



Hamble Parish Council, Memorial Hall, High Street, Hamble, Southampton SO31 4JE
023 8045 3422, clerk@hamblepc.org.uk

**The next meeting of the Parish Council
will be held at 7pm on Monday 8th October 2018
at The Roy Underdown Pavilion, Baron Road, Hamble**

This meeting is open to members of the public.

AGENDA

1. Welcome

- a. Apologies for absence;
- b. Declaration of interest and approved dispensations; and
- c. To approve minutes of previous Council Meetings. (Attached)

2. Public Session

COMMUNITY

3. Recommendations from the Planning Committee

- a. Hamble Lane Consultation Response (Report Attached)

4. Grant Applications

- a. Hamble Flower Club (to follow, if received)
- b. David De Krester – Carols in the Square (Report Attached, more to follow if received)

5. Bartletts Field: Award of Tender and Grant (Report Attached)

6. The Mercury Library and Community Hub: Next Steps (Report Attached)

**7. Proposed Terms for allocating days for the Donkey Derby Field in 2019
(Report Attached)**

8. Brocante / Flea Market Proposal on the Foreshore (Report Attached)

9. Street Trading Renewal Application (Report Attached)

10. Vision for the Foreshore (Report Attached)

11. Dinghy Park Working Group Recommendations (Report Attached)

12. Hamble River Valley Forum: Report from Representative (Report Attached)

13. **Clerk's Report** (Report Attached)

FINANCE & PAYMENTS

14. **Report from the Resources Working Group**
- a. Fees and Charges (Report Attached)
 - b. Budget Monitoring (Report Attached)
15. **External Audit**
- a. Report on the Annual Governance & Account Return (Report Attached)
16. **Approve the following:**
- a. Petty Cash and Bank reconciliations; (report to follow)
 - b. To authorise the schedule of Payments; and (Report Attached)
 - c. Income and expenditure schedule (reports to follow)

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 of Part 1 of Schedule 12A of the Act.

17. **Approve the Exempt Minutes of previous Council Meetings**
18. **Proposals for the Roy Underdown Pavilion**
19. **Update on Leases**

Dated: 2nd October 2018

Signed: *Amanda Jobling*
Clerk to Hamble Parish Council

HAMBLE-LE-RICE PARISH COUNCIL

MEETING FULL COUNCIL
VENUE Roy Underdown Pavilion, Hamble
DATE Monday, 10th September 2018
TIME 7 PM

PRESENT Councillors: S Cohen (Chair); S Schofield (Vice Chair); J Dajka; S Hand; I James; D Rolfe; A Ryan; A Thompson; I Underdown and G Woodall
Mrs A Jobling (Clerk); Mrs J Symes (Deputy Clerk); Mrs J Panakis (Minutes Secretary).
Members of the Public: Cllr D Airey (Eastleigh Borough Council); 2 representatives from GE

195/91/18 **Apologies for Absence**
Apologies had been received from Cllr Beach and Cllr Cross.

196/91/18 **Declaration of Interest and Approved Dispensations**
The following Declarations of Interest were made: Cllr Woodall declared an interest in Item 15 on the Agenda; Cllr Underdown declared an interest in relation to item 10 on the Agenda (specifically the Dinghy Park).

197/91/18 **Minutes of the Full Council Meeting held on Monday, 9th July 2018 and Minutes of Exempt Business held on Monday, 9th July 2018**
RESOLVED that the minutes of these meetings, having been circulated, are approved and signed by the Chairman.
Proposed: Cllr Underdown Seconded: Cllr Schofield

198/91/18 **Public Session** There were no Parishioners present.

Community

199/91/18 **GE Presentation**
Mr P Rowland from the Investment Team at GE gave a full presentation to the Council on GE's proposed Planning Application that would be submitted shortly. Mr Rowland outlined adjustments that had been made to original proposals to accommodate the feedback that had been received. This included a reduction in the number of homes, changes to the site layout and dwelling type, access and improvements to Coach Road and the area around Coronation Parade and improvements to Sydney Lodge. He also talked about the measures identified by Global in the Playing Pitch Assessment for the Roy Underdown Pavilion and College Playing Fields. These works would have to be undertaken in order that Follands CC could be relocated to the site. It was confirmed that the Council would consider the package of measures needed to improve the facilities later in the meeting and would be confirmed in due course.

200/91/18 **CLERK**
Grant Application: Remembrance Commemoration
It was agreed with the Church to defer the item until the October Meeting so that further information could be provided. **CLERK**

201/91/18 **Anti-Social Behaviour and the Foreshore**
Cllr Cohen thanked the Clerk and the staff for all the work they had done over the summer regarding this. The Clerk identified the key problems and these

were fully covered in her report. It was also agreed that the community should be involved in looking at possible solutions to the issue.

RESOLVED that the Clerk arranges a meeting with key partners (including other Parish Councils, the Borough Council, the local Policing Team, Schools and possibly representatives from charities) to consider working together to deal with anti-social behaviour in Hamble. **CLERK**

Proposed: Cllr Underdown Seconded: Cllr James

202/91/18

The Mercury – Update

The Deputy Clerk outlined the main aspects of this project. Eastleigh Borough Council are in the process of drafting a licence for an agreement between the Borough Council and the Parish Council to formalise the management and development of The Mercury. The licence will need to be agreed and signed by the Parish Council before the next full Council meeting. It was agreed that the Clerk would circulate the agreement, when available, to all Councillors who would inform the Clerk if they had any individual concerns about it. Provided no concerns were raised, it was agreed that the Clerk could sign the Agreement.

CLERK

203/91/18

Recommendations from the Planning Committee Meeting of 24th July

The recommendations were noted.

204/91/18

Neighbourhood Plan

The development of a Neighbourhood Plan for Hamble had been referred to the Full Council by the Planning Committee for a decision. The merits of a NP were discussed and it was decided that as a first step the council should consult with residents in the new year.

RESOLVED: To consult the community in January 2019 to ascertain whether they wished the Parish Council to produce a Neighbourhood Plan. A Task and Finish Group comprising of Cllrs Hand, Woodall, Ryan, James and Dajka, were appointed to devise a frame work for the consultation.

Proposed: Cllr Cohen. Seconded: Cllr Underdown

205/91/18

Clerk's Report

The Clerk highlighted the following:

Item 6 – Traffic Survey

This survey has been delayed. The Council asked that the survey was not undertaken during the half term week. **CLERK**

Item 7 – Bartlett's Field Play Equipment Replacement One organisation had dropped out of the tender process, leaving 5 responses (all from well-known national companies).

Item 9 – LAC Project List

RESOLVED that the list of projects for Hamble be approved. The projects in the wider area were noted. **CLERK**

Proposed: Cllr Underdown Seconded: Cllr Cohen

Item 10 – Local Plan Submission

RESOLVED that the Parish Council's submission to Eastleigh Borough Council's Pre-Submission Local Plan Consultation was noted and agreed.

Proposed: Cllr Underdown Seconded: Cllr Cohen

CLERK

Item 11 – Licensing Policy Eastleigh Borough Council have reviewed their Licensing Policy, but the document did not show the changes.

RESOLVED: The Clerk to ask the Borough Council to indicate the changes made and then the Policy would be considered by the Clerk and Cllr Rolfe who would draft a response on behalf of the Parish. This would be circulated to all members, before submission. **CLERK**

Proposed: Cllr Underdown Seconded: Cllr Cohen
Item 12 – Community Governance Review. This was no longer an issue as the Borough Council had informed the Parish Council that their proposal to create Wards in Hamble was an error.
CLERK

206/91/18

Recommendations from the Meeting of the Asset Management Committee of 4th September

RESOLVED:

Hamble Village Memorial Hall Portacabin – agreed to confirm that the council disposes of the portacabin at nil consideration..

Mudland Moorings – A Task and Finish group was appointed to look at the options relating to Mudland Moorings and would comprise of Cllrs Underdown, Thompson and Hand.

Dinghy Park – The proposal to have a flat rate for all Dinghy Park users would be referred to the Dinghy Park Working Group before coming back as part of the budget setting arrangements.

Cllrs Underdown and Hand were not present during the discussions and subsequent decision.

Community Orchard – Deferral was agreed.

Benches and Signage – Deferral was agreed.

Purchase of an additional Car Park Machine at the Foreshore as well as replacement of the current machine – noted.

Burial Grounds Regulations – the following amendment to the text was agreed: “Non parishioners will not be charged double to be interred in St Andrews cemetery if they have been compelled to leave the parish due to the need for institutional care as a result of physical or mental incapacity or on active duty with HM Armed Services.”

Proposed: Cllr Dajka Seconded: Cllr Thompson **CLERK**

207/91/18

Minutes of the Review Panel Meeting of 5th July

RESOLVED that the minutes of the Review Panel Meeting of 5th July be accepted and were then signed by Cllr Thompson as Chair of this Panel.

Proposed: Cllr Underdown. Seconded: Cllr Woodall

Planning Applications

208/91/18

F/18/83792 62 Spitfire Way, Hamble-Le-Rice, SO31 4RT. *Change of use of half of the existing detached garage to a kitchen for training purposes.*

RESOLVED: That the Parish Council objected to this Planning Application on the grounds that this was a change of use and was not appropriate in the middle of a housing estate given the potential for noise and smells generated by catering activities. The Parish Council also expressed concerns about safety in regard to the proposal to install several gas appliances in the building and additional car parking..

Proposed: Cllr Thompson Seconded: Cllr Rolfe **CLERK**

209/91/18

H/18/83832 76 Astral Gardens, Hamble-Le-Rice, SO31 4RY. *Single storey and two storey rear extension.*

RESOLVED: That the Parish Council had no objections to this Planning Application.

Proposed: Cllr Hand Seconded: Cllr Schofield **CLERK**

210/91/18

H/18/83809 1 Beaulieu Road, Hamble-Le-Rice, SO31 4JL. *Single storey rear extension and ramped path.*

RESOLVED: That the Parish Council had no objection to this Planning Application.

Proposed: Cllr Hand Seconded: Cllr Schofield **CLERK**

Cllr Woodall left the meeting whilst application H/18/83736 was being discussed.

211/91/18 **H/18/83736** **Pippins, Oakwood Way, Hamble-Le-Rice, SO31 4HJ.** Rear and side extension and new rear-facing roof windows.

RESOLVED: That the Parish Council had no objection to this Planning Application.

Proposed: Cllr Ryan Seconded: Cllr Thompson **CLERK**

212/91/18 **T/18/83585** **Land to rear of 8 Deanfield Close, Hamble-Le-Rice, SO31 4JJ.** TPO 125-E – 1 no Sycamore Prune to 8 m and prune back to previous locations.

RESOLVED: That the Parish Council requested that the minimum of work be done and the decision be left to the arboriculturist.

Proposed: Cllr Hand Seconded: Cllr Schofield **CLERK**

213/91/18 **H/18/83773** **5 Oyster Quay, High Street, Hamble-Le-Rice, SO31 4BQ.** Construct a new balcony bridge between two existing balconies at the No 5 Oyster Quay.

RESOLVED: That the Parish Council had no objection to this Planning Application.

Proposed: Cllr Ryan Seconded: Cllr Thompson **CLERK**

214/91/18 **F/18/83779** **Hamble Football Club at Hamble Parish Community Facilities, Hamble Lane, Hamble-Le-Rice SO31 4TS.** Retrospective single storey extension and erection of a single storey detached building.

RESOLVED: That the Parish Council opposed this retrospective Planning Application on the grounds that permission was not granted by the land owner for this building work. The Clerk to write to the Football Club expressing the Parish Council's concern that permission for this building work was not obtained from the Parish Council, as the land owner, and that due process had not been adhered to.

Proposed: Cllr Hand **Seconded:** Cllr Dajka **CLERK**

215/91/18 **F/18/83747** **Mercury Marina, Satchell Lane, Hamble-Le-Rice SO31 4HQ.** Retention of storage and office accommodation (portable units) for temporary 3 year period.

RESOLVED: That the Parish Council had no objection to this Planning Application.

Proposed: Cllr Ryan Seconded: Cllr Thompson **CLERK**

Finance and Payments

216/91/18 **Approval of Petty Cash and Bank Reconciliations**

The account reconciliations for 3 months were as follows:

Main Bank Account:

- June £163,682.12
- July £101,732.23
- August £84,342.59.

Barclay's Premium Account:

- (June) £141,072.73.

The Petty Cash reconciliations:

- June £82.16;

Signed: _____

Date: _____

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- July £82.16
- August £67.16.

The reconciliation statements were noted signed off.

217/91/18

Schedule of Payments

The Schedule of Payments presented were noted. The Clerk explained that payments to HMRC and Hampshire Pensions were still out of synchronisation. There was a meeting shortly with Pensions Services where it was anticipated information on the missing month's payments would be identified. Once this information was available the Resources Working Group would be able to rectify this situation. **CLERK**

218/91/18

Income and Expenditure Schedule

This was noted.

219/91/18

Mid Year Review (April to September) and Budget Setting

The Resources Working Group would be looking at variances on the budget spending for the first 6 months of the financial year. Variances of any amount over £250 would be scrutinised. A report back to Full Council in October would be made, along with any recommendations. **CLERK**

220/91/18

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.

The Schedule 12A categories have been amended and are now subject to the public interest test, in accordance with the Freedom of Information Act 2000. This came into effect on 1st March 2006. It is considered that the following items are exempt from disclosure and that the public interest in not disclosing the information outweighs the public interest in disclosing the information.

Proposed: Cllr I Underdown Seconded: Cllr S Hand

The matters to be discussed was as follows: (1) Recommendations from the Personnel Committee of 20th July; (2) Recommendations from Asset Management Committee meeting of 4th September; (3) Review Panel Minutes and (4) Personal Injury Claim.

Meeting ended at 9.15pm

HAMBLE PARISH COUNCIL'S (HPC) DRAFT RESPONSE TO THE HAMPSHIRE COUNTY COUNCIL'S (HCC) HAMBLE LANE IMPROVEMENTS – SECOND PUBLIC CONSULTATION.

October 2018

Introduction

HPC welcomes the continued focus on Hamble Lane and mitigation measures to manage the increasing traffic resulting from residential developments along the Lane.

The Council is however concerned that the publication material talks about improvements which aim to:

- Improve Traffic flow and reduce journey times delays along Hamble Lane
- Ensure that the environmental impact of the scheme is mitigated as far as possible
- Reduce reliance on the private car by increasing the use of sustainable modes for journeys to/from Hamble

yet it is clear from the data that over the period to 2026 there will be a material deterioration from the 2016 baseline based on the measures outlined. Although there is further information in the documentation using the data there is no expressed statements that indicate that there will be an increase in travel times along the length of the road. In addition the first consultation event had the highest proportion of responses coming from Hamble yet none of the measures indicate the impact of the improvements on Hamble and whether the impact of the changes at the top end will have a detrimental impact on the lower end. It is not clear whether this has been modelled and we would ask that it is and shared with the Parish Council before any further work progresses.

It is understood that the focus of investment is at the upper end of Hamble Lane in the area where the Developers Contributions were generated – it would be helpful to make this clear. Residents in Hamble are not clear why these measures are being prioritised when they result in an overall deterioration in the performance of the road at peak periods.

In the light of these limitations the council wants to restate its observations from the first consultation that Hamble Lane is being used as a strategic route into Southampton when in reality it is a secondary road. The work being done with Highways England should be used as a lever to work with Southampton City Council (SCC) to relieve pressure on Hamble Lane and to take traffic in via Botley Road. Hamble Lane should be viewed as a road which serves the villages of the peninsula not part of the wider city transport system. Further efforts should be made to explore this with SCC.

Detailed comments

Satchell Lane, Hamble Lane and Hound Road

There is no data available for this junction and so it is difficult to comment on the proposals. The Council understand that the junction has been included as a result of feedback from the first consultation exercise but without seeing how the current roundabout and junction function the Council is reluctant to comment and would welcome more data to establish the best option.

Chamberlayne Road/Cunningham Gardens

There is no assessment about the performance of this junction at the moment. Frequently Hamble Lane traffic is halted for one car to exit and it is felt that greater priority should be given to Hamble Lane traffic to discourage rat running through Pilands and to reduce delays on the main road.

Lowford Road

The rationale for diverting north bound traffic across south bound traffic into Lowford Road is not understood. Instead a reverse route that brings traffic up Lowford Road with a left only turn would be supported as it would not interfere with southbound traffic and would reduce traffic at Jurd Way

Portsmouth Road

The Council has concerns that an additional lane down to this junction will encourage more Southampton traffic to use Hamble Lane to access the Itchen bridge unless other measures are taken to deter them or there is a better alternative route for them to use.

Jurd Way

The Council has no objection to this junction change and welcomes the carriageway widening.

Tesco Junction

The council believe that taking north bound traffic across a central reservation to access Tesco is not feasible. Although it is understood to be a signal control point, the concern is that south bound traffic will be held up with traffic coming across and, unless the filter lane is long, it will obstruct the traffic going up Hamble Lane. It is also unclear what will happen to the goods entrance which, on occasion, is obstructed by a number of HGVs trying to deliver, blocking the filter lane. Tesco need to improve their onsite arrangements for deliveries for this to result in an improvement.

Alternative transport options

HPC would urge priority being given to progressing the car park at Hamble Halt station. This, combined with investment needed in secure cycle storage, would promote more cycling and help to reduce traffic. Access to the station for those with disabilities, prams and cycles also needs to be looked at as it is inaccessible to a number of groups of people.

The Council recognises the constraints of the current corridor in terms of widening. However the current arrangements for shared pedestrian and cyclists does not work. The section from Mallards to Hound roundabout is heavily used by school children both walking and cycling. There is insufficient space for cyclists, resulting in a dangerous pattern of riding. As a result, most other cyclists opt to cycle in the road which means traffic cannot get past. There is sufficient space on the western flank of Hamble Lane to install a two-way dedicated cycle lane between Cunningham Gardens and Hound Corner. Equally, the cycle lane within the village itself has similar problems with young children walking to school next to or in the cycle lane. The uncertainty that that brings results in cyclists using the road and, again, preventing traffic from passing. Investing in the rail trail to create an all-purpose surface and promoting that with the option of a crossing route might help to remove some cyclists from Hamble Lane.

The route alongside the allotments from the primary school to the Police college could also be improved with a cycle lane being incorporated along with bus pull ins and parking for the allotments.

General observations

Hamble Lane is due to see an increase in HGVs as a result of gravel extraction. It also has exceptionally large boat movements down the length of the road on a weekly basis. It is important to ensure that the junctions are designed to enable this important activity to continue and if at all possible to improve access in and out of the village. The maritime sector is a big employer and generator of income. It is important to support this function.

There is a concern about greater reliance on signalling and the potential for re-signalling at a later date. The recent signal changes at Junction 9 have caused extensive delays on occasion and there is a concern that similar issues could arise on Hamble Lane in the future. There is no consultation before this happens and the Hamble community could find themselves very disadvantaged. There is also the potential for light failure that could result in extensive delays.



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: Carols in the Square Organising Committee	
Name of person to whom correspondence should be addressed: David de Kretser	Address for correspondence:
Position within the organisation? Chairman of Committee	Post Code:
Email:	Daytime telephone number:
Details of organisation and its aims or activities: We organize on behalf of the village all the arrangements for this event. The administration required for the licenses, setting up the site for the event, making sure we have enough people on the day, and that they know their responsibilities. Dealing with any health and safety issues and receiving the money for charity collection.	
Amount of grant requested: £500.00	Total cost of project or item: £500.00
Details of staff employed: On the committee are David de Kretser, John Murphy and Graham Jacobs. Other people are co-opted nearer the time for specific responsibilities.	Salaries: NIL £ £
How many are: Committee/Board Employees Members/Users Volunteers They are all volunteers – there are three on the committee / board, but volunteers are around 20 in total.	
What is the Grant for and who will benefit? (Give details of the specific project or item to be funded): It is primarily to have professional amplification equipment for the evening. To pay for a professional technician to set the equipment up and to be responsible for running it throughout the evening. It will enable the 800 people who attend to hear the singing and join in, as well as the announcements. To deal with health and safety matters by having St John's Ambulance present.	
How will the people of Hamble benefit from the grant?: By enabling the people of Hamble to enter "more fully" into the event through hearing the music, and to enjoy the singing.	
Have you applied to any other body for a grant towards this project? (If yes, please give details) Eastleigh Borough Council (September 2018) – We are currently awaiting a response.	

Amounts already donated or granted by other bodies?: NIL		
How else do you raise income? (Give details of subscriptions, fund-raising, contributions "in kind" etc): "Picadors" provide us with a flatbed lorry free of charge. A local resident allows us to use their electrical supply. A parishioner allows us to use their Gazebo for rain cover.		
What age groups do you cater for?: All can attend (Babies – 80+)	Total Membership: How many Hamble parishioners belong to the organisation?: 3 on Committee	Are you a registered charity, if yes please provide your number?: N/A

Cash in hand available: £NIL	Annual Income £NIL
Total amount raised last financial year by fundraising? (other than grant applications) All money raised is donated to the designated charities.	Level of reserves? Unallocated: NIL Allocated: NIL

Is anyone in your organisation (Senior staff/ Trustees/Directors) related to any councillor or employee of Hamble le Rice Parish Council? No
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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:	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 – **See attached (not audited).**
- Estimate or costings for project or item(s) to be financed by the grant – **Attached.**
- Minutes of your last AGM – **N/A.**
- Current Constitution or Rules. – **N/A.**
- Equality Policy – **N/A.**

Carols in The Square Grant

Accounts for y/e Dec '17:

- i. Not audited or verified
- ii. Total revenue £2,750
- iii. Total expenditure £2,750
- iv. Profit Nil
- v. Donations £1,650 = £550 each sent to 3 charities

Costs – breakdown below:

St John Ambulance	£241.92	Invoice received/unpaid
Sound / Amplification	£360.00	“ “ “
Brass Band	£150.00	“ “ “
Insurance	£73.47	Paid
Sweets etc	£60.00	[based on previous years]
Total	£885.39	

Administration	nil	self
Meetings	nil	local donation

Council Meeting

The replacement of Bartlett's Field Play Equipment

Recommendations:

To agree to award the contract for the replacement of the play equipment. Sum to be confirmed and tabled at the meeting.

To request payment from Eastleigh Borough Council for the developer contributions totaling £14,734

Authority to pay the contractor 95% of the contract sum on completion of the contract with a 5% retention to be paid at the end of the warranty period.

Introduction

1. The play area at Bartlett's field was installed in 1997 and is looking very jaded and the annual cost of repair is increasing after every safety inspection carried out.

Content

2. The tender process was started in July with the tender documents being prepared and then formally issued on the 17th August. The tender process will finish on the 8th October with contracts being exchanged later in that week with work due to start on site in November. A full set of the process dates included below

Invitation to tender	17.08.18
Tender Site Meeting – time to be confirmed	23.08.18
Deadline for submission of Invitation to Tender Acknowledgement Form (Appendix 1)	31.08.18
Deadline for submission of tender clarification questions	31.08.18
Final date for any clarification or questions on tender w/b	3.09.18
Tender Response Due	17.09.18
Shortlist confirmation	24.09.18
Consultation days (to be held at Mount Pleasant Recreation Ground adjoining the primary school and at the Parish office)	01and 02. 10.18
Tender selected and decision notified	08.10.18
Revisions to design (if required based on consultation)	09.10.18
Order Date and Contract issued	15.10.18
Work to commence	19.11.18
Completion Date	14.12.18
All snagging / ROSPA issues resolved, fencing and storage removed, Play Area Open.	17.12.18

Invoice for Payment (5% retention till the end of warranty period)	21.12.18
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3. A number of companies initially stated an interest but at the invitation to tender submission deadline only five had confirmed. The shortlisting was carried out by Cllrs Schofield, Thompson, the clerk, the administration assistant and the head of grounds and assets. The shortlisting process consisted of marking each submission against a set of pre-arranged guidelines, this was carried out with each submission being marked individually then a group marking of each tender. From these scores three of the tenders were shortlisted for the public consultation.
4. Public consultation took place during the week of 1st -5th October at both the primary school and the preschool. Parents were also encouraged to vote for their preferred scheme and local residents were notified. Information was also made available on the website and Facebook. The results of the consultation will be tabled at the council meeting.
5. The order will be made and the JCT Works and Contractors Design Contract 2016 will be issued by the 15th October prior to the works starting on site.
6. Work on site is due to start on the 19th November with the works fully completed and surveyed ready for opening before the festive break.
7. The invoice will be issued at the works completion with 95% to be paid at this time and the remaining 5% to be kept as a retention sum until the warranty period has expired.

Confirmation of Developers contributions from EBC

8. There is £14,734 of developers contributions from EBC agreed at the Bursledon, Hamble-le-Rice and Hound Local Area Committee on Thursday, 20 September 2018 to go towards the cost of the project. This money will be claimed and used towards the cost of the project.

Appendix 1 – Instructions for Tendering

Appendix 2 - Tender evaluation scoring

**HAMBLE LE RICE PARISH
COUNCIL
INFORMATION AND
INSTRUCTIONS FOR TENDERING**

INVITATION TO TENDER – replacement playground equipment at Bartlett Fields off of Spitfire Way, Hamble, SO31 4RT.

Tenders must be submitted in accordance with the following instructions. Tenders not complying with these instructions, in any particular way, may be rejected by the Council, whose decision on the matter is final.

Invitation to Tender

Hamble Le Rice Parish Council (HPC) is seeking to invite tenders for the design and replacement of play equipment for children aged from two to eleven years of age, with all equipment and surfacing conforming to EN1176 and EN1177.

1. PROJECT BRIEF

The current play area sits in a generously sized plot. A budget of up to £50,000.00 has been set aside to refurbish the play area. The objective is to create an exciting, challenging and practical facility for children aged 2 - 11 whatever their ability. The space should be visually appealing and feel safe for children and their carers. The facilities should be capable of use all year round.



Design

The design concept should reflect the unique location of the village which is surrounded by Southampton Water and the River Hamble. This has had a profound effect on the evolution of the village which has included ship building, ferries, piracy, fishing, seaplanes and latterly airplanes. More information can be found on the following website:

<http://www.hamblehistory.org.uk/community/hamble-local-history-society-12978/hamble---brief-history/>

Materials

The Council is not fixed about the type of materials to be used but will be looking for products that require minimal maintenance and have a reputation for longevity. They should also have resistance to vandalism and be DDA compliant. This applies to all

WORKS TIMETABLE

Action:	Date Due By:
Work to commence	19.11.18
Completion Date	14.12.18
All snagging / ROSPA issues resolved, fencing and storage removed, Play Area Open.	17.12.18
Invoice for Payment (5% retention till the end of warranty period)	21.12.18

Action:	Date Due By:
Invitation to tender	20.08.18
Deadline for submission of tender clarification questions	31.08.18
Deadline for submission of Invitation to Tender	31.08.18
Acknowledgement Form (Appendix 1)	
HPC to answer outstanding questions	5.09.18
Tender Response Due	17.09.18
Shortlist confirmation	24.09.18
Consultation days (venues to be confirmed)	01and 02. 10.18
Tender selected and decision notified	08.10.18
Revisions to design (if required based on consultation)	09.10.18
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Invoice for Payment (5% retention till the end of warranty period)	21.12.18

Tender Evaluation

Tenders will be evaluated in-line with the table below. Each category has a total number of points available which reflect the importance of the activity. Tenderers should therefore identify within their tender how they meet each of the categories.

Item	Score	Detail
Overall Design	45%	Meeting the project brief, design, layout, aesthetics of equipment and surfacing
Quality of Materials	30%	Maintenance, expected longevity of equipment, surfacing and groundworks
Warranties	10%	What is covered in the warranty, length of warranty for each type of material
Presentation	5%	Quotation, quality of the visuals, general information included and format of response
Time Table and Service Levels	10%	Can you meet the time frames and agree to the services levels detailed in this document

Scoring System

Quality	Points	Criteria
Superior	5	Exceptional demonstration of the relevant ability, understanding, experience, skills, resources & quality measures required to meet the project's aims or requirements. Response highly relevant with comparable contract value.
Good	4	A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project's aims or requirements with no negative indications or inconsistencies.
Adequate	3	Reasonable achievement of the requirements specified in the tender offer & presentation for that criterion. Some errors, risks, weaknesses or omissions, which can be corrected/overcome with minimum effort.
Below Expectations	2	Minimal achievement of the requirements specified in the tender offer & presentation for that criterion. Several errors, risks, weaknesses or omissions, which are possible, but difficult to correct/overcome and make acceptable.
Poor to deficient	1	Limited response provided, or a response that is inadequate, substantially irrelevant, inaccurate or misleading
Unacceptable	0	Totally deficient and non-compliant for that criterion.

Appendix 2

Tender evaluation scoring.

item	Total of % value	Creative play	Wicksteed leisure	Sutcliffe play
Overall design	50%	3.5	3.5	4
Quality of materials	20%	5	5	5
Warranties	10%	5	5	5
Presentation	10%	4.5	4	4
Time table and service levels	10%	5	5	5
Total	100%	23/25	22.5/25	23/25

Recommendation

1. To agree a budget to cover the cost of workshops and training for volunteers at the Mercury Library and Community Hub.
2. To agree a budget to purchase a hot water boiler/tea urn £75
3. To approve the ongoing cost of the book borrowing software approx. £10 per month and possible cost of bar code readers
4. Agree a budget for opening events £300

Introduction

1. The building hasn't been handed over by Eastleigh Borough Council yet as there are some works outstanding. The remaining furniture should be delivered and installed on Tuesday 9th October.

The items EBC need to resolve before handover are;
Confirmation all snagging items are complete
Confirmation building control caveats are complete
Copies of certification
Fire remedial works following risk assessment

Detailed considerations

2. A payment of £150 has been received from EBC to enable us to purchase kitchen utensils such as cups, spoons etc. Rather than provide a kettle more practical and safe solutions such as a tea urn are being investigated however the funds are unlikely to cover the cost.
3. A Fire Risk Assessment commissioned by EBC has been completed and some Parish/volunteers responsibilities identified:
 - Appoint competent persona to carry out formal fire safety training
 - Commence monthly fire door checks and weekly escape route and exit checks
 - Document all checks and maintenance in fire logbook
4. Despite extensive searches we have not been able to source a free library style software. A cost effective solution has been identified to track book borrowing and automatically send reminder emails on overdue books. <https://librarika.com/> .

Details have been forwarded to EBC for the legal and GDPR compliance to be verified. The ongoing cost will be about £10 per month plus the cost of 1 or 2 bar code readers.

5. Following extensive enquires with other similar community organisations it is believed that the volunteer induction training or workshops must include:
 - Equality & diversity
 - Safeguarding
 - GDPR
 - Manual handling
 - Health and Safety

- Fire Safety
- The Prevent Duty

6. Enquiries have been undertaken to source the induction workshops from other organisations running volunteer led libraries but they are all linked to the county library service which provides all the training.
7. Discussions are underway with various organisations to source and cost the necessary workshops but as an indication current estimate costs are:

Equality & Diversity		
Safeguarding	One Community	£350 per session or an awareness (not accredited) workshop at £50 per session
GDPR	HALC	£400 maximum 16 delegates.
Health & Safety Manual Handling	Stuart Whitman	£350 per day
Fire Safety	EBC provider Classic Fire	£325 Maximum 15 delegates Cost awaited
Prevent Duty		

There is an alternative on-line provider, Educare, suggested by the YMCA offering all of the above:

<https://www.educare.co.uk/charities-and-businesses>

This would be an ideal solution as the volunteers could use the PCs at the Mercury at times convenient to them and it would also be easy and straightforward for any new volunteers joining once the Hub is open to the public. Costings are awaited from Educare.

New advertisements to recruit volunteer managers/coordinators will be posted shortly. When the volunteers have completed the training there will be some very light touch interviews to match their skills and experience to the various roles.

Programme of Events

Work with volunteers and towards key steps to opening

The Council could hold various opening events to showcase the Mercury and highlight the community services which will be provided these could be roughly split into groups such as:

- Members from local Parish Councils,
- Senior EBC Officers, Borough Councillors, Mayor, LAC members, HCC members and officers.
- Representatives of Hamble based and local volunteer and community groups.
- Representatives of Hamble based businesses
- Schools

Plus Community open days enabling people to look around, set up membership and borrow books with children's entertainers, local children's author, possible link to a story writing competition, information about outreach services, readings by local author A J Waines.

Recommendations

1. To agree the approach to the allocation of parking days for 2019

INTRODUCTION

1. Each year the council invites local groups and organisations to bid for use of the Donkey Derby Field. The Council is able to use the field for 28 days a year as parking. It is capped at 28 days and if the number of days is exceeded then the Council could face enforcement action from EBC as a planning breach. There has been a history of litigation around the use of the field and the current arrangements seem to provide an acceptable compromise for all parties.

2. So far this year we have had three hirers who have had cars in the field at midnight and as a result we have had to use an additional three of our days that had been held back for community use. There remain a number of days allocated to HRSC and to the charity event at the Royal Southern in November. Potentially, if further days are lost with over stayers it will be necessary to cancel use of it to ensure we stay within the cap.

3. To try to avoid a repetition of this, and improve the management of the field by hires a meeting is scheduled to talk hirers through the issues and to see if other steps can be taken to avoid a repeat of this year's problems.

4. In the meantime the following approach is recommended for 2019:

Event	Number of days needed
Hampshire Food Festival	1
Hampshire Farmers Market – spring festival	1
Brocante/flea market	2
Artist and Makers Market	1
Royal Southern Charity event	1
River Raid	1
Additional 10 days (To be allocated between the sailing clubs)	10
Total	17

5. The remainder to be held in reserve and reviewed in July and September. This will enable the council to assess whether the changes have helped to control usage better this year.

6. Where needed, RUP and Mount Pleasant can be used (assuming other sporting events are not taking place) and where the numbers involved are not that significant.

Recommendation

To approve the proposal to develop a broncante/flea market event as part of the programme of activities on the foreshore

To set aside two days from the Donkey Derby Field annual allocation to support it and note the proposed dates.

To agree to the use of the Southern Quay for additional stalls

Introduction

1. Following on from the We R Hamble survey, the team has been looking for opportunities to broaden the range of activities on the foreshore for next year. An obvious gap currently is around the flea, antiques and craft and makers markets.

Detailed considerations

2. Discussions have taken place with a resident called Jackie Edwards who has extensive experience of running Antique, Broncante and Flea markets in locations across the south of England.

3. Currently Jackie operates a number of other events in Romsey, Chichester and Bishops Waltham & Ringwood. Details can be found on Facebook Antique & Art Fairs or Twitter: @ArtDesignFairs. www.biscuitmarketingpr.co.uk Her current Advertising materials will be available at the Council meeting.

4. The first event will include up to 35 stalls. Food and drink stalls will not be part of the event ensuring that nearby businesses benefit from the event. In addition to established traders that Jackie knows, local traders and residents will be offered the opportunity to hire space at the event - for local residents there will be an opportunity to trade just from tables from £15 (limited space available) and the items for sale will be vetted by the organiser. Pitch holders will be charged between £30 - £35 per pitch (this has not been finalised yet, this will be based on what is acceptable for a new location for traders) with the Council receiving its normal £150 (subject to increase as part of the budget) for use of the Car Park. Traders will be expected to provide their own gazebos except for those trading from tables (unlikely to be space for gazebos on the smaller pitches). In addition to using the car park, Jackie is exploring the option of having a specialist section which will be based on the Southern Quay focused on maritime and sailing memorabilia.

5. The event will be open to the public from 9.00am and close by 3.30pm. The Operator will employ a marshal and will initially hold all the traders in The Square car park on the morning from 7.00am, letting stall holders down a few at a time to access from 7.30am. The market will be set up so the public can walk around easily, taking account of pushchairs/wheelchair etc. A plan will be submitted nearer the time. There will also be a marshal overseeing the setting up and setting down to minimise noise and disruption to local residents and to ensure that the spaces are left as were found. In addition, a marshal will be appointed to manage the Donkey Derby field and minimise disruption to the residents in the area. The event might also be supported with a Vintage singer for part of the day.

6. Initially, the dates will be 1st June 2019 and 28th September 2019. These will be subject to checking other events. The event will require 2 days of the DDF allocation to be set aside.

7. It is also expected that, as a new event, it will require some additional support from parish council staff with the organisation, event plan and possible support on the day. The operator will have a 3 person team available on the day and will provide the Public Liability Insurance cover (£5,000,000). Jackie will also be responsible for attracting the stall holders, the administration, the setting up and setting down arrangements, advertising, promotion and organisation from start to finish. There will be a flyer for the event which will be the basis for the design for the advertising which she will submit to the parish council for their approval, reflecting the unique character of Hamble and will become the brand for other events. The Council will support her with advertising on our social media and via the magazine

9. Jackie also has six and half years' experience of running the Winchester Art & Design market and has worked in a number of artistic and makers environments. She is keen to explore this type of event for the summer of 2019 and will come back with proposals if Council are keen to support this.

8. Jackie's ethos of doing these markets and fairs is to work with the local/town/city councils to bring added value to a location and widen the demographics of what is perceived of the area, while at the same time making sure that existing businesses, including restaurants, pubs and cafes in these locations can benefit from the extra diverse footfall attracted to such an event. She is happy to make contact with all the immediate businesses/clubs/societies once approved to let them know what we trying to achieve together, with any small business that feels they can benefit from attending and, as stated, a limited amount of room to be given at a cheaper price to any members of the public that wish to sell likeminded items.

9. Following the first event there will be a lessons learnt exercise before the second event and Jackie usually attends a wash-up meeting after the first event for this purpose.



**LOCAL GOVERNMENT MISCELLANEOUS PROVISIONS ACT 1982:
CONTROL OF STREET TRADING**

APPLICATION FOR RENEWAL OF STREET TRADING CONSENT

I (Full Name)

Of (Full Address) ..

Tel No... ..

Trading Name (if any)..... CAFE GLORIANA.....

Apply to Eastleigh Borough Council for renewal of a consent to trade

In (Name of Street) HAMBLET HIGH ST.....

At (Specify intended location) AT THE BOTTOM END AT FORSTARE.....

FOR THE RETAIL SALE OF (Type of goods) FOOD STUFFS.....

HOT BEVERAGES.....

ON THE FOLLOWING DAYS FRIDAYS..... SATURDAYS.....

BETWEEN THE HOURS OF 9.00 and 5.00.....

PROPOSED METHOD OF TRADING (Give description of proposed barrow, stall, etc. including size and type of construction).

CAFE BICYCLE.....

CRIMINAL CONVICTIONS

(Please give full details of any criminal convictions)

I DECLARE THAT THE INFORMATION GIVEN ABOVE IS TRUE

SIGNED

DATE 09/09/2018.....

When completed this form should be sent to the Head of Environmental Health Service, Eastleigh Borough Council, Civic Offices, Leigh Road, Eastleigh, Hants SO50 9YN.

NOTE If consent is granted a fee may be payable but do not send any money at this stage

Recommendations

1. To give an indication as to how the next stage in the process should develop?

INTRODUCTION

1. The Council has talked about developing a vision for the Foreshore area which, in turn, would help to inform the design competition identified as one of the projects on EBC's list. It would also be a key element for the Neighbourhood Plan.
2. Following the We R Hamble Survey, it was agreed that members would meet and identify priorities based on key topics and work up proposals for the village plan. To date, only one group has met. This was the group tasked with the Foreshore and waterfront. Their proposals are attached.
3. In addition, the Dinghy Park Working Group has been looking at the wider issues of the Dinghy Park and how the space could be managed/developed overtime. These ideas all help to create a framework but it is clear that further work is needed to help shape this project and to devise a brief for a design competition.
4. The Foreshore is iconic and is the focus of village life. People use the space in different ways but there are some key factors that need to be upper most in our thoughts as we develop our thinking. They are:
 - HPC own the land
 - Promote public access
 - Invest to attract visits and footfall
 - Open and uninterrupted views of the water
 - Boating and swimming are both parts of the history of the village
 - Area of high spend/high income
 - Managing different groups of people – young people, families, older people, residents, sailing community and workers
5. Events over the summer with anti-social behavior and dangerous swimming in the river have made this piece of work more important. Despite good partnership working, the work of the key agencies failed to work and this could be a continuing problem in future years. Although the primary focus will continue to be around avoiding a serious incident, it also needs to consider how the different parts of the foreshore could be used to separate conflicting activities. Some of this might be achieved by improved design. For example, a play area on the southern quay may encourage families to favour that area. Equally, providing better surfacing to the grassed area adjoining the car park might prove a more suitable area for older people, with easy access to the café and toilets.
6. In addition to the parish council's objectives, the Clerk has recently attended a meeting with the Harbour Master and representatives from the Lifeboat and the sailing clubs within the village. The meeting was designed to explore whether there continued to be objections to the extension of the current jetty/pontoon off of the Foreshore and the potential of a pontoon off of the Southern Quay.

When proposals were last considered, the planning application was refused on the detrimental impact that the pontoons would have on views over the river.

7. The meeting was convened to explore this and any technical work arounds to this. What was missing from the meeting was an awareness of the land ownership and the fact that HPC would need to agree as landowner; the planning aspects being a technical aside.

8. It was agreed that the Council would consider proposals that allowed safe swimming as long as there was no reduction in views of the water and no private space was created on or off of the water that would not be available to all the community. It would be worth continuing to bear this in mind as it could help to achieve a safe swimming zone. Clearly, any easement across our land would have a value and this would have to be reflected in any proposal.

9. In the light of this, Council are asked to decide how they want to take this work forward. The money for the benches is currently identified as an earmarked reserve and could be used to support a design competition. We have two sets of ideas developing and further proposals from the river community.

A Vision for Hamble Dinghy Park 2018

DRAFT: prepared for Dinghy Park Working Group

SC / NOD July 2018

Introduction :

Following the We are Hamble village survey conducted in 2017/18 Hamble Parish Council (HPC) agreed to set up a number of working groups to broaden participation and ensure there was active end users involved in the future of the Dinghy Park and Foreshore. From within the working party it was agreed that a single Vision for the future of the Dinghy Park and the surrounding spaces could support future investments and ensure that users were consulted and involved in the development and improvement of this remarkable community facility

Sports and important part of village life - with longstanding investment in football & cricket , (recreation ground)inc the RU Pavilion

History : (Ian Underdown) to assist / draft : inc Photos



Modern Day : Home of yachting , host to many sailing clubs and one of the busiest rivers in Europe

We R Hamble : Survey response edit (**Sheileigh** /)

Vision : " to be recognised around the world as *"the home of the working marine world & sailing in the UK"*

Improve community management and engagement on the foreshore and dinghy park for both visitors and villagers alike . Ensure an inclusive & accessible environment. Improve the sailing facilities such that Hamble is seen in the same light as Lymington or Hayling Island with regard to community facilities to support sailing. Seek to improve Sustainability including biodiversity in this waterside park :

Accessibility & Inclusion : the foreshore and carpark should be accessible to all and welcoming to visiting river users , sailors , cyclists . The space should be easy to navigate at present there are no identified facilities for disabled sailors within the dinghy park - yet both HRSC , the Public WC's and Car park provided disabled facilities :

For Consideration:

- a) provision of dedicated accessible dinghy Bay (s) next to the top of the slipway . including a min of 1 bay for visiting disabled visitors .
- b) provision and prioritisation of bays for older users : to encourage participation by all : Provide “ priority parking “ located near the top of the slipway for applicants over a certain age suggest 65, and the provision of bays for boats that are deemed to be more active, so that dinghy park does not become a boat park for boats that are not used.
- c) Safe engagement for younger visitors though information and awareness : could include hazards of water , find 5 things that , tide tales
- c) signage and wayfinding rationalisation across carpark and dinghy park : Note : Visually impaired users can find multiple signs to be very confusing : at present the entrance to the carpark has 13 separate signs) : location , colour and size of signage should be reviewed as at present some signage seems oversized and dominates
- d) some hazard signage should be considered for both slipways (slippery when wet ...)
- e) provision of boat wash facilities (hosepipes on reels). Suggest not at the top of the slipway but at strategic areas around the boat park to avoid boats queueing
- f) Creating a Hamble River Sail Training Trust (Similar to Hayling Island Sail Training Trust (www.histt.org.uk), with the aim to :

1) to formally join with HRSC & HPC promote the education training and development of persons who are young or disabled (whether physically or mentally) through sailing and other water sports and related activities in the same way the council promotes other sports ;

2) in the interests of social welfare with a view to improving the conditions of life of those who participate in them to provide facilities for sailing and other water sports and related activities available to the public at large of all levels of ability; and

3) for the benefit of the community to carry out works for the repair and preservation of the Hamble River

g) Assume that the lifeboat station has access to the dinghy park for training/ fund raising events, but also other emergency services such as Coastguard. Fire...

h) what can be done to utilise the grass area better for the community – benching, rubbish bins, sheltered seating, picnic benches, outdoor games (eg table tennis)

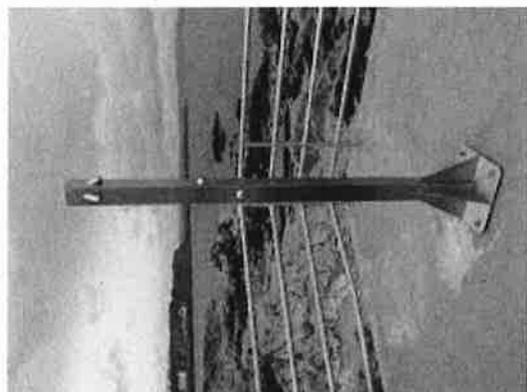
i) outdoor showers to wash down sandy shoes, wetsuits, people

Supporting Cyclists : with ever increasing cycling as a pastime . there is an opportunity to support cycling in a number of ways in the forshore and dinghy park : this could include

provision of cycle racks for Dinghy park users , and provision of a “ cycle station “ *– providing air and minor adjustments . An air facility would also serve the needs of dinghy users to pump up tyres of trailers and trolleys

*cycle stations of different designs are growing in popularity across a number of public and private estates and country parks

DRAFT



BRD

Sustainability : (Get RYA help in defining) <https://www.thegreenblue.org.uk/> Note also EPA Guidelines with regards to Discharge : seek to improve identification , location of and provision of recycling facilities , create education of river pollution. Clarity of slipway activity permitted / River by laws ? – eg no painting of boats , discharging of tanks. Wider published bio diversity action plan including provision of bird box's , bug hotel , wildflowers – perhaps in consultation with Hamble conservation volunteers.

Signage/Display to highlight local wildlife and flora in the area.

Storage : create provision of a range of storage options to support dinghy park sailing and rowing activity for use by general public and HRSC :

Consider :

a) providing controlled storage and locker facilities near the top of the slipway in a variety of formats : eg kit bag sized (left luggage) to mast / oar storage , providing long term solution of HRSC needs for equipment storage (possibly a number of 20 ft custom containers as adopted by Royal Southern)

b) creation of “ upright” storage bays for canoes , paddle boards , windsurfers and the like : charges to be determined

c) creation of a limited no of “ double stacking” bays in suitable locations for those seeking dual storage facilities : likely to be a scaffolding tube similar to that already in use at HRSC , but available for annual rental : for combos such as Mirror/Foxer , Oppie /Foxer , topper/laser etc

Creative Hamble : Hamble is home to many artists and has some beautiful river vistas – in addition to the 2 resident artists of <https://riverbankartworks.co.uk/about/> and <http://www.seaskydesign.co.uk/> Public Art has a role in engaging communities . the addition of the bench to the foreshore is a good example . : consideration should be given to engaging with the creative community and seeking to enliven the dinghy park and foreshore through art and creativity:

NOTE : this is for discussion and No Contacts has been made at time of writing

Consideration :

Identification of areas Suitable for Art Installation: such as : rear of Life boat station , Slipway

Identification of areas suitable for visiting artists : where to put the easel

Role of Colour and Identification within Dinghy park and Foreshore area

Role of Creative Community in shaping a destination :

Example below of a “ colourful crossing “ in London



<https://www.preformedmarkings.co.uk/>

Not Hayling Island sailing Club itself, but the foreshore has some beach huts for the use by artists for display/storage and display. Creation of display space for exhibitions?

Appendix 1 RNLI (2008) Slipway Signage

Minutes of Dinghy Park Working Group Meeting
26th September 2018

PRESENT:

Councillors: Cohen (Chair) and Underdown

Reps from Dinghy Park users: Mr. T Foster and Mr. N O'Donnell

Deputy Clerk

01 Apologies

Apologies were received from Cllr Cross & K Munro
 Cllr Cohen arrived after the meeting had started.

02. Minutes of last meetings

Minutes of the meetings on 25th July were approved and it was agreed these could be signed by the Chair.

02. Inspection Report

An inspection was carried out on 31st July by Cllr Underdown and Tony Foster, the main issues were failure to display permit stickers and flat tyres. Light touch emails have been sent to permit holders and most users seem to have taken action. Cllr Underdown asked that it be noted how well the Parish Office had dealt with these infringements as he had received positive feedback from a permit holder.

A recent issue arose where a dinghy may have been stored in the wrong position without a sticker but impounded as an unauthorised boat.

It was agreed that it would be very helpful to take a photo during the inspection of any infringements as an indisputable record.

Cllr Cohen arrived.

03. 2019 space allocation recommendations from Asset Management Committee

Recommendations from the Asset Management Committee Meeting on 4th September:

- Remove cap on number of boats, currently 2 per household.
- implementation of a standard fee of £3 per week £156 annually to be paid by one off bank transfer
- Residents first applications will be given priority for 14 days, then residents applications for additional spaces will be considered before non-residents
- Remove pro-rata charging and refunds – minimum 6 month charge.

The Working Group members supported these recommendations but suggested a cap of 3 boats per household should be applied. However applications for additional spaces could be considered on a case by case basis.

Photographs of boats should be submitted with applications and any cases of misrepresentation should result in a permit being withdrawn and no further applications considered from the applicant responsible.

A move away from allocation of specific spaces to zoning was discussed. It was felt there are just a few boats in spaces not suitable for their size. Cllr Underdown and Tony Foster would carry out a review and work with the office to relocate these boats to more suitable sized spaces during the 2018/19 annual renewal/application.

04. **Hose pipe installation**

The Head Groundsman, Richard Clarke, has obtained a verbal estimate for the boat washing facility from Gecko Projects at approximately £8000. This will need to be amended dependent on the dimensions of the wall or screen to contain overspray and size of base works required.

The estimate includes providing water and electricity to the area and installation of a tank collect the waste water.

Additional ongoing costs will also be incurred for removal of the waste water and probably increased water usage.

The Deputy Clerk pointed out that this estimate would exceed the budget of £7,000 over two years set aside by the Council to cover improvements in the Dinghy Park.

Also planning permission will be necessary as the Foreshore is a conservation area.

Nick O'Donnell requested that a full itemised quotation is obtained for further consideration.

It was felt that that the overspray screen needed to be around 4ft high and could be stainless steel rather than brick built.

Cllr Underdown stated that there is no evidence that the majority of permit holders want a wash-down facility and in the first instance the existing tap should be improved.

Cllr Cohen suggested that members of the Foxer group, who are very keen to see the provision of the wash-down facility, might consider seeking sponsorship or fundraising.

05. **Current issues**

Tucker and Munday have continued slipway cleaning.

Costs to date: £1500,

Many users have given positive feedback

There are currently 2 boats in the sin bin, notices were posted on them but there has been no contact from the owners. The disposal process is being implemented.

Suggestions for sanction process as an alternative to sin bin invited?

User reps felt that where there is a significant breach such as unauthorised boats being left in the Dinghy Park, no future applications should be considered from that household.

Autumn clear up with Community Pay Back: –

First clean- up took place on 19th September

Another clean- up is planned for 5th December – please email suggestions for tasks to the Deputy Clerk

Bulb planting planned – further information to follow.

06. **Foreshore/Dinghy Park use/Donkey Derby Field issues**

So far this year there have been 3 separate incidents when vehicles have been parked in the Donkey Derby Field over and above the user's allocated dates. The planning covenant restricts use of the Field for 28 days only and was subject to High Court action in the past. There is now a concern that any further breaches will mean there is a potential risk that bookings later in the year cannot be fulfilled.

The Clerk will arrange a meeting shortly with all users to discuss the issues and agree how incidents of overstaying can be avoid going forward.

Applications for use of the Donkey Derby Field next year will be invited shortly.

Any organisation wishing use the foreshore, dinghy park or car park area for an event must apply to the Parish Council for permission. The Parish Council has recently received a claim for an accident on the Foreshore and as a result reviewed both its own procedures and requirements for those using its public spaces.

Hamble Vision

Eastleigh Borough Council is keen to support transformation of the Foreshore area to improve the public realm, reduce risk and conflict between user groups including the creation of a safe swimming zone and traditional activities.

The Parish Council will be looking for clever design solutions to naturally segregate areas and support different users and include feedback from the WeRHamble consultation.

The Asset Management Committee will be compiling a brief for a design competition and will be especially keen to invite input for the vision of the Dinghy Park area.

The Parish Council is keen to involve Nick O'Donnell in compiling the design brief as he has drafted an initial 'Vision' in respect of the Dinghy Park.

It was suggested that a further Dinghy Park users meeting should be held to feedback the actions taken following the meeting last year and changes to the allocation process.

The Working Group agreed the next meeting will take place 4.00 pm on 23rd November at The Mercury.

Signature of Chair.....

Date.....

Hamble River Valley Forum - to receive a report from Cllr Underdown

At the recent meeting Jeremy Clark gave an interesting talk on 'Behind the scenes at Bursledon Regatta'. He gave a short history of the regatta and most interestingly he said before 2008 the regatta was run by local volunteers. This meant they were personally responsible for accidents & incidents. In a litigious society this was not sustainable therefore after 2008, the regatta became a company limited by guarantee.

The meeting was unable to make any decisions due to it being inquorate but information was shared on agenda items that were important to the Hamble Valley. This included that the 'Hamble Valley Trails Project' bid has been submitted to Heritage Lottery Funding and the outcome is expected in February 2019.

John Truswell, Natural England, reported that the Calshot to Gosport is still under development and progress is being made. Much of this stretch will follow PRoW and the Solent Way along the coast to Fareham/Gosport Borough boundaries where the next stretch begins. He has been accompanied for much of this stretch by Ramblers representatives and others to help with local knowledge of the route.

Hamble Parish Council

Date: 8th October 2018

Council

Agenda item: Clerk's Report

1. Youth theatre - The Office has been contacted by 404 Productions about the possibility of using the RUP for rehearsals in the run up to Christmas. The company is due to perform in the Chapel at Netley Country Park and is looking for free space. They want to use it on Sundays 4th and 25th November and 2nd December from 10am until 6pm, which if agreed could displace private hirers that might be prepared to pay. In order for the space to be used the Council would have to pay for heating, lighting and cleaning. If the Council wishes to support this they should require a contribution towards those costs. The full daily charge is £70 per day.

Recommendation: To agree to the use of RUP on the basis of a daily charge being agreed to reflect the actual cost of use

2. Office accommodation - AMC have been looking at ways to overcome the current difficulties that customers with mobility issues and prams have in accessing the office. A reception desk and a table and chairs set have been purchased via Gumtree (£500 for the furniture + £157.00 for transport) and will enable the office space to be reconfigured with a view to customers using the side door. It will also provide Jack with a desk. Currently he is using a table.

Hamble Village Memorial Hall have arranged for the door to be repaired and they have been advised of our hope to use this as a new entrance area. If Council agrees, a formal letter will be sent confirming the change. Some new signage will also be purchased to make it clearer for people.

Changing the layout will also require some lockable cupboards so that personal data can be safeguarded. In addition, some reception style chairs will be sourced - second hand options are being looked at.

By Christmas, the new furniture should be available and the changes can be made over the closed down period. Some decorations will also be needed.

Recommendation: To note the changes to the office and reception arrangements that will take effect from January 2019 and note the cost associated with the new furniture. These will not exceed £1,000.

3. Christmas Closure - The office will close on Friday 21st December and reopen again on Wednesday 2nd January.

Recommendation: To agree that the office will close to the public from the 21st December to the 2nd January.

4. Christmas Lunch - In previous years the Council has contributed towards the cost of Christmas lunch. Last year, the council contributed up to £40.00 per head. This year it is recommended that a contribution of £35.00 per head is made recognising that the staff complement has increased by one.

Recommendation: To approve a contribution of no more than £210.00 towards the cost of the staff Christmas meal which will be on the 14th December 2018.

5. Signage competition - Hamble Primary School is keen to work with the council on developing a project for the children around street signage with a view to promoting positive behaviour. The project would be run as a competition and the successful winner would have their signs made up and used in key locations around the village. The topics for consideration would be:

- Taking rubbish home with you
- Cleaning up after your dog
- Promoting clean air

They have asked that we devise a brief for them and some guidelines. Would a Task and Finish be a suitable route for this?

Recommendation: To develop a brief and competition criteria for Hamble Primary School to develop a range of signs to be used in the village to promote positive behaviour aimed at keeping the environment clean.

6. Parking Permits – number, costs and duration of sale. The Resources WG met and has recommended that the permits increase to £10 for 2019 from £8 this year. The cost will be held though for two years.

Currently the Council prints about 275 permits a year with around 255 available for sale with 245 sold this year. This year it is recommended that we encourage people to buy on line to enable those working to benefit from the permit as well as reducing our transaction costs. Those buying electronically would be invited to apply two weeks early to incentivise people to convert to this form of purchase. Permits will be sent out to those applying on line. To cater for this new group of buyers it is recommended that we print 300 permits this year. There is a small marginal cost increase from £566.00 to £579.00 (although we hope to reduce this cost and are awaiting samples from another printer to compare quality) but if all are sold it will generate a further £250.00. What isn't known is what percentage of car parking income is forfeited as a result of the permits. Some work should be done on this during the next year.

Purchasing additional permits will ensure that those applying through the office are still able to buy them. The RWG also requested that the permits continue to be available throughout the year rather than restricting them to December as previously agreed.

Recommendation: To agree the production of 300 parking permits at a cost of £580.00, the use of on line sales and an increase in the cost of the permit to £10.00 for the next two years.

7. Revision to the mandate - The Council's bank mandate dictates which members and officers are able to sign financial transactions, including authorising electronic payments. The mandate authorises the following people to authorise payments and other financial transactions: Cllrs Cohen, Schofield, Cross and Underdown plus the Clerk. At the moment, the Clerk is the only member of staff able to access the on-line account and to authorise the first step of a two step process for payments. During periods of absence this creates difficulties and it is proposed to include the Deputy Clerk on the mandate although with view only functionality. No further additions can be made without removing other names individuals.

Recommendation: To include the Deputy Clerk on the Councils Bank Mandate for view only.

8. Mobile phones – the members of the Grounds Team currently use mobile phones based on a former County contract. The current contract includes 4 sims: 3 grounds team sims and 1 sim for the office. The tariff represents value for money but is a variable plan and costs vary from £35–55 per month + vat (with an annual cost over the last 12 months of £524 +VAT) for all 4 sims. The problem is that the Grounds Team's phones are not smart phones and the current contract does not include any mobile data allowance. For operational efficiency it is important that staff are able to take photos, send texts and emails as well as having tracking technology to aid lone working.

The cost of new business contracts with EE (best network in Hamble) £54.00 per month plus VAT for all 4 sims plus the cost of purchasing a phone directly which is likely to be in the region of £80.00 per phone (deals vary on a daily basis but won't exceed this). The EE sim-only contract includes unlimited calls and texts for each sim and a data allowance of 25gb which is shared between the 4 sims. Spend caps can be placed on the sims to ensure that costs do not exceed that of the contract. The phones will also need cases.

Recommendation: To enter into a contract with EE for four new sim-only contracts at a cost of £648.00+ VAT for a full year. To also buy three handsets at no more than £80.00 per unit.

9. Bulb planting – As with last year, we have purchased spring bulbs. We will focus on planting in the cemetery, at the Foreshore, around the Barton Drive area as well as offering bulbs to the Mercury Residents Association. If members wish to lead any bulb planting, please let the Head of Grounds and Assets know.

10. Traffic study – HCC recently confirmed that they weren't able to undertake the work agreed due to a potential conflict of interest as they will be the determining authority for the Cemex application. They have suggested we use Atkins who have supported the work on Hamble Lane and they have been approached. If they are able to do the work, the contract will be entered into following consultation with the Planning Committee (could be by way of exchange of emails and confirmed at a later meeting).

11. Pat testing and intruder alarms – annual tests have been carried out as required. No issues have been raised.

12. IT upgrade - Carrera have been asked under our contract to upgrade our PCs as the current ones are running slowly. The work is planned for the week starting the 8th October. Each PC will require a half a day down time to enable the data transfer.

Appendix 1

404 Productions overview

Clerk's Report.

Appendix 1: 404 Productions – Youth Theatre

At this stage don't know how many young people from Hamble will be directly involved in the production as we are still recruiting for the show. The cast size will be between 12-15 in total but we would hope hundreds could benefit from seeing the production itself.

The production will be housed in the recently refurbished chapel at Royal Victoria Country Park, running from the 20th-24th December.

The dates we would now need are as follows:

- 4th November: 10am - 6pm
- 25th November: 10am - 6pm
- 2nd December: 10am - 6pm

We are not a charity organisation, but we are a non for profit company ltd. By guarantee therefore, all money made goes into the production and towards future projects with our young company.

404 Productions have also provided the Council with a copy of their safeguarding policy

Hamble Parish Council
Council

8th October 2019

Recommendations from the Resources Working Group – fees and charges

Recommendation: to accept the proposed fees and charges as part of the budget review for 2019/20

Activity	Current cost	Increase	Agreed/Comment
Pitch hire Mount Pleasant College PF	£60 (£35 juniors) £65 (£40 juniors) £40 pitch only	3% cost of living except juniors to remain the same	✓
Football tournaments	£500 per weekend £10 per day storage £40 cleaning charge	£125 per weekend = £625.00 Other costs remain the same	✓
Room Hire - RUP 4hrs 5hrs 6hrs+	£7 per hour £35 £45 £70		
Electricity use at the Foreshore	Nil charge at present	£10 per day plus £35 deposit for connector	✓
Dinghy Park Use of minimum charge Refunds Sin bin charge	£144.00 £288.00	£156.00	✓
Mudland Moorings		WP to report and advise on fees	
Charge to HRSC for use of non-Opie spaces	Allow opies and recovery vehicles free, subject to a grant request being made	Other spaces to come back to HPC and allocated along with others (no cap on number) but at full recommended cost	✓
Foreshore car park hire charge	£150 per event plus event plan	£175	✓
Car parking Fees 5-10 hrs	£6.00	New charge of £10	✓
Muga/tennis courts	£5per hour	?	
Burial charges			

See separate sheet			
Donkey Derby Field deposit	£100	£150 per day + £150 deposit both refundable if no transgression	✓
Car permit	£8.00	£10 fixed for two years + online/bacs payment/throughout year	✓
Magazine advertising	To be confirmed	3% rounded up except for full page ads which stay the same	
Helicopter Landing Fees	£100	£130 one landing or £150 for two landings on same day	
Other opportunities for income raising			
Events at College Playing Fields/Mount Pleasant	No charge	£100 for corporate/organised events - no bouncy castles	
Managed BBQ spaces			

Burial Fees Comparison 2018

All fees relate to period ending 31st March 2018

Please bear in mind during your considerations that these are the current charges and will be reviewed by all Parish Council's as part of their own budgeting exercise.

Interments:	Hamble	Hamble	Hound		Curdridge	Bishopstoke		Hedge End		Fair Oak
		Suggested changes	Parishioners	Non				Parishioners	Non	
Still born child	No Charge	No Charge	No Charge	No Charge	No Charge	No charge		No charge	No charge	No Charge
Child up to 3 years of age	No Charge	No Charge	No Charge	No Charge		No charge		No charge	No charge	No charge
Child 3 – 12 years of age	No Charge	No Charge			£110.00	No charge		No charge	No charge	No charge
Persons over 12 years	£150	185	£164	£517	£200.00	£300 single depth £350 double depth		£615	£1890	£194
All Cremations	£150	155	£72	£216	£150.00	£150		£185.00	£790	£131
Exclusive Right of Burial for 75 years						30 years	60 years			30 years
Child under 12 years of age	£150	155	£170	£511	£50.00	£375	£750	£95		£191
Person over 12 years of age	£250	255	£213	£639	£250.00	£375	£750	£200		£384
Cremation Plot	150	155	£142	£425	£110.00	£275	£550	£110		£253
Monuments, Tablets inscriptions:										
Headstone	£125	130	£104	£104	£100.00	£175		£105		£130.50
Tablet	£100	105				£125		£105		
Additional Inscription	£25	30			Free	Free		£48		

We currently charge 50% fee in respect of replacement headstones or tablets

Hedge End & Fair Oak set time limit of 2 years for parishioner fee rate for those residing in a rest home or nursing home

Recommendation:

To agree the recommended changes to the Councils budget for 2018/19

To identify which of the priorities for next year should be taxed for

Indicate the Councils view on the precept so the budget can be concluded.

Budget update

1. Since the mid-year budget review work has been carried out across working groups to identify spending intentions for next year. In addition the council has agreed a number of changes to fees and charges all of which are now being built in to next year's budget.
2. Under pinning the budget are a number of key principles as follows:
 - The Council must produce a balanced budget. This is a legal requirement.
 - There should be an appropriate balance between the funding raised by taxation each year and use of capital reserves which have accumulated over a period of years. The Council should not accumulate reserves without associated spending plans. A number of projects have been identified that are of a one off capital nature and should be funded through this route. They will not form part of the budget for precepting purposes and will be shown as ear marked reserves.
 - Whilst borrowing remains cheap the Council should consider whether to borrow via the governments Public Loans Board to fund large capital projects especially where the benefit of the investment will be felt for the next 40 years or so. Taxing one set of residents for a facility that will be available for many years to come. Instead the loan repayments should come from the tax base. These repayments should be subject to a test of affordability. This is more likely to be an issue the year after next when there should be firm plans emerging for the councils two main buildings.
 - Opportunities should be taken to maximise income whether ever possible for the benefit of the whole community. Fees and charges should be set in such a way to ensure there is a differential between the local residential charge and non-residential users of village facilities. This is already in place for the dinghy park but other areas should be considered going forward.
 - The general principle should be that the user pays where they are using specific services or facilities.
 - Project costs should include all expenditure not just the capital costs. Estimate of whole costs including professional fees disbursements, contingency etc should be included to avoid over spends.

Budget layout

3. The current budget runs to 18 pages set up around key functions/facilities. It includes a significant amount of duplication of funding across the different cost centres which we are now trying to streamline and reduce. Failure to rationalise the budget would result in residents being taxed unnecessarily. Removal of budgets from cost codes will only start to

show in a more concise budget once there has been 3 year of no activity. At that point it can be removed from the accounts.

4. Money that isn't spent during the year remains in the councils bank accounts and is applied to the following year. A repeat pattern of this results in the level of reserves rising. Large underspends on a recurring basis and a rising level of precept will attract criticism as residents are being taxed unnecessarily. Ensuring that we have projects that we intend to deliver this ear justifies holding a large level of reserves.

Efficiencies

5. Over the last 12 months there has been a shift in spending with areas of savings and others of new or extra expenditure. Photocopying, postage, phone calls, printing, insurance and utilities have all seen reductions in spending with additional costs arising from new contracts such as IT, Mobiles, Cleaning, professional services and temporary staffing. On balance the trend has been a reduction in the cost base.

Expected increases

6. Staffing - The cost of employing staff is increased due to a number of factors – previously the NI and Tax costs had been understated. Pension costs also had not been increased to reflect the higher contributory rates. This has now been addressed. £3,000 has been moved to the Foreshore Toilets to reflect the move to outsourcing this function and a further £20,000 has been built into the budget for next year to take account of the restructure and job evaluation as well as the potential to increase office support.
7. Trees - Additional budget has been allocated to undertake tree works – both surveying and managing the areas. A further £1,000 has been allocated for works to the allotment trees.
8. Consultation – this year we have used different techniques to communicate consultations and events to parishioners. A further £2,000 has been allocated for next year.
9. Magazine – a review of the new arrangements needs to take place and report back in January. The costs are anticipated to be slightly higher despite an increase in advertising costs and reduced printing costs.
10. Telecomms mast – the budget has not included income associated with this given the still fragile nature of the negotiations. This will add a further £8,750 income if concluded.
11. Christmas lights - £5,000 is included for next year to include the cost of relocating the tree and infrastructure costs linked to it, the cost of professional dressers for next year and the additional trees at Coronation Parade. An income target should be set for sponsorship. What is expected?
12. For 2019/20 the council will see its income reduced as a result of EBC withdrawing its Revenue Support Grant. It has previously been shown as part of the precept but in fact £11,000 of the precept is a one of grant that EBC gives to parishes. This was to help offset changes introduced a number of years ago. Those transitional arrangements end and the gap will need to be filled.
13. In addition the Council Employers have proposed a 2% pay rise which is currently subject to negotiation. The budget only reflects a 1% rise and may be overspent by the year end.

Priorities

14. In discussions with various committees the items listed in table 1 have been identified as priorities for next year. The budget papers (page 19) show expenditure of £305,060 and income of £87,810. The precept this year (including the RSG) was £228,863.
15. As part of a normal budget setting exercise members would include the additional activities it wants to fund next year (set out in list) and then set the precept to reflect this expenditure. As part of this decision making process Members do have the option of funding elements of next year's priorities from reserves. This would avoid needing to tax for them.
16. This may be an attractive proposition but a cautionary note is that as inflation starts to increase and additional pressures start to impact on the budget there has to be a realisation that the precept will at some point soon need to rise even if only modestly. The Council is set to undertake a very large programme of spending on key aspects of the Parish services and this step change is a legitimate ground for increase
17. Given this the council are asked to address the three recommendations.

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

Hamble Le Rice Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		‘Yes’ means that this authority	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.</i>
			✓	

*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

165/62/18

dated

180618

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www.hamblepc.org.uk

Section 2 – Accounting Statements 2017/18 for

Hamble-le-Rice Parish Council

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	299,383	310,176	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	212,453	228,863	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received
3. (+) Total other receipts	103,721	90,348	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	138,632	138,326	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	166,749	146,609	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	310,176	344,451	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	312,235	343,923	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,149,359	1,277,069	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB)
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

18.06.18

I confirm that these Accounting Statements were approved by this authority on this date:

18.06.18

and recorded as minute reference:

166/62/18

Signed by Chairman of the meeting where approval of the Accounting Statements is given

Section 3 – External Auditor Report and Certificate 2017/18

In respect of **HAMBLE-LE-RICE PARISH COUNCIL (HA0123)**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR. Section 2, Box 2, the annual precept, does not agree to the figure published by the precepting authority. The figures in Boxes 2 and 3 should read £216,934 and £102,277 respectively. All grants, including Council Tax Support Grant, should be shown in Box 3, as per the guidance notes on the AGAR.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

25/09/2018

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Bank Reconciliation Statement as at: 21/09/2018 for Cash Book 3 Barclays Reserve Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Premium Account	21/06/2018	1	141,155.44
			<u>141,155.44</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>141,155.44</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>141,155.44</u>
		Balance per Cash Book is :-	141,155.44
		Difference is :-	0.00

Items marked with a * are disputed invoices.

<u>Date</u>	<u>Invoice</u>	<u>Supplier</u>	<u>Account</u>	<u>Net Value</u>	<u>VAT</u>	<u>Invoice Total</u>	<u>Balance</u>
04/07/18	3910026205	HCC	H04	5.00	0.00	5.00	5.00
16/07/18	2784	HALC	H07	60.00	12.00	72.00	72.00
26/07/18	BT0900089148	TRADE UK (B&Q)	T02	61.98	12.42	74.40	74.40
01/09/18	BT4036842	ALLIANCE UK	AL01	424.92	84.98	509.90	509.90
03/09/18	89	TUCKER & MUNDAY	TU01	500.00	100.00	600.00	600.00
03/09/18	2953	HVMH	H003	1,104.00	0.00	1,104.00	1,104.00
04/09/18	BTV01532835359	TMOBILE	T06	48.75	9.75	58.50	58.50
05/09/18	229940	TUDOR	T010	280.80	56.16	336.96	336.96
07/09/18	BT77869	AXIS	AO2	60.00	12.00	72.00	72.00
08/09/18	0910927944	TRADE UK (B&Q)	T02	26.17	5.23	31.40	31.40
09/09/18	770673081	CANON	C07	126.00	25.20	151.20	151.20
11/09/18	BT14-18/19	JACKIE PANAKIS	J02	55.50	0.00	55.50	55.50
12/09/18	DDE2010205744	ALLIANCE UK	AL01	74.08	14.82	88.90	88.90
12/09/18	10789	P&R ELECTRICAL	P010	132.10	26.42	158.52	158.52
13/09/18	10797	P&R ELECTRICAL	P010	57.80	11.56	69.36	69.36
14/09/18	58092029	HCC	H04	58.57	11.71	70.28	70.28
15/09/18	131316	CARRERA	C010	127.00	25.40	152.40	152.40
15/09/18	131209	CARRERA	C010	321.98	64.40	386.38	386.38
18/09/18	ASI1809368	HILLIERS	H01	318.00	63.60	381.60	381.60
19/09/18	190918	BARCLAYS BANK	BB01	76.30	0.00	76.30	76.30
20/09/18	126329	SLCC	S036	145.00	29.00	174.00	174.00
23/09/18	130497	LOCAL EYES	LE01	500.00	100.00	600.00	600.00
24/09/18	2145	J HUMPHRY ASSOC	HU01	30.00	6.00	36.00	36.00
24/09/18	11922	J HUMPHRY ASSOC	HU01	100.00	20.00	120.00	120.00
24/09/18	SALES0000411	HANTS & IOW CRC LTD	HA01	170.00	0.00	170.00	170.00
25/09/18	SB201802738	PKF LITTLEJOHN LLP	PK01	800.00	160.00	960.00	960.00
26/09/18	326451	SAFETEC	ST01	175.85	16.89	192.74	192.74
26/09/18	VG1/112/4900/0201	ONE COMMUNITY	ON02	110.00	0.00	110.00	110.00
27/09/18	94	TUCKER & MUNDAY	TU01	500.00	100.00	600.00	600.00
28/09/18	01112018	SLCC	S036	185.00	0.00	185.00	185.00
28/09/18	58094093	HCC	H04	14.17	2.83	17.00	17.00
29/09/18	1809/023	DESIGN & PRINT	D04	840.00	0.00	840.00	840.00
				7,488.97	970.37	8,459.34	8,459.34

LIST OF ALL UNPAID INVOICES

Items marked with a * are disputed invoices.

Date	Invoice	Supplier	Account	Net Value	VAT	Invoice Total	Balance
27/07/18	25000033192018	✓ VALUATION OFFICE	VO01	2,312.70	462.54	2,775.24	✓ 2,775.24
31/07/18	02443791	✓ EBC	E02	35.04	7.01	42.05	✓ 42.05
01/08/18	88	✓ TUCKER & MUNDAY	TU01	500.00	100.00	600.00	✓ 600.00
01/08/18	4036737	✓ ALLIANCE UK	AL01	424.92	84.98	509.90	✓ 509.90
03/08/18	0707/0169491	✓ JEWSON	J03	6.48	1.30	7.78	✓ 7.78
04/08/18	V01521480313	✓ TMOBILE	T06	55.62	11.12	66.74	✓ 66.74
06/08/18	0902624784	✓ TRADE UK (B&Q)	T02	2.77	0.55	3.32	✓ 3.32
10/08/18	00002916	✓ ENGRAVING	E020	59.00	11.80	70.80	✓ 70.80
15/08/18	131021	✓ CARRERA	C010	127.00	25.40	152.40	✓ 152.40
15/08/18	130924	✓ CARRERA	C010	321.98	64.40	386.38	✓ 386.38
15/08/18	233507	✓ BROXAP	B001	541.50	108.30	649.80	✓ 649.80
16/08/18	16082018	✓ BARCLAYS BANK	BB01	51.17	0.00	51.17	✓ 51.17
20/08/18	0919/0197180	✓ GRAHAM	G02	94.20	18.84	113.04	✓ 113.04
21/08/18	3910026678	✓ HCC	H04	40.00	0.00	40.00	✓ 40.00
21/08/18	2120	✓ J HUMPHRY ASSOC	HU01	30.00	6.00	36.00	✓ 36.00
24/08/18	58089704	✓ HCC	H04	24.59	4.92	29.51	✓ 29.51
28/08/18	02448335	✓ EBC	E02	43.80	8.76	52.56	✓ 52.56
29/08/18	11878	✓ J HUMPHRY ASSOC	HU01	200.00	40.00	240.00	✓ 240.00
31/08/18	10992926	✓ SHB	S012	325.03	65.01	390.04	✓ 390.04
03/09/18	89	✓ TUCKER & MUNDAY	TU01	500.00	100.00	600.00	✓ 600.00
				5,695.80	1,120.93	6,816.73	6,816.73

Approved 
24/8/18