

Council Meeting

Minutes 8th February 2021

Hamble Parish Council, Parish Office, 2 High Street, Hamble, Southampton SO31 4JE

**Meeting was held virtually due to the corona virus pandemic
Minute reference for the meeting will follow the following format
08022021+item number.**

Members present:

Cllr Simon Hand, Cllr Sheelagh Cohen, Cllr Andy Thompson (joined at 7.03pm), Cllr Ian Underdown, Cllr Sally Schofield, Cllr Debbie Rolfe, Cllr Malcolm Cross, Cllr Trevor Dann, Cllr Sharon Hayward and Cllr Michelle Nicholson

Officers: Amanda Jobling - Clerk

1. Welcome
 - a. Apologies for absence – Cllr Jo Nesbitt Bell and Cllr Janine Dajka
 - b. Declaration of interest and approved dispensations - none relevant to the meeting
 - c. Approve minutes of the Council meeting of 11th January 2021

Proposed Cllr Ian Underdown and Seconded Cllr Dann and resolved and agreed to accept the minutes of 11th January 2021.

2. Public Session – no members of the public joined the meeting.

Community Issues

3. Hamble Parish Councils Mission Statement 2021

Cllr Nicholson introduced the item referring to the resilience survey and additional information sourced from other town and parish councils Mission Statements, to help guide its development.

The mission captures not just why we are here, but also what we want to achieve. Coupled with this, it sets out how we will go about our business. Especially important to refer to other local authority partners, recognising the need to work through others in delivering services that meet the priorities of the residents. The group also felt we needed to highlight our values and that the Nolan principles should feature on the website.

It was agreed to refer to the community rather than the administrative area or the a definition of the village that related to the built and instead to use the term community to give a wider definition that covers business and those that come to the village to work each day.

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The group were thanked for their excellent work on concluding this important piece of work.

Proposed Cllr Ian Underdown Seconded Cllr Sheelagh Cohen

Resolved and agreed to the mission statement as circulated with the inclusion of references to businesses being part of the community.

4. Agreement for the Development of an Action plan for town centre recovery from the covid-19 outbreak.

Cllr Schofield asked that we clarify the terminology and use Parish not Town Council. Also wanted to be certain that Coronation Parade and marinas are included. Confirmed that both had been raised. Also, Cllr Hayward raised concerns that the timelines are tight.

Proposed Cllr Underdown Seconded Cllr Simon Hand.

Resolved and agreed to the legal agreement for the town centre recovery plan linked to the COVID-19 outbreak and for the Clerk to sign it on the Council's behalf.

5. Community restitution letter

It was agreed that a small project should be found in response to the letter and ideally that a positive project like tree planting might be more beneficial than litter picking. The issue would be picked up at a meeting in March with the new Chief Inspector.

6. Project list for Local Area Developer Contributions.

Agreed that it met the Council's objectives and would promote it especially for the skate park which we know is used by young people from the whole peninsula (evidenced by Youth Options report). There is some sympathy that the impact of development in Bursledon does impact on Hamble and will look to pitch our projects accordingly.

Proposed Cllr Simon Hand Seconded Cllr Malcolm Cross

Resolved and agreed to approve the project list attached with minor amendments for discussion with EBC regarding the use of developer contributions for projects in the village

Recommendation from Committee

7. Personnel Committee (meeting as a Working Group)

The main focus of discussion was around the litter picker; following the Asset Management Committee it was agreed that the post would be advertised as a Parish Ranger. This might enable succession planning within the grounds team and/or add capacity if additional work is identified. There was some concern expressed that the roles might be quite different and potentially would attract different people. Also, members were keen to see the roles advertised locally and with the Communications contract to refer to it as a contractor not a consultant, to ensure we get a person that will do the work rather than advise on it.

- To note the latest position on staff absences and the next steps under the council's absence policy - this was moved to exempt business.

- To note the gap analysis from the work carried on roles, functions and capacity

- Add to the staff establishment the post of litter picker (to be advertised as Parish Ranger) for a temporary period from April to the end of September based on two hours a day, five days a week. The cost of employing a person 2 hours a day for 5 days a week at the minimum living wage (including weekends and bank holidays) would cost £4534.40 a year plus £857.04 in pension contributions. It is recommended the post would be an initial 12-month period. This is unbudgeted for and will be growth on the staffing budget 2021/22.

- To approve in principle the appointment of a consultant (to be referred to as contractor) for a period of 12 months to assist the Council with its communication strategy including the design and production of the newsheet, other publications, manage key messages across all platforms – social media, website and physical information, targeted consultations and work to review and make recommendation on a new website. The budget for this will come from underspends in this year's staffing budget. Advertising for the post should in the first instance concentrate on the local community.

- To approve in principle the appointment of a Responsible Financial Officer. If approved a revised staffing structure will be created followed by consultation with effected staff. The post will be 2/2.5 days per week and will be funded from savings from the Administrative Assistant post which under the restructure will be deleted.

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- To approve the retention of the existing temporary staff, support for up to 6 months to enable staff to return to work and the restructure to bed down. Budget provision is available to cover this in both this year's budget and 2021/22

- To purchase software from Rialtas Business Solutions for Allotments (and to include the Dinghy park) and Cemetery software. For the purposes of our Financial Regulations the software is a specialist service linked to the supply of our financial system. This will be undertaken as an exception to Financial Regulations on the following grounds:

Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

..... (ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants.....

The cost of the for the allotments (and later the Dinghy Storage Park) package will be £ 644 in year one, plus £247.00 per annum thereafter with a further charge of £150 per year to enable mobile inspections.

- Appraisals for the start of the year are suspended and a new performance management system is being investigated

Proposed Cllr Ian Underdown Seconded Cllr Rolfe

All the recommendations listed were resolved and agreed subject to the change in terminology for the Parish Ranger and the communications contractor. This included waiving financial regulations for the Allotment software.

8. Issues to come from Asset Management Committee (meeting as a working group on 5 Feb 2021)

No formal recommendations to Council although there was a discussion about the posts on Facebook over the weekend about the allotments. It was felt that the dialogue was not a reflection of what has happened and is proposed.

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b. Approve Reconciliation for January 2021

Cllr Schofield also requested that if we do use contractors that we ensure that our wild flower areas are protected.

Finance and governance

9. Correspondence with EBC on precept for 2021/22

That due to a very slight drop in the tax base we have not ended up with a no % increase on the budget as intended. Leaving the precept at last year's figure has resulted in a 0.29% increase so we should refer to a freeze on last year's precept

Proposed Cllr Simon Hand Seconded Cllr Ian Underdown

Resolved and agreed to note that the precept for 2021/22 is frozen at last year's figure.

10. List of delegated decisions: E- version of payslips

Six-month lease on home printer

The delegations listed was noted.

The Clerk also highlighted that she had agreed a £200.00 discount on a recent burial where further works were required to enable the burial to proceed. The cost of the works was split three ways with each party paying an equal contribution. This was also noted.

11. Financial transactions

a. Approve Payment list

Proposed Cllr Proposed Simon Hand and seconded Cllr Malcolm and resolved to agree the payment list attached. The reconciliation will be signed by the Chair outside of the meeting and circulated for noting in the minutes in March 2021.

Motion to move to Exempt Business was

Proposed Cllr Simon Hand and Seconded Cllr Ian Underdown and Resolved and agreed to move into Exempt Business

Public Meeting ended 20.07hrs.

12. Exempt business

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The Clerk confirmed the latest position with staff and the proposed next steps with an agreement to bring back an update to the next meeting.

Meeting concluded at 20.14hrs