help HPC respond to the consultation and ultimately the planning application. It was agreed to not follow Financial Standing orders given the work already carried out by WYG on the highways issues which would form an integral part of our subsequent response.

Proposed: Cllr Underdown

Seconded Cllr Dajka

It was resolved to appoint WYG to provide consultancy advice up to £5,000.

D-Day Commemorations: The Clerk updated the Council on the plans

Mercury Old Boys Association request to hold funds in Trust: The Clerk explained the legal advice.

Proposed: Cllr Rolfe

Seconded: Cllr Hand

It was resolved that the request to set up a Trust to manage the Mercury Old Boys Association funds could not be taken forward by the Parish Council.

FINANCE & PAYMENTS

16. Annual Governance and Accountability Return

Council NOTED the process

17.

17a. Petty Cash reports and reconciliations:

March £87.33 April £36.55

Bank Statements and reconciliations:

March £15,050.86 April £132,118.24

17b. Authorisation of Schedule of payments

These were approved and signed by Cllr Rolfe.

17c. Income & Expenditure

Signed: _____

Date: _____

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The bank statements and reconciliations were signed by Cllr Rolfe.

Proposed Cllr Schofield
Seconded Cllr Ryan

It was resolved to approve the petty cash and bank statements reconciliations for March 2019 and April 2019 as well as the list of income and expenditure including the list of payments.

EXEMPT BUSINESS

18. Exempt Business To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 in respect of the following items of business on the grounds that it is likely to involve the disclosure of exempt information as defined in paragraph 3 or Part 1, of Schedule 12A of the Act.

Proposed Cllr Underdown
Seconded Cllr Thompson

It was resolved that in view of the confidential nature of the business to be discussed the public and press be excluded.

9:05 moved to Exempt Business.

The items to be discussed were (19) Approve exempt minutes and (20) Lease/License Negotiations

CO-OPTION APPLICATION FORM

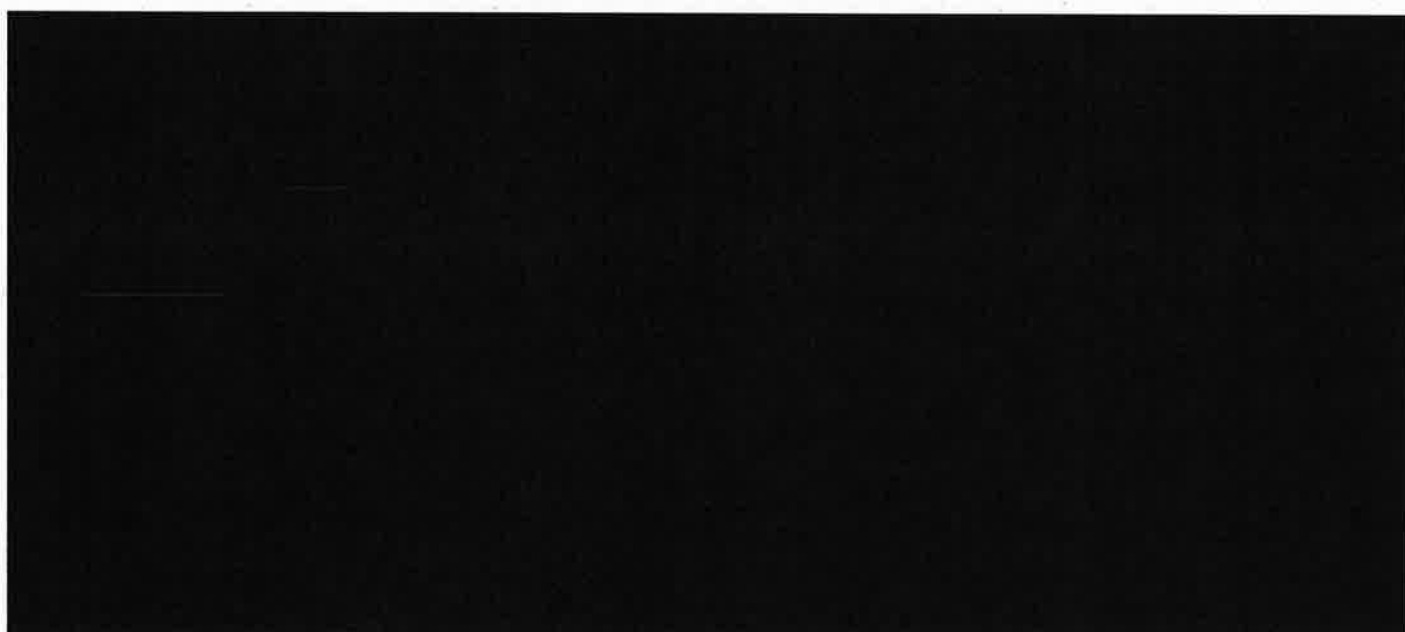
Name:	Trevor Gordon Dann
Address:	[REDACTED]
Telephone Number:	[REDACTED]
Email Address:	[REDACTED]
Why are you applying to become a Parish Councillor?	<p>I have been a resident of Hamble for almost 20 years. During that time I have seen many changes, some for the good and some less so, and have been suitably critical of progress as it has affected Village life.</p> <p>I feel in order to put my both my opinions and capabilities to best effect and also take fair account of the opinions of others that I should take the opportunity to offer to serve the Council and the Village.</p> <p>Once I commit to anything I do not give things up easily and understand the commitment and duties this role would impose. I do not expect being a Parish Councillor to always be an easy role, and recognise that some decisions this role may require may mean less popularity, but the future direction of this Village will certainly be influenced by the Councillors, and their common sense in applying this for the benefit and common good of all who live, work and play here.</p> <p>I feel I can add much of value and can myself learn from the opportunities the role being a Parish Councillor presents.</p>
What skills and experience can you bring to the role?	<p>I am an experienced electro mechanical engineer / businessman. I have run my own successful business in Industrial Refrigeration and Air-conditioning re-manufacturing and recycling for some 25 years, and have a wide experience of dealing with the routine matters of business, management, organisation and leadership.</p> <p>My prior experience as a Royal Navy Chief Petty Officer has also placed me in a role where effective management was crucial. I still apply the training I was privileged to receive on a day to basis.</p>
What would you like to achieve in your time on the Council?	<p>To make a positive difference to the benefit of all who live in, work and visit to enjoy this lovely Village.</p>

CO-OPTION APPLICATION FORM

Name:	Mrs Gemma Harrison
Address:	[REDACTED]
Telephone Number:	[REDACTED]
Email Address:	[REDACTED]
Why are you applying to become a Parish Councillor?	<p>I've lived in the village for 16+ years and have seen a great level of change, with regards to the community spirit and engagement of the residents, as well as the surrounding environment.</p> <p>I have applied to help make a difference in engaging and education the community, cross generation and younger generations of the village, to sustain the community and the surrounding environment for future generations</p>
What skills and experience can you bring to the role?	<p>Over 20 years in events, hospitality and retail, specialising in event management and fundraising as well as engaging teams of all ages and abilities. Skills I believe can be transferred to the needs of our community.</p> <p>Having set up, managed and marketing some of the largest conferences in Europe as well as managing a multimillion pound retail business.</p> <p>I recently organised the free installation of the defibrillator machine at Hamble lifeboat station</p>
What would you like to achieve in your time on the Council?	<p>Engaging the community across all generations to treasure and develop the unique peninsular that we live on for future generations, ideas ranging from events, fundraising and activities, whilst enlisting the engagement of cross generation participation and education into the preservation of what we have within the village, from learning the historical importance, celebrating that at key times of the year, as well as future care of the village by reducing the over development impact on the village.</p>

Name:	Ms Joanne Nesbit-Bell
Address:	[REDACTED]
Telephone Number:	[REDACTED]
Email Address:	[REDACTED]
Why are you applying to become a Parish Councillor?	<p>I would like to be considered for this position as I believe I can make a positive contribution in the village on various levels.</p> <p>I have loved living in Hamble over the past three years and in that time I have made firm friends in the village. I make regular use of local services and learnt a fair amount of Hamble history.</p> <p>Twice a year I help out on the cake stall at the St Andrews Summer and Christmas fayre and enjoy socialising in our many public houses and restaurants which we are very lucky to have. I enjoy getting to know the village characters (which there are many).</p> <p>Hamble has a fabulous history and such beautiful surroundings who would not want to live here. I would love to learn all aspect of how the Parish Council get involved and assist the residents, but above all be a member of the team that has the villages best interests and will take Hamble into the future.</p>
What skills and experience can you bring to the role?	<p>I have worked in Local Government for the last twenty years, in various administration roles along with active enforcement. Currently I work for Winchester City Council in parking enforcement. In my roles I have gained years of experience dealing with residents and drivers, covering neighbourly disputes and the issuing of Penalty Charge Notices. Generally I am the girl that will be sent to any contentious situation as I enjoy defusing heated issues and doing my best to ensure the best outcome for all involved. My job definitely requires good communication skills, along with on the spot problem solving skills. Three years ago I received an honorarium from Eastleigh Borough Council for outstanding service in parking.</p> <p>In addition to this role I have also co-ordinated the Meals on Wheels service for Eastleigh Borough Council, along with the distribution of travel concessions. Both positions getting me out with the more senior members of the community, Eastleigh no longer supply this service which is a shame as it was something I really enjoyed.</p> <p>Annually I assist the Election Team taking up post as Presiding Officer, which again gets me out meeting people within the community. I also assist with the resident</p>

	<p>election registration canvas each October in Eastleigh. I like working for Elections, enjoying the team work that is essential when carrying out such duties, sometimes under a lot of outside pressure and with a fair amount of abuse from disgruntled members of the community.</p>
<p>What would you like to achieve in your time on the Council?</p>	<p>I currently have no councillor experience look forward to learning how everything works and getting to know the residents of Hamble.</p> <p>I would like to be remembered as an approachable friendly individual, who is fair and even handed and will go that extra mile for her community.</p>



10 5 JUN 2019

CO-OPTION APPLICATION FORM

Name:	Alistair Inglis Tritten
Address:	[REDACTED]
Telephone Number:	[REDACTED]
Email Address:	[REDACTED]
Why are you applying to become a Parish Councillor?	Now fully retired I felt it was time to put something back in Hamble Village life amid recent year's happenings in the three Southern Parishes area. Would like to be involved in trying to solve the problems caused by increase in Hamble Lane traffic with resultant pollution emissions.
What skills and experience can you bring to the role?	Good communicator and organiser with experience as an MSF Staff Convener at BAe Systems, Hamble, Hants and subsequently Aerostructures Hamble, after takeover. 3 years a Trustee on Aerostructures Pension Fund during and after change of ownership. Chairman Aerostructures F.C. while gaining membership to Semi Pro Wessex League. 6 years on League Committee. Traffic and Transport Manager, Seven Seas Transport. Chairman Mallards Road Action Group, backing up EBC successful opposition Persimmon Mallards Road build application. Chairman Royal British Legion Netley & Hamble branch, part organiser Remembrance Sunday Parade and March over 3 years.
What would you like to achieve in your time on the Council?	Work with Parish Council maintaining and improving the quality of Village Life particularly with regards reducing the Traffic Pollution emissions likely transporting future gravel extraction via Hamble Lane. In particular believe there is need for more allotments. With recent boundary changes is there possibly a patch of Council owned or controlled area of land that could be utilised.

From: ian.underdown@hambleparishcouncil.gov.uk <ian.underdown@hambleparishcouncil.gov.uk>

Sent: 29 May 2019 12:44

To: steve.holes@eastleigh.gov.uk; tonia.craig@eastleigh.gov.uk; jane.rich@eastleigh.gov.uk;
david.airey@eastleigh.gov.uk; adam.manning@eastleigh.gov.uk; malcolm.cross@eastleigh.gov.uk

Cc: Clerk - Hamble Parish Council <clerk@hamblepc.org.uk>

Subject: Hamble River 'Blue Areas

Dear All

As I am sure you know I am Chairman of HPC's planning committee and it has asked me to write to you to make you aware of a great concern it has regarding the river. A few meetings ago an application came before us for a pontoon and a mechanical lifting structure in the Blue Area off Hamble Foreshore which is mooring restriction zone. As you know these were set up to protect the character of open areas of river and are greatly valued by parishioners and visitors to protect the open views across the river from Hamble Foreshore. There are also Blue Areas off Warsash, Badnam Creek and Landsend, Bursledon. The Parish Council objected to this application on the principle (as it would an application for development in the countryside or strategic gap) that it was within a protected area of the river under the Local Plan and it would present an undesirable visual intrusion within a mooring restriction area which would be detrimental to the character of the river and Hamble Conservation Area.

Thanks to EBC's decision that planning applications associated with the river should be considered by the Borough Council for any works to the Borough's boundary line in the centre of the river (to match Fareham Borough Council's position), since then applications for mid-stream pontoons etc have been submitted with those not in Blue Areas permitted and those in them refused. This has been under policies 155.OS and 156.OS.

155.OS - The Borough Council will only permit new moorings on the River Hamble provided that Harbour Authority's limit of 3,261 moorings afloat is not exceeded and they are not in the restricted area as shown on the Proposal Map.

156.OS - New jetties, slipways, pontoons, landing stages, steps, walkways, bridges, catwalks or extensions to structures, will not be permitted except where they are in existing boatyards or within built-up areas of river frontage and they do not impede the movement of craft on the river, or areas where there is current public access.

An example of its successful use is application C/13/73620 for 3 floating pontoons between mooring buoys in the Blue Area off Badnam Creek and another of course the refusal of the Hamble Jetty pontoon extension. Knowing the position mooring holders are not applying for pontoons between moorings in the Blue Areas but only in other areas of the river.

It came as great alarm and concern at a recent planning meeting, under planning decisions, that Councillors found out that this application F/19/84834 had been permitted in the Blue Area. The greatest concern that this has set a precedent and there will be more applications within the Blue Areas which will be difficult to defend. This will be to the erosion and detriment of the much-valued Blue Areas. The planning application was made by Hamble Lifeboat and this had no influence on our decision as the resolution to object to it was on principle to protect the Blue Areas.

The Planning Committee asked Amanda our Clerk to formally write to the planning department to inform it of its great concern on this matter and to seek clarification but more importantly what can be done to overcome this significant precedent. It has also asked for meeting with Andy Grandfield to discuss the situation looking forward how to protect these much valued areas in the future. We quite understand that this planning permission cannot be change but wish for the future to be able to protect the policy aims as previously.

I attach a picture of the pontoon and boat lift being installed and please note the size of the people.

I hope this may be of help to you so that you may be able to continue to support residents and visitors to protect the character of our highly valued river as you have done previously.

Best regards

Ian

Attached picture:



Project / Workstreams

CORE BUSINESS

MEETINGS

Council (11), Committee (21) and Working Group Meetings (8) - 40 total

Agenda
Reports
Minutes
Recommendations from Committees
Briefings
Meeting
Follow up / work arising
Payments
Reconciliations

One-off Meetings - 4 minimum

Annual Parish, Allotment Holders, Crime Meeting, DSP Users, Extraordinary Planning Applications

Venue
Speakers/topic
Refreshment
Invitations / Publicity
Event
Minutes

AD-HOC MEETINGS

Foreshore Working Group
Southern Quay Working Group
CCTV Working Group
Footpaths Working Group
Friends of Westfield Common
Festive Lights
Volunteer Hub & Community Relations

FINANCE

Two internal Audits
Follow up Plan of Recommendations
External Audit
End of Year Accounts
Publicise the Accounts/Inspections
Submit
Auditors Report - received by Council
Published / Inspection - Follow up
Appointment of new Auditor
Budget Review
Fees and Charges
Budget Setting
Precept

ACCOUNTS

Inputting Purchase Invoices

Sales Invoices

- Raising Invoices

- Tracking Payments

- Chasing Payments

- Queries/adjustments

Banking Cash / Cheques

Bank Reconciliation - investigation

Petty Cash / Reserve Account Reconciliation

Refunds

Bad Debts / Credit Control

DINGHY STORAGE PARK

Setting Fees & Reviewing Allocation Process

Review Timings - Notify Users of Process

Send Form out / Deadline

Allocation / Payments

Stickers

Inspections x 4

Contraventions

Monthly Comms

Complaint / Resolution Handling

CAR PARK

Clock Permits

- Purchasing & Ordering of Permits (300) (cost benchmarking)

- Advance Sales Online

- Publicity/Marketing

 - Who is New This Year

 - Social Media

Ringgo

- Review

- Reconciliation

Contactless Payments

DONKEY DERBY FIELD

Annual Invitation for Applications

Allocation - AMC/Council - No of Reserve Days

Reviewing Processes/Use

Admin of Deposits

Chasing Event Plans / Insurance

ALLOTMENTS

Setting Rents (18 months in advance)

Inspections x 3

Contraventions

Churn/Allocations

Resolution Handling

Requesting Rent Payments

Chasing Payments
Tracking Payments

VILLAGE MAGAZINE

Identifying Contributors x 10
Writing Material x 10
Editing x 10
Advertising
 Raising Invoices
 Tracking Payments
 Chasing Payments
 Queries/adjustments
Fees Setting
Printing x 10
Distribution x 10

SPORTS

Fees - localised
Review Agreements
Annual Tournaments
Invoicing
 Raising Invoices
 Tracking Payments
 Chasing Payments
 Queries/adjustments
Pitch Prep / Nets
Opening Up
Bad Debts

FORESHORE / EVENTS

Event Plan - Insurance Risk Assessments
Deposits / Payments
Set up Arrangements for the Day
Lifeboat Arrangements
Safety Checks

ELECTIONS/CO-OPTIONS

Pre Election Advice
Election/Co-Option Process
Induction
Update to Registers
Training

CEMETERY

Audit of Practice
 Consult with Stakeholders
 Develop Good Practice
 Update Documents / Advice Info
 Training
 Select Gravedigger (other PCs involvement)

- Tender Process
- Specification for Works
- Tender Process
- Tender Evaluation
- Tender Appointment /Contract

Physical Works

- Landscape Design
- Footways
- Unconsecrated Ground (Consultation with Church)

Changes to Staffing

- Deputy Clerk / Grounds Staff to manage contractors (grave diggers) & day-to-day works

Burial Enquiries

- Families
 - Future Plans
- Funeral Directors
 - Initial Enquiry
 - Arrangements
 - Payments and Paperwork
 - Procedures

DINGHY STORAGE PARK

- User Group + Meetings (Quarterly & Annual Meeting)

- Review Membership

- Terms of Reference

- Workplan from AMC

- Allocations for 2020/21

- Online Allocations

- Zoning

- Oppie Racks

- Facilities

- Fees / Costs

- Additional Security

- Consultation with Stakeholders / Residents

- Improved Comms

- Sin Bin / HRSC

- Lifeboat Slipway

ROY UNDERDOWN PAVILION

- Outcome of PA / Contributions

- Bare Minimum

- Building contract for minimal repairs/update painting etc

- Mini modernisation funded by APC - balcony - refurbishment - grant applications for funding

- Full project

- Legal agreement with Persimmon / EBC

- Legal agreement with GE/Follands

- Agree spec for works on playing fields/buildings

- Consultation

- Agree a maintenance schedule for upkeep

- Agree a storage facility option for FCC - equipment

Agree who holds buildings/works contract - project manager?

Report HCC / GE / FCC

Tender/Specification

Works

PLANNING

Cemex

Pre-application consultation with HPC + community wide

Appointment of specialist advice on minerals plan, consultation and application

Local Plan examination (post September)

Submission possibly for Policy 156 OS

GE Planning Application

Traffic Works

HPC survey/counters

Travel Plan outcome

cycle survey

Planning For Real

Appoint specialist for Mount Pleasant and to help with preparation for Neighbourhood Plan

Hamble Corridor

Mount Pleasant, Allotments, Social Area and HCC Allotments

MDL - establish position statement

National Coastal Footpath

Policy 156 OS (pontoons)

JR - Satchell Lane

Historical Footpath

Airfield

Pill boxes

Value - grant funded

Application

Gun emplacement

Hamble Station

Signage Policy / improvements

Hamble Lane / M27 Windhover improvements

MOUNT PLEASANT

Master planning for whole site - Planning for Real

Consult with community on options

Feasibility of preferred option

Cost analysis - grants v loans

Decision of play area

Halt prior to elections

FORESHORE

Working groups established for improvements to landscaping, street furniture (showers?)

Consult with community

Replacement of benches of Southern Quay

Contact sponsors/donors

Investigate further sponsorship of benches

Select style/type/location - (remove plinths?)

Specification for replacement/works

- Tender
- Select tender/contract
- Works (oversee and manage)
- Implement
- Barrier / footpaths / sin bin
- Landscaping
- PSPO / anti-social behaviour
- CCTV
- Improve/upgrade
- Tender contract

THE MERCURY

- Agree way forward for Mercury
- Identifying gaps in provision - carers/outreach/mental health
- Attract volunteers for Mercury and other services - Hub
- Establishing restocking of books
- Grand Funding
 - local businesses
 - other funding bodies
- Crime prevention programme
 - Education outreach for children in the summer - programme
- Training / development for volunteers

FESTIVE LIGHTING

- Road order
- Pat testing all lights
- Order replacement sets as needed
- Order trees
- Collect and erect trees
- Appoint contractor to install/remove lights
- Dress trees
- Take down and remove trees
- Arrange community tree activities

GROUNDS MAINTENANCE - KEY JOBS

- Autumn tree pruning
- Leaf clearance
- Dinghy Park end of season clean
- Winter repairs to buildings and painting
- Spring hedging and bed clearance
- Grass cutting
- Footpath clearance
- Autumn bulb planting
- Memorial clearance
- Review and update risk assessments
- Fly tipping clearance
- Daily litter picks and rubbish clearance
- Facilities inspections
- Toilet checks
- Play park checks

- Bin emptying
- Meter readings for key sites
- Cash Handling
- Play pitch prep
- Repairs/vandalism
- Health and safety inspections and contracts
- Equipment repair and up keep

SPECIFIC EVENTS

- Support to foreshore events
- Football tournaments
- Community Pay back team
- Hamble conservation volunteers

CONTRACTOR MANAGEMENT

- Community payback
- Clipway contractors
- Gas contractors
- Electrical contractors
- Tree works
- Lift engineers
- Toilet contractor
- Cleaning contractor
- Japanese Knot weed traetment

Council

10th June 2019

The Mercury Library and Community Hub – Update.

Recommendation: to note the outcome of discussions with Eastleigh Borough Council (EBC) and the activity levels since opening.

Following the last Council, a meeting was arranged with Sarah King – Corporate Director at EBC and Matt Blythe to discuss possible proposals for the future operation of the Mercury Library.

The meeting was positive and was followed by a letter setting out the key issues and their actions to take them forward. It was agreed that they would need longer than a month to conclude the actions but Sarah would attend the July meeting. A copy of the letter is attached and has been posted on the website.

At an operational level the Library has seen a steady increase in visitor numbers with more children and families attending during half term. A short-term aim is to find additional volunteer capacity to operate some after school sessions a couple of times a week, although at the moment there are not any volunteers able to support this

- 90 family memberships since first opening
- Closed for 2 days in May due to staffing shortages on 14th and 20th

With the grant from Hampshire County Council the coffee machine has been purchased and is now in use and additional tablets have been purchased for the volunteers so they can provide support to users on a wide range of advice and signposting services.

Over an above afternoon opening the focus is to find services that will support the following user groups:

- Young mums
- Young carers
- Carers
- Isolation and loneliness
- Dementia and mental illness.

Earlier in the month the Council's Health and Safety adviser attended to undertake the annual audit. Several issues were discussed that focused on the management of volunteers within the Library and where responsibility sits between EBC as the owner of the building and HPC as the employer. A further session is due to take place and at that stage it is hoped that progress will be made.

Appendix 1. Letter dated 24th May 2019 from EBC regarding The Mercury

The Clerk
Hamble Parish Council,
Memorial Hall,
2 High St,
Hamble-le-Rice,
Southampton
SO31 4JE

My Ref: SK/240519/mercury
Your Ref:
Please ask for: Matt Blythe
Direct dial: 023 8068 8311
E-Mail: matt.blythe@eastleigh.gov.uk
Fax:

Date: 24 May 2019

Dear Amanda

Running of the Mercury Library and Community Hub

Thank you for coming in with Cllr. Schofield today, to discuss the above. It really helped me to understand the challenges that the Parish are facing in running the volunteer element of the Mercury and the wider impact on your services.

To confirm what we agreed:

- You feel that the Parish is unable to sustain the level of support currently given to the Mercury Hub and think there needs to be a dedicated resource to manage the facility (you suggested 5-6 hours per week). However the Parish are still willing to support the volunteer element of the Mercury. You suggested the model at Woolston, where the YMCA run a library, may be worth considering.
 - Action. I will investigate alternative management models and aim to report back to the Hamble Parish Council meeting on 8 July 2019.
- You said there were a number of outstanding issues relating to facilities management.
 - Action. If you can confirm the outstanding issues I will follow these up.
- You suggested there may be alternative funding that could be sourced to support the running of the Mercury.
 - Action. We will contact OneCommunity to request their support.
- You said that there were difficulties in ensuring adequate volunteer support to run the Mercury.
 - Action. Matt Blythe, Local Area Manager will work from the Mercury in the mornings where possible until a final management solution is agreed.

I hope that this is a fair reflection of our conversation.

Thank you for your ongoing support with the Mercury. The commitment of the Parish Councillors and staff is very much appreciated. I hope that we can continue to work

together to resolve the above matters and make the Mercury a successful community resource.

Yours sincerely,

Sarah King

Corporate Director – Support Services (CFO)



NEIGHBOURHOOD POLICING TEAM

Neighbourhood Quarterly Report

www.hampshirealert.co.uk



Hedge End North Neighbourhood Policing Update Hamble Quarterly Report

This report covers the three month period of January, February and March 2019 for the Parish of Hamble.

Introduction:

The time has come around once again to provide you with a quarterly update on recorded crime and ASB, trends and other policing issues in relation to the parish, borough and beyond. This report is our first since the meeting that was held in January for the community to raise their priorities and concerns. I have reflected this in the community priorities section of this report.

Team Updates:

There has been some change in local leadership since I last updated you. Inspector Ian Trueman has been temporarily promoted to Chief Inspector in the New Forest, and the Hedge End North Sergeant Cat Manns has been posted to Southampton Custody. In Inspector Trueman's place is Inspector Paul Beale as the Eastleigh District Inspector on a temporary basis, and I am covering the Hedge End North team as well as the South team, again on a temporary basis. Your local officers remain unchanged with Pc Robin Tebb and PCSO Hannah Jeffcoat in place.

Shift Pattern Change:

I have touched on this in my previous update however I wanted to follow up with a bit more detail. Whilst personnel are unchanged we have implemented a change in the way the offices are rostered. Previously we had all officers spread across different points of a shift pattern attempting to cover as much time as possible. We have moved to a system where the North and South officers are now aligned as teams on two opposite parts of the shift pattern. This has given us a much improved ability to tackle issues as a team and has given us improved resilience when events happening elsewhere mean we lose staff on a temporary basis.

Even when one of the teams is not on duty, you still have 24/7 response and patrol cover working from Hedge End Police Station. Whilst the station is not open to the general public, there is always a team working from here whose primary job is to respond to emergencies.



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Deaf? Non-emergency text **07781 480999**
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Crime figures:

January, February, March	18	19
1 Violence Against the Person	14	27
2 Sexual Offences	4	5
3 Robbery	0	0
4 Theft Offences	12	23
5 Criminal Damage and Arson Offences	8	30
6 Drug Offences	1	2
7 Possession of Weapons Offences	0	1
8 Public Order Offences	3	9
9 Miscellaneous Crimes Against Society	3	5
Sum:	45	102
Year End Figures	350	401

This quarter has shown a significant year on year jump in recorded crime, which is frustrating as we had been on course to show a year on year reduction. The two areas of concern in the figures are criminal damage (22 more than last year) and the rise in theft offences.

The rise in figures has a number of factors, not least of which was that last winter crime was very low in this period (less than half of the Oct, Nov Dec period in the same reporting year) and this year is around the average. This corresponds with a very cold period last year and a comparatively mild one this year.

We have also seen a significant problem taking place in Royal Victoria Country Park with lots of petty damage being recorded. Most people consider the park to be 'Netley' however 2/3s of it is in Hamble, and crime recorded there generally goes into Hamble's figures. My team are working with the park authorities and EBC to tackle this problem, especially as we are seeing the emergence of a new group of young people coming through and we are seeking to tackle them early with ABCs etc.

The thefts recorded are mainly insecure sheds and vehicles – As ever the clear message is please lock your property!

The other area of a spike is 'violence'; Again I have looked at every occurrence and there is no particular pattern. All areas of the patch have seen a similar rise, however again the majority of these incidents are 'violence without injury' and are mainly either domestic related or school related.

I am also able to update you that following the two exposure incidents at the school (and the other incidents around the airfield in the summer) that we have been running an extensive covert operation to monitor locations where the offences were occurring to try and catch the offender. Whilst we were unable to prosecute anyone, the offences have stopped.



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Hampshire & IOW
CRIMESTOPPERS
0800 555 111
Call anonymously with information about crime

**HAMPSHIRE
ALERT**



ASB Figures:

Sector	Beat	R12 months	Previous R12 months	Difference
Hedge End South	Hamble	197	152	47

The ASB figures show a year on year rise as they have done all year. As per previous reports I am grateful for the encouragement of people to report issues and this is now being reflected in the numbers of repeat calls we are seeing.

Over the winter we have seen less calls to Spitfire Way, but are seeing more calls in Ensign from one particular resident. It is a difficult balance as the activity is taking place in a private car park in what appears to be a quiet corner of the village, however due to the nature of where the main caller lives it is having a disproportionate effect on their quality of life.

At the time of writing the consultation for the PSPO has been pulled. It is not for me to comment on the reasons for this, and we will engage with any further consultation should it be restarted.



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**HAMPSHIRE
ALERT**



Priorities:

My teams are asked to consider 3 separate levels of priorities which are set at force, district and community level:

- Our **force priorities** are overarching themes which all teams throughout the force are expected to contribute to (Domestic violence and Child Sexual Exploitation for example).
- Our **district priorities** are things that are specifically impacting on Eastleigh as a district and are set month by month at our 'tactical planning meetings', and are generally crime series or trends.
- Our **community priorities** are led by the community and are based on feedback from yourselves, any interactions with the community and up to date crime data.

As mentioned above our force priorities include child exploitation and domestic violence amongst others, and the PCSOs currently take the lead role in safeguarding vulnerable people in the parish. As such they are often focused on dealing with victims of Domestic Violence or vulnerable children in the parish alongside focusing on the community set priorities. This may well be changing shortly as we look at different ways of safeguarding victims of domestic violence, and I will update you in future reports when this change occurs.

Our **DISTRICT PRIORITIES** during this 3 month period have been Operation Catapult which was a small series of theft from motor vehicles which mainly affected Hedge End, Operation Millennial which was a male exposing himself in the east of Southampton and Netley / Hamble, and Operation Upgrade which is an Eastleigh town specific issue involving youth on youth robberies. None of the district priorities have had a direct impact on Hamble.

For the previous reporting period our **COMMUNITY PRIORITIES** are below, with a quick run-down of just some of the actions we have completed:

- **ASB Spitfire Way and surrounding roads involving mopeds**
 - Hotspot patrols have continued, group appear to have migrated to Ensign Way
- **Operation Millennial**
 - Update in 'crime' update but NO offences since early January, and so seems to have stopped
- **ASB Ensign Way (added following community meeting)**
 - Hotspot patrols and response to calls.
 - Contact made with RYA who own the car park

For the next reporting period based on community feedback I suggest ASB Ensign Way, ASB Waterfront and damage / ASB in RVCP. Please let me know if there are other areas we should be focusing on.

Neighbourhood Watch

If you know of anyone interested in setting up a Neighbourhood Watch scheme in your area then please visit the Eastleigh Neighbourhood Watch website at www.eastleighbnw.org.uk or contact The Neighbourhood Watch Coordinator Michael Anthony on mikea.enwa.chair@gmail.com



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For more information visit www.hampshire.police.uk



Other news

Social media:

We are actively trying to improve our use of social media, and in the near future your local policing team will have its own facebook page in order to help get our messages out there. The best way to get bespoke messages from us is straight into your inbox via Hampshire Alert.

Beat Surgeries:

Beat Surgeries have launched and are being held at The Mercury – PCSO Hannah Jeffcoat and PC Robin Tebb will be in attendance, and the next 2 are scheduled for April 12th and May 10th, 11am – 230pm.

We appreciate any feedback from the community so please don't hesitate to get in touch on any of the following numbers / addresses etc.

Team Contact Points:

District e-mail	castleigh.police@hampshire.pnn.police.uk
PS 3554 Matt Moss	matthew.moss@hampshire.pnn.police.uk
PC 2007 Robin Tebb	robin.tebb@hampshire.pnn.police.uk
PCSO 13308 Hannah Jeffcoat	hannah.jeffcoat@hampshire.pnn.police.uk
Phone number	101 – ask for Hedge End NPT
Twitter	@HedgeEndCops
Facebook	Coming soon.....

None of the information contained within this newsletter is sensitive – feel free to publish and share as you see fit.

Best Regards

Matt
PS 3554 Matt Moss



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**HAMPSHIRE
ALERT**



Legal Services

Contact: Tom Etherton

Direct Dial: 023 8068 8442

Email: tom.etherton@eastleigh.gov.uk

Amanda Jobling
Parish Council Office
2 High Street
Hamble-Le-Rice
Southampton SO31 4JE
clerk@hamblepc.org.uk
023 8045 3422

31 May 2019

Dear Amanda,

Fees notice

Thank you for your letter dated 14 May 2019 whereby a request for information was made relating to the PSPO within Hamble. We are treating this as a request for information under the Environmental Information Regulations 2004.

Since a substantial amount of work will be involved in processing your request, a fee is payable before we can provide you with the information. The fee in this case is £457.50. Please see the enclosed schedule explaining how this was calculated. If the actual cost turns out to be less than the estimate, the balance will be returned to you.

I have attached the Council's payment information to the email accompanying this letter. The Council will not proceed with the request until funds have been received. If we do not receive your payment by 60 working days from the date of this letter, we will consider your request closed.

The legislation allows us 20 working days to respond to your request from the date of its receipt. This time limit is suspended until we receive payment. As soon as we receive your payment we will begin work on processing your request.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint, you should write to Ian Austin, Head of Legal Services, who will arrange for an internal review of your case. His email address is ian.austin@eastleigh.gov.uk.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office


Wycliffe House, Water Lane

Wilmslow, Cheshire

SK9 5AF

If you have any queries regarding this letter, please contact me.

Yours sincerely,



Tom Etherton
Legal Assistant
for the Head of Legal Services

Schedule of Charges

Action	Time	Cost
14 officers/councillors to conduct diligent search of their email accounts	6.30 hours	£157.50
Extracting emails and documentation	4 hours	£100
Collating all documentation	8 hours	£200
Total		£457.50

The full charges can be found on the Council's website at:

<https://www.eastleigh.gov.uk/council/general-public-information/environmental-information-requests/eir-fees-and-charges>

FOI fee and charges

When a Freedom of Information request is made and requires more than 18 hours of staff time in order to determine if we hold the information and to locate and retrieve the information, your request may be exempt because it exceeds the £450 fee limit. However we will offer you ways in which to condense your request to allow us to provide information free of charge or at a lower charge.

A notice of any fee charges will be sent to you within 20 working days of us receiving your request. We then allow 60 days for you to send the fee to us to allow the request to be processed. Please be aware that your request will be considered void if payment is not received within 60 days.

For any request costing more than £5 to photocopy, print out or put into the prescribed format, a charge may be made. This will also be notified to you using the above timescales. The standard charges that have been set are as follows:

- £25 per hour for staff time
- 10p per A4 black and white print out or photocopy
- 50p per A4 colour print out or photocopy
- 35p per CD if already held in this format

If the the cost of compliance exceeds the appropriate limit, please visit <https://ico.org.uk/>

In this section

Freedom of Information

[FOI and EIR complaints procedure](#)

[Further guidance about FOI requests](#)

Sign up to our newsletter for updates about what's happening in your area

Yes please



HAMBLE RIVER VALLEY FORUM
AGM 2019
THURSDAY JUNE 13 2019 7PM
PILANDS WOOD CENTRE, BURSLEDON SO31 8DT

AGENDA

- 1 WELCOME by Chair, Cllr Ian Underdown (Hamble le Rice)
- 2 INTRODUCTIONS and APOLOGIES

PUBLIC SESSION*

Speaker: Ian Davis
'Eyes Along the Coast'

- 3 TO CONFIRM FORUM MEMBERSHIP for 2019/20

3.1 NOMINATIONS FROM ESTUARINE PARISH COUNCILS

Botley PC: Cllr Kevin Williamson

Bursledon PC: *To be appointed*

Curdrige PC: Cllrs Rory Kemp & Lynne Newton

Hamble le Rice PC: Cllrs Ian Underdown & Sheelagh Cohen

Whiteley TC: Cllrs Hazel Croft-Phillips & Mike Harnetty

3.2 CO-OPTIONS

Jeremy Clark (Bursledon) - Solent Protection Society

Robert Hughes (Warsash) - Warsash Sailing Club

Jayne Rich - Local Borough Councillor on

River Hamble Management Committee

- 4 TO DECLARE ANY INTERESTS OF A PECUNIARY OR PERSONAL NATURE.
- 5 TO APPROVE MINUTES of the 2018 AGM (attached)
- 6 TO ELECT OFFICERS for 2019/20

To record a vote of thanks to Diane Andrewes for all her work for the HRVF

- 7 TO RECEIVE AND ADOPT HRVF ANNUAL REPORT 2018/19

8 TO REVIEW THE FUTURE OF THE HAMBLE RIVER VALLEY FORUM

- 9 TO CONFIRM 2019/20 MEMBERSHIP of Working Party and Sub-Committee as
previous year.

- 10 TO CONFIRM AND AGREE HRVF MAILING LIST OF INTERESTED PARTIES

PUBLIC SESSION

****Members of the public are invited to address the Forum at the beginning and end of meetings
on any relevant matter not on the agenda.
Contributions on agenda items will be taken during the meeting at the discretion of the Chair.***

HAMBLE RIVER VALLEY FORUM

**You are invited to an Ordinary Meeting at
Pilands Wood Centre Chamberlayne Road Bursledon SO31 8DT
following the AGM**

Agenda

1 CHAIR'S WELCOME - APOLOGIES - INTRODUCTIONS - COUNCILLORS' INTERESTS

PUBLIC SESSION:

2 TO AGREE MINUTES OF THURSDAY 10 JANUARY 2019 MEETING

3 MATTERS ARISING (not appearing in the agenda)

4 TO CONSIDER REPORTS AND MATTERS ARISING FROM RECENT HARBOUR AUTHORITY MEETINGS - JEREMY CLARK

4.1 Harbour Management Committee: March 15 2019
June 7 2019

4.2 Harbour Board Meeting: April 5 2019

4.3 Hamble River Annual Forum

5 TO NOTE DATES OF FUTURE HARBOUR AUTHORITY MEETINGS in 2019:

5.1 Management Committee: September 13

5.2 Board Meetings: July 12 October 4

6 TO RECEIVE BRIEF UPDATES

6.1 Horse & Jockey Jetty - Cllr Newton

6.2 Planning application decision by EBC regarding 'Blue Areas'
(Mooring Restriction Zones).

7 TO CONSIDER SPEAKERS, TOPICS AND ISSUES FOR FUTURE MEETINGS

8 TO CONSIDER MATTERS RAISED DURING THE PUBLIC SESSION

9 DATES OF NEXT MEETINGS (2019/20): DIARIES REQUIRED

Suggested possible dates: 26th Sept 19, 28th Nov 19, 30th Jan 20 and 15th June 20

10 A.O.B. (notified to Chairman)

Public Session

HAMBLE RIVER VALLEY FORUM

CONSTITUTION

1 NAME: HAMBLE RIVER VALLEY FORUM

2 OBJECTIVES:

2.1 To provide opportunities for appointed representatives of Hamble estuarine parish councils to meet, discuss and address matters pertaining to the River Hamble, itself, and the river valley.

2.2 To seek joint representation about River Hamble issues and to have a voice with which to express joint views to appropriate bodies.

2.3 To invite the involvement of community and user groups not already represented on the Harbour Authority and encourage them to express their opinions and concerns through member parish councils or directly to the Forum.

2.4 To examine and raise awareness of the Local Plan policies of estuarine councils ie Eastleigh, Fareham and Winchester, as they affect the River Hamble, and to provide joint responses where appropriate to planning applications.

2.5 To consider joint action in response to other planning applications, consultations and any other matters affecting the River Hamble.

3 MEMBERSHIP AND VOTING RIGHTS

3.1 Councillor representatives appointed by estuarine parish councils and complying with Councillors' Code of Conduct.

3.2 Regardless of the number of representatives appointed by each council, each council to have one vote only.

3.3 Chair to have a casting vote.

3.4 Representation of unparished Swanwick and Warsash deferred for further consideration.

3.5 Power to co-opt representatives of community/user groups as non-voting members by agreement of the Forum.

4 GOVERNANCE

4.1 Rules It was agreed that procedure at meetings should mirror that laid down for council meetings as nearly as possible and be in accordance with relevant, customary standing orders for local councils.

4.2 Meetings:

4.2.1 Frequency: quarterly, with a proviso to meet more often if necessary.

4.2.2 Public participation: public sessions included on the agenda.

4.2.3 Notice: meetings to be advertised through parish councils, on parish council notice boards and websites.

4.2.4 AGM to be held following parish councils' AGMs

4.2.5 *Ad hoc* working parties to be convened as necessary

4.2.6 Quorum: 3 voting members

4.2.7 Minutes: Draft Minutes to be circulated to members and agreed minutes to councils.

4.3 Officers: Chair, Vice – Chair, Hon. Secretary/Convenor

5 OFFICIAL STATUS:

5.1 Representative of Estuarine Parish Councils on Hamble River matters following agreement from parish councils to support, in principle, the formation of a Hamble River Valley Forum and the appointment of representatives.

5.2 Parish Councils to add the Forum to their list of bodies with member representatives who are elected annually at their AGMs.

6 INVOLVEMENT OF COMMUNITY AND RIVER HAMBLE USER GROUPS

6.1 Contact details of groups wishing to make representations to the Forum or to attend meetings to be supplied by Members/Clerks

6.2 The Forum to invite the involvement of community/user groups in the work of the Forum by:

- attendance at Forum meetings
- participation in public sessions.
- referral of matters to parish council representatives for inclusion on agenda

7 DISSOLUTION

The forum may be dissolved following a resolution to that effect by a quorate meeting.

Adopted: AGM 2013

Signed: *Rory Kemp* (Councillor) Chair

Diane Andrewes (Councillor) Hon. Secretary

Council
10th June 2019
Clerk's report

Recommendations:

Write to Hampshire County Council (HCC) stating that in principal we will relinquish use of the land adjoining Hamble Garage to enable the provision of a station car park subject to further scheme details

Formally record our thanks to those listed in paragraph 5 that took part in the D-Day event.

Agree a week's office closure the week starting the 19th August 2019 to enable archiving to take place.

1. To confirm the Council's willingness in principal to relinquish the site adjoining Hamble Garage to facilitate a Station Car park. This would be subject to more detailed information about the operation of the car park.
2. Contact with HCC Highways department has confirmed that work is progressing on Hamble Halt as a potential station car park. The land is currently under licence to HPC for allotment use. The site has not been developed for the purpose because of this proposal. HCC have asked that we continue to support the project (which has been confirmed) and that we are willing to relinquish the license to permit the scheme to develop.
3. There are no clear timescales but it would be helpful to confirm the Council's willingness to hand the site back in principal. Any decision should be subject to more detailed discussions such as potential fees and charges that might be associated with the future use.
4. As part of the youth outreach programme for the peninsula Eastleigh Borough Council have successfully secured funding from the Hampshire Police Commissioner to operate Friday Night Football from The Hamble School. The project seeks to reduce anti-social behaviour amongst young people whilst promoting a positive environment for engagement.

Key aspects of the scheme are:

- Friday Night Football launches Friday 7th June 2019 at Hamble Sports Complex.
 - Informal football activities for 10-19 year olds Friday 7pm – 9pm on artificial pitches.
 - Sessions are £1 pay and play with no prior booking required.
 - Sessions are open to girls and boys of all abilities.
 - Activities are informal and social and led by qualified FA coaches.
5. The D-Day event concluded successfully with positive feedback from those involved and those that attended. In the run up to the event and on the day, complaints were received from people about the car park being out of use but this was the only negative

comment that was received. There were no recorded incidents, injuries or accidents linked to the event and the site was cleared and reopened for use an hour ahead of the scheduled time.

Special thanks should go to the following:

457 Battery, Royal Artillery - Army Reserve

Captain Groves

Commander Aldous

Father Graham

Hamble Flower Club

Jubilee Brass Band

Mrs Ferrer JP DL

Primary and secondary schools in the village

Royal Air Craft Yacht Club

Royal Air Forces Association

Royal British Legion

Royal Naval Association

Royal Southern Yacht Club

Rumshack Event Management

Solent Sound and Fire Systems

St Andrew's Pipe Band

A very special thanks to Justyn Willsmore who has been central to the work of the parish in delivering the event.

6. Previously, the Council has closed for two weeks during August to enable the archiving. Although this hasn't happened for the last few years it is recommended that there is a period of closure to enable back office work to be completed. Archived files are temporarily stored at the Roy Underdown Pavilion and if refurbishment works are to take place these will need to be sorted. The information goes back over many years and will need to be sorted and disposed of in accordance with our published retention and publication statement. It is recommended that we close for the week.

Recommendation: to note the suggested responses and to provide guidance on the issues identified in bold.

The Council's Auditor undertook her annual audit on 22nd May 2019. The annual audit forms two key processes in the council's annual work programme; the accounts are audited to enable us to publish our accounts and to submit them to the externally appointed auditors as well as reviewing our internal control processes.

A copy of the audit recommendations is attached as an appendix. In response to the issues the following is recommended:

1. Members DPI forms – EBC have ceased publishing the forms on their website. I will forward a copy of this recommendation to the monitoring officer to remind them of their obligation in this regard.
2. Minute detail – We have again been reminded of the need to only record decisions. To ensure that queries can be resolved recordings of meetings will take place from now on. **Members are asked whether they are prepared for the audio file to be published alongside the minutes?** As a form of structured information, they are subject to Freedom of Information requests.
3. Leases and rentals – There remain a number of leases which are still to be reviewed. It was agreed last year to appoint a lease specialist to review and summarise the main features of each lease and the obligations arising from them, for example where a repairing lease exists and the steps taken by us to ensure compliance with the terms. **Members are asked to confirm they are content for this work to commence? Initial outcome from the work will report to AMC.**
4. Fixed asset register – The level of detail provided in the Asset Register and the location of where the asset is held was felt to present a risk in terms of security. For this reason, we didn't publish it. We will investigate how the information can be published with less detailed information.
5. Committee and Confidential minutes – Noted
6. Bank deposits – Will investigate and look to make changes as part of a review of the Bank mandate following the change of Chair.
7. Wages records reconciled to accounts – The payroll provider has been asked to provide further information to enable this reconciliation.
8. Inquorate meetings – Noted
9. Management Accounts – This will be discussed with the accountant to ensure that the safeguards in the accounts system are used in future.
10. Earmarked reserves – Noted.

Appendix 1. Interim Audit Report dated 22nd May 2019

Do the Numbers Limited
 37 Upper Brownhill Road
 Southampton, SO16 5NG
 023 8077 2341

22nd May 2019

Amanda Jobling, Clerk
 Hamble Le Rice Parish Council
 Memorial Hall, 2 High Street
 Hamble-le-Rice
 Southampton, SO31 4JE

Dear Amanda;

Subject: Review of matters arising from Internal Audit for 31 March 2019

Please find below the list of matters arising from my visits to the office today and earlier in the year. Overall I found the records to be in very good order and systems are again improved since last year.

Control area	Issue	Recommended Action
Members DPI forms	The council has links to the forms on its own website, but as the monitoring officer is not displaying their accepted version, control is not complete.	The Monitoring officer should be requested to upload the relevant DPI forms to their own website without further delay <i>(also raised last year)</i>
Minute detail	The minutes are improving in focus, but the emphasis should remain on recording decisions not discussion.	As per CAB 10 para 7.36, minutes should not include excess detail or names of individual speakers.
Leases and rentals	The council has several small leases, the terms of which have not been reviewed and checked for some time.	Funds have been made available to carry out this review which will assist the council in meeting its legal obligations to electors.
Fixed asset register	The fixed asset register now tracks back to the accounts and is summarised to the point of becoming a useful planning tool.	The register should be uploaded to the website in accordance with the transparency code <i>(also raised last year)</i>
Committee and Confidential minutes	At the audit visits, not all of the minutes of committees and of confidential minutes from Council meetings had been correctly signed or filed.	Minutes should be printed as soon as they are ready. Those that are not confidential should be uploaded to the website within 30 days. All unsigned minutes should be kept with the minute book so that they can be signed at the next appropriate meeting and then filed right away.

Bank deposits	At present the reserves of the council are all in accounts which earn less than 0.5% interest. <i>(also raised last year)</i>	While seeking investment income is not the prime aim, some accounts – such as the <u>CCLA PSDF</u> – offer better return with similar security.
Wages records reconciled to accounts	There was a timing difference at the end of last year on the wages that was not accrued so 18/19 had 13 months of wages in the accounts. The wages journals appear not to have been reconciled against the PAYE reports during the year.	The payroll bureau should always provide year to date reports so that on a quarterly basis, the figures in the Rialtas ledger can be exactly reconciled back to the payroll. This will mean that the year end figures can be relied on prior to audit testing.
Inquorate meetings	Meetings which were cancelled due to being inquorate were not clearly recorded in the minutes file.	Clear records of meetings where decisions had to be deferred should be kept on the web and in the minute file to prove to electors that the council is operating in a transparent manner.
Management Accounts	The management accounts produced during the year were not generated from the Rialtas software (nominal codes were not linked, proving such) reducing transparency and increasing transcription risk.	All of the required reports can and should be generated directly from the software. This should be done on a quarterly basis, so that the year end is just another quarter.
Earmarked reserves	The council has completed one of its significant reserves projects in the year which was not reflected in the management accounts.	When the reports are being produced from the ledger system, care must be taken to ensure that the reserves accurately reflect the situation.

Please find enclosed my invoice for the agreed fee. If either you or your councillors have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene