

HAMBLE PARISH — COUNCIL —

HAMBLE PARISH COUNCIL MEETING, 7pm on Monday 11th May 2020

Virtual meeting

This meeting is open to members of the public.

MEMBERS OF THE PUBLIC WISHING TO PARTICIPATE MUST CONTACT THE OFFICE TO CONFIRM THEIR QUESTION AND/OR RECEIVE THE LINK TO THE MEETING NO LATER THAN 10AM ON MONDAY 11TH MAY 2020

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. **Corona virus**
 - a. **Updates and Issues**
 - b. **Legislative Changes and their impact**
4. **Delegated decisions made since the last meeting for noting**
5. **Application for Grant –**
 - a. **Citizens Advice Bureau**
 - b. **Hamble WetWheels**

COMMITTEES AND OTHER MEETINGS

6. **Changes to work practice and reporting**
7. **Schedule of meetings for 2020-21, Membership of Committees and changes to Terms of Reference**

COMMUNITY

8. **Statement from Cllr K House Leader of Eastleigh Borough Council in response to the Inspectors letter on the outcome of the Local Plan examination:**

"This is the first Cabinet meeting since receipt of the Government Inspector's letter of 1st April. Although it has taken 17 months since the Council submitted the Plan to the Government, it is good to learn that the Inspector agrees that there is a route to adoption of the Plan, with as is usually the case, modifications following further evidence on local gaps, the Chickenhall Lane Link Road, and a range of other issues.

It is encouraging too that the Inspector has agreed the Council is in a strong position to provide sufficient housing, including affordable housing, for local people. I am concerned about some of the comments that have been made on local gaps, which we know are valued but our separate and distinct communities, and the implication of a shorter Plan period that will make delivery of infrastructure harder to achieve.

We will bring a report to Cabinet before the summer when our planning team has had the opportunity to liaise with the Inspector on the detailed action points needed, and then proceed through the process of studies and technical work required. This work is already underway."

PLANNING APPLICATIONS

9. **Delegated decisions on applications since the last meeting on 24th Feb 2020**
 - a. **F/20/87669 - Full Planning - Co-operative Group Food Ltd High Street Hamble comments are on line**
 - b. **Letter to Mr A Grandfield – Eastleigh Borough Council regarding Policy OS156**

FINANCE & PAYMENTS

10. **Credit Policy**
11. **Approve the Following (report):**
 - a. Petty Cash and Bank Reconciliations for April;
 - b. To Authorise the Schedule of Payments; and
 - c. Income and Expenditure Schedule.
 - d. Reserve Account reconciliation
 - e. EBC loan Account reconciliation

EXEMPT BUSINESS

12. **Approve Exempt Minutes**
13. **Staffing Matter**

Dated: 05.05.2020

Signed: *Amanda Jobling,*

Clerk@hamblepc.org.uk

Clerk to Hamble Parish Council, 2 High Street, Hamble. 023 8045 3422.

7pm, Monday 9th March 2020, The Roy Underdown Pavilion, Baron Road, Hamble SO31 4RY

Present: Councillors: S Hand (Chair); M Cross; J Dajka; T Dann; S Hayward; J Nesbit-Bell; S Schofield; A Thompson and I Underdown.

Clerk and Admin Assistant

Members of the Public: 5 members of the public. 2 representatives from Hamble Lifeboat, 2 from Hamble Conservation Volunteers and one member of the public interested in becoming a councillor.

Minute reference is 09.03.2020 + the agenda item number

1a. Apologies for absence			
Cllrs S Cohen and D Rolfe. Borough Councillor D Airey. Deputy Clerk.			
1b. Declaration of interest and approved dispensations			
Cllr Cross - Planning.			
1.c To approve minutes of previous Council Meetings			
IT WAS RESOLVED and all agreed to approve the Minutes of 10 th February 2020. The Chair then signed the minutes.			
Proposed	Cllr Underdown	Seconded	Cllr Dann
2. Public Participation			
No participation outside of items on the agenda.			
3. Hamble Lifeboat Presentation			
Grenville Houser, Operations Manager for Hamble Lifeboat, gave a presentation on the recent work of the Lifeboat which demonstrated the types of tasks undertaken and scope of the Lifeboat.			
Cllr Hand thanked Grenville for his presentation and reinforced the long, supportive relationship the Lifeboat and Council has.			
Clerk would liaise with Youth Options and Hamble Lifeboat to collaborate on engagement and education particularly during the summer months. Also look at prominent display of tides.			
4. Grant Applications			
a. Hamble Conservation Volunteers			
IT WAS RESOLVED TO approve the grant of £500 to Hamble Conservation Volunteers.			
From the current year's budget for grants, with balance of £1,068.			
Grenville Houser and his colleague left the meeting.			
Proposed	Cllr Underdown	Seconded	Cllr Schofield
5. Greening Campaign			

IT WAS RESOLVED TO:

sign up for the Greening Campaign and to use the Annual Parish Meeting to formally launch the campaign with the community; and
apply to Eastleigh Borough Council for the cost of the membership.
Also agreed this would be topic for Annual Parish Meeting

Proposed

Cllr Underdown

Seconded

Cllr Schofield

6. Eastleigh Borough Council (EBC) Report

Cllr Cross - still trying to sort Coronation Parade, vandalism of trees.

Cllr Thompson re team meeting. They were supportive of signage report and it would be passed on to engineering department to see what could be done.

Clerk said report going to LAC, for repairs to the surfacing of the rail trail and also to set aside £1,000 for replacement bins in the square. £500 recommended to support Hamble River Games.

Cllr Dann, said that seats at Coronation Parade seem to be attracting groups of younger people. Cllr Schofield said that seating is needed by others, and the area has also been a draw for young people. Clerk and Chair had been due to meet with Sergeant Hamilton earlier in the day - to discuss this amongst other matters - but had to rearrange meeting.

Cllr Hayward asked if there was any scope to reposition some bins as there are none between The Square and the foreshore.

7. Election Material

IT WAS RESOLVED TO:

approve election material included in agenda packs.

The two representatives of the Hamble Conservation Volunteers left the meeting.

Proposed

Cllr Schofield

Seconded

Cllr Thompson

8. ICT Report

Cllr Thompson raised queries re back up option should internet be unavailable during national emergency. Clerk outlined that the proposal was more robust than currently.

All agreed.

IT WAS RESOLVED TO:

approve the range of measures set out in the spread sheet in the agenda packs, except those related to the website development. The anticipated cost is likely to be £21+VAT per month less, taking the monthly cost from £513.98 to £492.98+VAT.

authorise the clerk to arrange works up to a value of £1,000 to support the measures outlined above from the earmarked reserve.

Proposed

Cllr Underdown

Seconded

Cllr Hand

9. Historic England: Proposed Listing of War Memorial within the churchyard of the Church of St Andrew

Council noted this application.

10. Approve the Following (report):

- a. Petty Cash and Bank Reconciliations;
- b. To Authorise the Schedule of Payments;

- c. New Financial Contracts and Increased Costs (Alliance UK Cleaning);
- d. Contractual Changes;
- e. Cancelled Contracts; and
- f. Income and Expenditure Schedule Including Irregular Payments and Receipts.

IT WAS RESOLVED TO:

Accept the Petty cash reconciliation at £10.75
 Accept the business current account reconciliation as £71,871.27
 Accept the Premium Account reconciliation as £141,684.11
 Accept the detailed list of Income and Expenditure for February 2020 (sent to members only)
 Authorise the Schedule of Payments List
 Note the exceptional payments detailed above
 Note the increase for the cleaning contract with Alliance UK Cleaning Services from £312.06 to £331.41+VAT per month
 Appoint Domestic Darlings to undertake cleaning contract

Cllr Nesbit-Bell signed the bank reconciliations and statement.

Proposed	Cllr Nesbit-Bell	Seconded	Cllr Schofield
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11. Task List

Clerk updated Council on feedback to increase in parking charges.

Report would be going to Eastleigh Borough Council's Local Area Committee on this. Should that be agreed, charges could then be increased from 1st April 2020.

12. Officers' Report, including:

- a. Pensions payment - amendment
- b. Review of Reserve Funds: Update
- c. Cost of asbestos removal
- d. Accountancy support for End of Year and 2020/21

All agreed.

IT WAS RESOLVED TO:

approve the payment of £1,552.65 to Hampshire County Council Pension fund;
 £250.00 + Vat to Solent Environmental Services (Asbestos) Limited; and
 revert back to Rialtas Business Software for accountancy support including the end of year at a cost of £2,000 a year, ceasing the monthly support from J Humphries with effect from this month.

Proposed	Cllr Underdown	Seconded	Cllr Hand
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13. COVID-19: Risk Assessment for Hamble Parish Council

Clerk will put paper forward to Personnel Committee if needed and situation would be monitored.

14. Interim Audit Report and Management Response

All agreed

IT WAS RESOLVED TO:

Note the officer recommendations in the report; and
 Items 6 & 8 - Council decided not to undertake these

Proposed	Cllr Schofield	Seconded	Cllr Underdown
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15. Asset Management Committee recommends to Council:

- a. The tree planting Project Initiation Document including an earmarked reserve of £5,000 for a range of environmental works to Council.
- b. To agree an earmarked reserve provision of £25,000 for the purchase of an additional low carbon vehicle and supporting infrastructure. The purchase is dependent upon the retention of the existing truck on previously agreed terms.
- c. That an environmental audit would be carried out for the College Playing Field Campus and other premises/locations. Should it be needed £5,000 should be used for the replacement of the floodlights.

IT WAS RESOLVED TO:

accept the tree planting Project Initiation Document and agree an earmarked reserve of £5,000 for a range of environmental works;
 agree an earmarked reserve provision of £25,000 for the purchase of an additional low carbon vehicle and supporting infrastructure. The purchase is dependent upon the retention of the existing truck on previously agreed terms; and
 carry out an environmental audit for the College Playing Field Campus and other premises/locations. Should it be needed £5,000 should be used for the replacement of the floodlights.

Proposed	Cllr Schofield	Seconded	Cllr Underdown
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16. Feedback and updates from Working Groups:

- a. Street Signage
- b. Information Boards
- c. Communications Working Group
- d. Operations Working Group

Updates on the Working Groups and their meeting arrangements were noted.

Proposed	Cllr Hand	Seconded	Cllr Underdown
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EXEMPT BUSINESS

17. Recommendations from the Personnel Committee

- a. Appraisals, training plan and pay award.

Exempt business began at 20:19. The Admin Assistant left the room. The Clerk also later left the room.

The recommendations in the confidential report were approved.

Proposed	Cllr Dajka	Seconded	Cllr Schofield
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The meeting ended at: 20:31

To Town and Parish Councillors

Leader of the Council
Councillor Keith House

Our Ref: KH/PS
Your Ref:
Mobile 07768 357918
Email: keith.house@eastleigh.gov.uk

1 May 2020

Dear Councillor

Firstly, I'd like to say I hope you are all staying safe and well during these difficult times.

We know that the Covid-19 pandemic is putting pressure on all aspects of our community – our residents and our businesses. As a Council we are committed to doing all we can to support our Borough through this time of crisis in as many ways as possible.

We know that our residents and businesses will be turning to us and yourselves, looking for help and reassurance during these times. Alongside ourselves and many others, the work you are doing is vital in supporting local communities – providing a reassuring support network and source of information at a time when people need it most, we thank you for this.

We understand how important the work that you do is, but especially now. We also recognise that the crisis will place financial pressures not only on local authorities but on Town and Parish Councils too. We want to assure you that we will be there to help you so that you can continue your vital work. Our hope is that Hampshire County Council will match fund our support for you, as requested by the Secretary of State.


Firstly, we want to assure you that we will continue to pay precepts and grants to you as originally budgeted. Each parish or town council will be facing unique pressures and we know a tailored solution will be the best way we can lend support.

Therefore, we ask that you please get in touch with your individual circumstances in terms of costs relating to directly supporting the Covid-19 response, plus cost or loss of income incurred to 'usual' services due to the Covid-19 pandemic.

Sarah King (sarah.king@eastleigh.gov.uk), our Director of Support Services and Chief Financial Officer, will be liaising with you on helping you through this.

Once again, I wish you all well and thank you for the work you are all doing. It is through the collective work of organisations like ours, the army of volunteers, NHS and emergency services and those in frontline roles that we will get through this and ensure that the people of Eastleigh Borough are supported and protected.

Yours sincerely

A handwritten signature in black ink, appearing to read "Keith House".

Councillor Keith House
Leader

Report to: Council
Coronavirus issues and legislative changes
11th May 2020

Introduction

With the government introducing a range of emergency powers on 23rd March 2020 to manage the global corona virus pandemic the Parish Council has seen a number of changes and issues arise which are set out in the report.

Key issues

Support to vulnerable people

With the stay at home regulations coming into force and a number of self-isolation households in the village, a number of voluntary and community groups developed ways to assist those vulnerable in the community. The Hamble Quarantine Volunteers were especially quick to respond and at the last count had thirty volunteers supporting forty-one households. Other groups such as One Community, Hamble Good Neighbours, St Andrewes Church, the Netley Food Bank and more recently the Resource Centre at Hedge End have all helped towards keeping people safe and protected over the last 7 weeks.

Support to individuals, groups and businesses

With the introduction of measures has come the closure or part closure of many organisations, groups and businesses that are in integral part of village life. Funding has been made available via Eastleigh Borough Council, the Benefits Agency and HMRC to provide financial assistance and support to qualifying organisations. It is clear that the measures will have a long-term impact on the national and local economy. Although Parish Councils have not been empowered to provide financial support, we have a role in signposting and advocating for businesses, groups and individuals in the future.

Loss of income

Like many organisations the Council has lost income as a result of the closure. In particular hire of facilities and use of the car park have been adversely affected. Cllr House Leader of Eastleigh Borough Council has recently written to parishes inviting them to outline the extent of losses which is currently in hand. It is hoped some financial assistance maybe forth coming.

Service delivery

Staff have continued to work throughout the period either remotely as required or lone working on tasks that have either been safety related or those that had to be carried out in the office due to IT issues. Staff have been quick to respond to requests and in the first week or so were a central point of contact for people.

There will invariably need to be changes to the working pattern of staff as things return to normal. Work has started on how the office could be safely used given the layout and limited space. Consultation with the Operations Working Group has indicated that initially there will need to be a continued pattern of flexible working with customers dealt with either over the phone, through email or some form of conferencing. Appointments to discuss issues will be made and business conducted remotely for the foreseeable future.

The ground staff have been operating a single shift lone working policy and due to a predicted long-term absence, this is likely to continue for the foreseeable future (see exempt report). Identifying safe practices for the use of machinery will be of primary importance as the shut down starts to lift. Issues will be dealt with by either the Operations Working Group, Personnel Committee or Council depending on the timing of issues.

Proposal

It is recommended that a small group is set up to make recommendations on how best to support the Village over the coming months.

The terms of reference would include (but not exclusively)

- Celebrating the work of village key workers and volunteers
- Grant funding opportunities
- Assessing measures to introduce the safe use of public areas and messaging

Issues of Health and safety will remain the preserve of the Personnel Committee although there may be cross overs.

Group to consist of 3 members. Business will be done virtually at times and intervals as appropriate. The staff will provide advice but not be part of the group.

Not a decision-making group but will make recommendations to Committee or Council

Time limited for no more than 3 months initially

Budget of £2,000 to be earmarked to support the work of the group.

Legislative changes and impacts

Government has brought forward changes to legislation that has a number of impacts for Town and Parish Councils. In particular they are as follows:

Elections

Election scheduled for May 2020 have been delayed by 12 months. The impact of this that the current council term is extended for a further year and when elections do take place in May 2021 they will be for a period of 3 years rather than four.

Currently the Council has a vacancy which was unfilled due to it occurring within the final 6 months of this Council term. Extending the period means that the Council should seek to fill it. The procedure will be as follows:

Advertise the vacancy. If residents request a by election within the notification period the post will remain empty until next year when the election will take place. If no by election is sought then the Council can seek a replacement through cooption.

Annual Council and Annual Parish meetings

Both of these would ordinarily have taken place before the end of May. Government has relaxed the requirement saying that Councils do not need to hold either during the next 12 months although they can if they wish. At this stage it is recommended that neither are scheduled and that the general house keeping that has to be done as part of the Annual Council meeting be scheduled over the next few meetings. Some aspects are included on tonights agenda such as the schedule of meetings.

Annual Governance and Audit Review

This requires the Council to close its accounts at the end of the year, subject the accounts to an annual audit process and then publish the availability of the accounts for the public to examine them. Normally the period of publication has to be prior to the 1st July. This has now been deferred until the end of July with submission to the external auditors by the end of August.

Currently we aim to still bring our accounts and governance statement to the June meeting to submit on the normal timescale.

Recommendations

To publicly thank and acknowledge all key workers and volunteers that have continued to work throughout the crisis helping others

Set up a Working Group and agree membership and a outline budget as broadly described above to put in place measures to help the community recover from the Corona Virus pandemic.

Approve the publication of the vacancy arising from the resignation of Tony Ryan

Report to: Council
Decisions for noting
11th May 2020

Introduction

Under Standing Orders, decisions can be made by the Clerk in consultation with the Chair of the Council or the relevant Committee when needed.

A number of decisions were taken following the governments Coronavirus regulations. These included the following:

- To close the office to the public and enable home working for office staff
- Reduce the work of the grounds team to Health and safety related work in the light of the home working guidance
- To purchase Zoom Pro to enable remote meetings at a cost of £143.88 pa
- To submit a grant application for up to £500 to the Police and Crime Commissioner for a grant towards the cost of lighting at Roy Underdown Pavilion (RUP)

Recommendations

To approve and note the decisions taken under delegated authority

<p>How will the people of Hamble benefit from the grant?</p> <p>Access to good quality advice brings significant benefits, not only with regards the initial presenting issue but it also has a positive benefit on wider issues, such as health and wellbeing.</p>		
<p>Have you applied to any other body for a grant towards this project? (If yes, please give details)</p> <p>No</p>		
<p>Amounts already donated or granted by other bodies? None for this project. For our core service:</p> <p>Eastleigh Borough Council - £191,273, provides our core grant and we have a contract from the Money Advice Service to provide debt advice (restricted funds approx. £50,000) and a grant from the DWP to provide the Help to Claim service (restricted funds approx. £48,000). However, these grants are not for the provision of outreach in Hamble.</p> <p>We also receive much smaller grants and donations from other sources – these are not for specific services, but donations to CitA Eastleigh as an organisation.</p>		
<p>How else do you raise income? (Give details of subscriptions, fund-raising, contributions "in kind" etc)</p> <p>Apply for small grants, donations, partnership agreements for shared projects</p>		
<p>What age groups do you cater for?</p> <p>Anyone one 18+</p>	<p>Total Membership: 9 Board members, 12 employees, 36 volunteers and approx. 4,000 clients</p> <p>How many Hamble parishioners belong to the organisation?</p> <p>We have some volunteers from Hamble and in 19/20 125 clients were from Hamble, up from 102 in 18/19.</p>	<p>Are you a registered charity, if yes please provide your number?</p> <p>Yes - 1113797</p>

<p>Cash in hand available £85,089</p>	<p>Annual Income £279,902 estimated for the current financial year.</p>
<p>Total amount raised last financial year by fundraising? (other than grant applications)</p> <p>£849</p>	<p>Level of reserves:</p> <p>Unallocated £85,089</p> <p>Allocated £0</p>

<p>Is anyone in your organisation (Senior staff/ Trustees/Directors) related to any councillor or employee of Hamble le Rice Parish Council?</p>
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No

I declare that any grant awarded will be used solely for the purposes outlined in this application. I understand if the grant is not used for the specified purpose Hamble le Rice Parish Council reserve the right to reclaim the grant funds.

I will ensure a report detailing the disbursement of the grant funds will be send to Hamble le Rice Parish Council within 12 months of the awarding of any successful grant funding.

Signature of Responsible Adult (eg Chairman, President, Leader)



Date: 30.3.2020

For Parish Council of Hamble-le-Rice use only

You must attach the following to your application:

- Copy of last year's audited accounts
- Estimate or costings for project or item(s) to be financed by the grant
- Minutes of your last AGM
- Current Constitution or Rules.
- Equality Policy

GRANT APPLICATION FORM

Deadline 31st March and 30th September each year
Please refer to Grants Procedure Notes before completing this form.



Name of organisation making the application: WetWheels Hamble CIC	
Name of person to whom correspondence should be addressed: Jennie Austin	Address for correspondence: Wetwheels Hamble CIC, Unit 14, Hamble Yacht Services Port Hamble, Hamble-LeRice, Southampton, Hampshire
Position within the organisation? Director	Post Code: SO31 4NN
Email: jennie@wetwheelshamble.co.uk Daytime telephone number: 07771825582	

Details of organisation and its aims or activities

Wetwheels Hamble is a not for profit CIC, one of 5 specially adapted boats nationwide established by Geoff Holt and overseen by The Wetwheels Foundation helping to get disadvantaged people onto the water, in most cases for the first time. Wetwheels Hamble is a 10m catamaran built by Cheetah Marine on the Isle of Wight cleverly designed to allow easy flat dock to boat access by less able guests and wheelchair users. A clever internal ramp to the helm position offering a chance for everyone to drive.

Amount of grant requested £ 500
our not for profit rate to put the boat out for a day on the water providing 3 life-changing trips for 10 = 30 local children/adults

In reality the total running cost of putting the boat on the water is £ 800 per day. We raise the difference (fixed running costs) through general fundraising activity so that any wonderful grants we get go straight to help those in need

Details of staff employed:

All the team including our board are volunteers, with the exception of a self employed clerical support (*) and skippers (when qualified volunteers are not available) (&)

Salaries:

(*) £12,000 per annum
(&) £150 per day where volunteer not available

How many are:

Board	Employees	Members/Users	Volunteers
4 members	0 as admin self employed	1000 users/year	14-20 mostly from Hamble

What is the Grant for and who will benefit? (Give details of the specific project or item to be funded)

WW Hamble provides life-changing confidence building experiences for disabled and disadvantages people and groups of all ages. These might include; a child who is a carer, a family member with long term health conditions, people experiencing mental or life threatening illness, rehabilitation for service men and women, children and adults with profound physical and cognitive challenges and dementia sufferers. Every £500 donated gets the boat on the water for 3 trips in 1 day taking out 30 guests for a 90 minute amazing Wetwheels experience.

How will the people of Hamble benefit from the grant? The grant will be used for a Hamble Group or individuals. We are always keen to work with grant makers to target specific individuals or groups within their community, and would like to discuss the target group with you.

Have you applied to any other body for a grant towards this project? (If yes, please give details)
Not this specific project.

<p>Amounts already donated or granted by other bodies? Zurich Insurance £2000 for 4 days for children, Peter Harrison Young Mariners £2000 for 4 days for children</p>		
<p>How else do you raise income? (Give details of subscriptions, fund-raising, contributions "in kind" etc) Inkind: Suzuki provide engines at trade cost, MDL at Mercury have given us a berth this year, Sea Start provide breakdown cover, Viking provide life rafts ; Fund raising: Annual Ball, wine tasting, sponsored events by volunteers eg. Walks, last year Abseiling down the spinnaker tower etc</p>		
<p>What age groups do you cater for? 2 to 102 years old in 2019!</p>	<p>Total Membership: 22 How many Hamble parishioners belong to the organisation? 14</p>	<p>Are you a registered charity, if yes please provide your number? We are a not for profit CIC backed by The Wetwheels Foundation charity number 1148600</p>

<p>Cash in hand available £10,400 current account</p>	<p>Annual Income £39000 from March 2019 accounts</p>
<p>Total amount raised last financial year by fundraising? : Fundraising £25,000 and donations £20,000 for the year ending March 20</p>	<p>Level of reserves: £10,400 unallocated and from the fund raising from last year we have £36,000 allocated for the payment of the new Suzuki engines provided to us at cost and due for payment in the coming weeks. We also have grants to draw down totalling £4000 allocated to funded days as mentioned above</p>

<p>Is anyone in your organisation (Senior staff/ Trustees/Directors) related to any councillor or employee of Hamble le Rice Parish Council? No / Yes If yes, please provide name(s) and state relationship</p>

I declare that any grant awarded will be used solely for the purposes outlined in this application. I understand if the grant is not used for the specified purpose Hamble le Rice Parish Council reserve the right to reclaim the grant funds.

I will ensure a report detailing the disbursement of the grant funds will be send to Hamble le Rice Parish Council within 12 months of the awarding of any successful grant funding.

<p>Signature of Responsible Adult (eg Chairman, President, Leader) Jennie Austin, Director, Wetwheels Hamble Date: 31st March 2020</p>	<p>For Parish Council of Hamble-le-Rice use only</p>
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You must attach the following to your application:

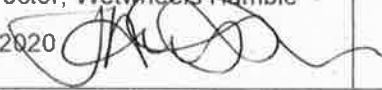
- Copy of last year's audited accounts
- Estimate or costings for project or item(s) to be financed by the grant
- Minutes of your last AGM
- Current Constitution or Rules.
- Equality Policy

Amounts already donated or granted by other bodies? Zurich Insurance £2000 for 4 days for children, Peter Harrison Young Mariners £2000 for 4 days for children		
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What age groups do you cater for? 2 to 102 years old in 2019!	Total Membership: 22 How many Hamble parishioners belong to the organisation? 14	Are you a registered charity, if yes please provide your number? We are a not for profit CIC backed by The Wetwheels Foundation charity number 1148600
Cash in hand available £10,400 current account		Annual Income £39000 from March 2019 accounts
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Is anyone in your organisation (Senior staff/ Trustees/Directors) related to any councillor or employee of Hamble le Rice Parish Council? No / Yes If yes, please provide name(s) and state relationship

I declare that any grant awarded will be used solely for the purposes outlined in this application. I understand if the grant is not used for the specified purpose Hamble le Rice Parish Council reserve the right to reclaim the grant funds.

I will ensure a report detailing the disbursement of the grant funds will be send to Hamble le Rice Parish Council within 12 months of the awarding of any successful grant funding.

Signature of Responsible Adult (eg Chairman, President, Leader) Jennie Austin, Director, Wetwheels Hamble Date: 31 st March 2020 	For Parish Council of Hamble-le-Rice use only
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You must attach the following to your application:

- Copy of last year's audited accounts
- Estimate or costings for project or item(s) to be financed by the grant
- Minutes of your last AGM
- Current Constitution or Rules.

Report to: Council
Changes to the Council's working practices

11 May 2020

INTRODUCTION

The Council during its first year or so of the new administration focused on ways to improve the governance and the efficiency of the Councils operations. A programme of change has more or less been completed and the Council is moving into a further phase that is more focused on the delivery of projects that reflect community wishes as established through the We R Hamble Survey or are based on asset renewal.

Changes to the Committee structure has now bedded down and for this year will remain broadly unchanged. However, the previous 18 months has seen committees and council being presented with a range of decisions – from small operational decisions to large capital schemes. More use has been made of Project Implementation Documents (PIDs) at the start of projects – but the Council now needs to move into the next phase where the work of committees and council is focused more on agreeing the perimeters of work or projects and then monitoring progress of delivery and spending.

These main projects will be the basis of the staff work plan for the year with training developed to support it. If additional work is wanted during the year this should be member led or other priorities reviewed and changed to make sure that the plan is manageable.

DETAILED CONSIDERATIONS

Projects

Where a project is agreed at Committee or Council a budget for the project should be agreed. This is usually done by identifying money held in our reserves for a specific project (an earmarked reserve). Once this is agreed responsibility for delivering the project should sit with the relevant committee and decisions made within the financial limits below:

- the council for all items over £10,000;
- a duly delegated committee of the council for items over £5,000; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £3,000.

This means that the staff team will advance agreed projects with more speed – without the need to keep coming back for consent to spend.

Any projects that have agreement will then have a PID (project initiation document) with agreed timescales and spending profile. Spending will then take place on that basis without

reference back unless the spend is different to that originally agreed in the PID. The work of the Council and the Committees should then be to track progress and ensure that resources are there to deliver them – both financial, staff and time.

Financial monitoring will include project spending in a management information format to help track performance. The reports going to committees should only be an update to the PID or project documentation or updates on project delivery against milestones.

On a quarterly basis Council will have a stronger focus on financial and project management.

Resources Working Group (RWG)

This group has met at key stages in the year such as budget setting but has not established itself as a regular group. The Operations Working Group (OWG) is now meeting regularly and with representation by the Chairs of all the Committees, is well placed to pick up the work of the RWG in the future. Given this it is recommended that the group ceases and the Terms of Reference for the OWG amended to reflect this new function.

Planning Committee

Over the last year the Planning Committee has considered and commented on a range of applications – from tree works to the GE Outline Planning Application for 148 homes. What is clear is that the majority of the applications are small domestic extensions that have little impact on the public realm and are largely a technical assessment of the planning regulations and better assessed by professionals. Often the Council chooses not to respond or they “leave it to the officer” which could be ambiguous for the public as it is not clear who that officer is and whether there is some form of implied delegation.

Our current scheme of delegation enables the Planning Committee Chair and the Clerk to comment on applications having consulted the Committee via email on applications that are:

- Within or adjoining the Conservation Area and/or Listed Buildings
- Commercial /business use
- Demolition of buildings
- Properties where substantial changes being sought
- Where the street scene maybe fundamentally altered
- Those which impinge on rights of way
- Works to trees
- Those related to the River Hamble and Southampton Water
- Applications producing or emitting environmental pollutants including noise, order, dust etc.

It is proposed that going forward these are the applications we focus on unless either a councillor raises an issue or a member of the public does. If agreed we will need to ensure that there is a comprehensive list of all applications in the parish listed each cycle but a clear indication about those that will be considered and the reason for it.

This approach will give more time for policy and projects which going forward could become an increasingly large part of the Committees work.

Financial Implications

There are no specific financial consequences of this – although software maybe needed to aid the reporting of project approach. Current existing software is being trialed and the cost of additional software is unlikely to be more that £300 per year.

Recommendation:

To agree adopt the measures to manage the Council priorities through a project-based approach as outlined in the report

To cease the work of the Resources Working Group transferring the function to the Operations Working Group

To agree the areas of focus for the Planning Committee when considering application for the forth coming year.

Members of Council Meetings, Panels, Committees and Groups for 2020/21

Panel/Group	Frequency	Members	Secretariat
Full Council	Monthly – second Monday	Cllr Cohen Cllr Cross Cllr Dajka Cllr Dann Cllr Hand (Chair) Cllr Hayward Cllr Nesbitt-Bell Cllr Rolfe Cllr Schofield Cllr Thompson Cllr Underdown [VACANCY]	Clerk/Deputy Clerk
Planning Committee <ul style="list-style-type: none"> • Highways & infrastructure • Designations • Design / local policies • Enforcement • Applications • Footpaths 	Monthly – 4 th Monday in every month	Cllr Dann Cllr Nesbitt-Bell Cllr Rolfe Cllr Thompson Cllr Underdown (Chair) [VACANCY]	Clerk
Asset Management Committee <ul style="list-style-type: none"> • Leases • Buildings / facilities • Land/Estate • Health & Safety • Fees & Charges 	First Tuesday in every second month	Cllr Cohen Cllr Cross Cllr Dajka Cllr Schofield Cllr Thompson Chair - TBC	Clerk/ Deputy Clerk/ Head of Assets
Personnel Committee <ul style="list-style-type: none"> • Pay & conditions • Disciplinary • Staff health & safety • Performance 	Third Tuesday every other month	Cllr Cohen (Chair) Cllr Hand Cllr Rolfe Cllr Thompson	Clerk
Operations Working Group Coordinate operational issues across the council. (Reports to Full Council)	First Monday of every month	Cllr Cohen Cllr Hand Cllr Underdown Vacancy – Chair of Assets	Clerk/Deputy Clerk

Members of Council Meetings, Panels, Committees and Groups for 2020/21

Review Panel • Complaints • Appeals of individual decisions • Staffing / disciplinary	When required	Cllr Rolfe Cllr Schofield Cllr Thompson (Chair) vacancy	Clerk
Dinghy Park Working Group (Reports to AMC)	When required – 3 meetings a year	Cllr Cohen (Chair) Cllr Cross Cllr Underdown + community representatives	Deputy Clerk
Friends of Westfield Common (Reports to AMC)	When required	Cllr Cross (Chair)	Head of Assets
Festive Lights Reports to AMC	When required	Cllr Rolfe + Community Representative	Clerk
Communications Working Group (Reports to Full Council)	Wednesday following Council meeting	Cllr Hayward (Chair) Cllr Nesbitt-Bell Cllr Dann	Admin Assistant
Footpaths Working Group (Reports to AMC)		Cllr Rolfe Cllr Thompson Cllr Underdown	None
Intpretation Board Task and Finish (Reports to AMC)	As and when	Cllr Cohen Cllr Hayward	Clerk

Changes:

Deleted – Resources, Festive Lights and Volunteer Hub Working Group

Added – Operations WG and Communications WG and Interpretation Board T&F

Council Representations on External Bodies

External Group	Council Representatives
Henville Trust (4 year term)	Cllr Underdown
Hamble Village Memorial Hall	Vacancy
Hamble River Valley Forum	Cllr Cohen Cllr Underdown
Hamble Estuary Partnership	Cllr Underdown

HAMBLE-LE-RICE PARISH COUNCIL

HAMBLE
PARISH
— COUNCIL —

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Hamble-Le-Rice
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clerk@hamblepc.org.uk
023 8045 3422

Mr A Grandfield
Head of Housing and Development
Eastleigh Borough Council
Eastleigh House
Upper Market Street
Eastleigh
Hants
23rd April 2020

Dear Andy

Application No: F/19/84834 Description: Installation of 1no. 10m by 2m floating pontoon between existing mooring buoys
Site: Existing Lifeboat mooring south of Hamble public pontoon,

Thank you for your response about the above application, its relationship to the MRA and policy 155.OS or 156.OS and the Conservation Area.

There are a number of points in your reply that I have been asked to come back to you on by the Chair of the Planning Committee.

The first is that you state in the letter that part of the case for approval was linked to the pre-existence of two piles that HLB already used. This is not the case. There was a traditional fore & aft mooring with two underwater chains and buoys in place but not piles. The infrastructure was minimal and unobtrusive; piles would have been fixed and visible. This was not the case at the time of the application.

Secondly you state "The proposed pontoon and cradle within which the boat is retained offered a safer means of access / egress which given the emergency nature of use of the boat (compared to recreational uses) enabled the development to be deemed unique and not setting a precedent". This is reassuring that there was an element of uniqueness attached to consent; my concern is that this was not stated in the covering report and this is the first time it has been referred. Given this how would other future applications for recreational or commercial use understand that this was a consideration in this case?

Lastly, the Parish Council continues to contest the impact of the pontoon on the open character and appearance of the River Hamble. Clare's report clearly states that the pontoon and cradle will have a minimal visual impact on the river as it will sit low in the water between two buoys. Quite clearly this is not what has happened and hence our concern that others will look at this application and use it as the test for "low visual impact".

I appreciate you taking the time to reply, albeit belatedly and although we have no desire to reopen the application we remain concerned that the justification used for approving the application are not adequately reflected in the officers report and that on that basis

other similar applications could be made and subsequently approved as a result of this decision. That said we take comfort from this letter and hope you are correct that the planning department can justify the uniqueness of this application without setting a precedent for the future.

Going forward further clarification on how the new policy will be applied would be useful to ensure that we understand the criteria and interpretation of it. I will see whether it can be discussed at a future Local Area Committee Team Meeting as I know others are also interested in the emerging approach. Is this something that I need to take up with Graham Tuck?

Setting all of that aside I hope this finds you and the team safe and best wishes to you all.

Sincerely yours

Amanda Jobling
Clerk

Hamble Parish Council Credit Management Policy

The Council has a duty to ensure that all monies owed to the Council are collected efficiently and effectively for the benefit of all council tax payers and to provide services for the parish residents.

The Responsible Financial Officer (RFO) holds a statutory office appointed by the Council. The Clerk has been appointed the RFO for Hamble Parish Council and references to the RFO refer to the Clerk.

1. Objective

The Council's debt recovery policy has the following objective:

In order to maximise income, the Parish Council will collect all debt owing to it promptly, effectively, efficiently and economically, while ensuring unbiased and fair treatment to all debtors.

2. Framework

This policy document sets out the Debt Recovery Policy for the Council to ensure that all sundry debts and income of the Council are managed, administered and collected in a transparent, efficient and cost-effective manner.

To achieve these goals Hamble Parish Council will:

- Collect all debt owing to it promptly, effectively, efficiently, and economically.
- Comply with ethical best practice, and legislative requirements, appropriate to each individual debt, or debtor.

3. Purpose

The purpose of this policy is to provide clear guidance for the Officers on the recording, reporting, recovery and monitoring of income.

4. Roles and Responsibilities

The RFO is responsible for the organisation and supervision of all income arrangements, which includes proper accounting, collection arrangements and reporting to the Council on a regular basis. The RFO must make arrangements for income to be accounted for correctly within the Council's financial accounts and make an appropriate annual provision for bad debts.

5. Raising Invoices

Where practical and efficient, advance payment must be requested for services. All invoices must request payment within 14 days or less of the dated invoice. If there are persistent late payment issues (2 or more instances of payment more than 14 days after issue of the invoice) with a regular customer or hirer the Council reserves the right to require payment in advance or to refuse to provide the service.

All invoices raised must be properly supported by documentary evidence that supports the debt and using the relevant agreed hire charges, rents or fees. VAT will be charged at the prevailing rate where appropriate.

All invoices will include contact details of the Admin Assistant, in case of queries. All invoices must contain a concise explanation of why the Council requests payment including the start and finish dates for any facility hire or annual contracts.

The Admin Assistant must ensure invoices are raised promptly and emailed to the customer as soon as possible. Where the invoice relates to a continuing hall hire or sports facility, invoices must be issued at least monthly.

6. Credit Notes

If an invoice is raised in error it must be cancelled with a credit note. Adequate documentation or information must be supplied to support the credit note. A credit note should be raised to cancel the invoice in full or reduce the value. A credit note will also be raised when refunding a customer.

7. Terms and Conditions

Terms and conditions are designed to protect the rights of the Council, limit potential liabilities and provide some degree of security for the recovery of the debt.

All invoices must request payment within 14 days or less of the dated invoice. Terms and Conditions should include details for payment by BACs and reference to the statutory right to claim a surcharge of £10 or 10% (whichever is the lesser amount) on failure to make payment within the time frame.

8. Methods of Payment

The Council's preferred method of payment is BACs (any amount) or debit or credit cards (for amounts of £10 or less). Debit or credit card payments can only be processed via iZettle at the office with the card holder in attendance. In some instances (Dinghy Storage Park fees) an admin fee of £5 will be charged for payment by cheque, service users will be advised in advance if the admin fee applies.

9. Collection

The collection of income in respect of invoices raised must follow the process set out below, which fully documents the efforts made to settle the debt

- i. the Admin Assistant will raise the debt in the first instance.
- ii. if no payment is received within the stated terms the Admin Assistant will commence the recovery procedure, which begins with a first stage reminder phone call confirmed by email (with a delivery and read receipt activated) giving a further 7 days notice.
- iii. This will be followed with a further telephone call and email to request settlement.
- iv. if no payment is received after a further 7 days, a final demand notice (see 10 below), will be sent both by email (with a delivery and read receipt) and by a recorded delivery letter.
- v. the use of facilities will cease immediately. At this stage other steps may also be needed such as removal and disposal of property.
- vi. the council will be advised of the debt at its next meeting

If a customer requests that an invoice is deferred or to pay by instalments due to temporary cash flow issues financial documentation must be provided by the debtor:

- Professionally prepared accounts or audited accounts if applicable.
- An up to date financial statement setting out the current financial situation
- Current balance sheet

For invoices totalling £1,000 or less the request can be considered and terms agreed by the RFO. Invoices totalling more than £1,000 must be considered by the Council at its next meeting. The Council's credit management procedures will continue until all the financial documentation is submitted.

All action will be fully documented by the Admin Assistant and referred to the Deputy Clerk if a final demand notice has to be issued.

10. Reminder Letters

The final demand notice will advise the customer of further enforcement action, refer to any interest or charge, which the debtor is liable to pay, and the rate at which it will accumulate from the date of the letter. The customer will also be advised that any debts reported to the Council will become a matter of public record via the Council's Minutes.

11. Disputed Invoices

Each invoice will include the contact details of the Admin Assistant. In the first instance the Admin Assistant should be contacted to resolve any initial problems or queries, as he/she will hold the information to resolve all basic queries.

All invoices that are disputed will be flagged, as not requiring further action at this time.

The Admin Assistant will retain responsibility for query resolution at this stage and amend invoices only if deemed appropriate. This should be done using properly supported documentary evidence that validates the reason for reducing or cancelling a previous amount invoiced.

If an invoice is flagged:

- a) a reason for the dispute should be clearly defined;
- b) every effort to resolve, should be made, at the earliest opportunity; and
- c) any obstacles to partial or full payment should be explored and resolved.

The aim should be to resolve disputes within one week. Where this is not possible, close monitoring should follow with the objective of resolving as soon as possible. All flagged invoices should be referred weekly to the Deputy Clerk or RFO and reported to the Council at its next meeting, with reasons for the dispute and the amount involved.

12. Recovery Action

If, after exhausting all the reminder stages the debt remains outstanding, the Deputy Clerk or RFO must decide if the debt requires further enforcement action, consulting with the Council at the first available opportunity.

If the total value of the customer's debt(s) is less than £100 and it is considered by the Deputy Clerk or RFO uneconomic to pursue further, the invoice will be flagged to the Council, awaiting write off.

For all other debts over £100, the following action will apply:

1. Refer the debt to the County Court as a Money Claim;
2. Or, if the court is unable to collect the debt, and all options are exhausted, the RFO will instigate the procedure to write-off the debt with the Council's agreement.

All debts passed to the County Court must be updated. Where an account is reclaimed by the court the invoice/s and system must be updated to reflect this. Where a case has been passed to the Court for collection and a direct payment is received, the RFO will ensure the Court is notified.

13. Writing Debts Off

If the debt remains unpaid, after exhausting all appropriate recovery methods, the debt should be written off. All requests to write off debts must be jointly sanctioned by the RFO and the Full Council. The Council will not permit the debtor to use its services or hire facilities until the outstanding debt has been paid in full.

14. Part Payments

Where part payment has been received for a series of invoices, then the payment is attributed to the earliest invoices first (unless the payment is for a specific invoice) It would normally be expected that debts to be written off would be:

- Cumulative debts under £100, where no payment has been received within six months of sending the final demand.
- All debts where the court advises they are unable to collect and all options are exhausted - in these circumstances the RFO will deem it not cost-effective to pursue.
- All debts where the RFO advises the debt is irrecoverable or that legal action is unlikely to be cost effective.

Possible reasons for bad debt write off:

Absconded or Unable to Trace

Bankruptcy (having already registered a claim with the trustees)

Deceased

Uneconomic

Unable to collect

The debtor remains liable to pay for up to six years. Therefore, if the debt has been written off and a further instalment is received, the income will be credited as appropriate.