

**Minutes:** Hamble Parish Council (HPC) Meeting 14<sup>th</sup> October 2019, 7pm at The Mercury, High Street, Hamble

**Present:** Councillors: S Hand (Chair); S Cohen (Vice-Chair) (*arrived at 19:01*); M Cross; J Dajka; T Dann; S Hayward J Nesbit-Bell; D Rolfe; A Thompson; and I Underdown. Borough Councillor D Airey.  
Deputy Clerk and Admin Assistant

**Members of the Public:** None

Minute reference is 14102019 + the agenda item number

<b>1a. Apologies for absence</b>			
Cllrs Schofield and Ryan.			
<b>1b. Declaration of interest and approved dispensations</b>			
Cllr Cross – planning.			
<b>1.c To approve minutes of previous Council Meetings</b>			
Corrections were noted and <b><u>IT WAS RESOLVED</u></b> to accept the Minutes, which were then signed by the Chair.			
<b>Proposed</b>	Cllr Underdown	<b>Seconded</b>	Cllr Cohen
<b>2. Public Participation</b>			
No members of the public were present.			
<b>3. Stakeholder Project Review of Coronation Parade Project</b>			
Cllr Hand and Deputy Clerk met with Cllr Craig last week. Cllrs Craig and Cross are looking in to some of the outstanding issues with Coronation Parade. The ramp progressing is dependent on the post box being moved. The job will go out to tender again for the work to be carried out.  <i>The main report on this item has been deferred to the next meeting.</i>			
<b>4. The Mercury Library and Community Hub</b>			
Eastleigh Borough Council (EBC) has two other potential stakeholders, one due to be getting back to Local Area Committee with a decision by end of this month.  <b><u>IT WAS RESOLVED</u></b> to: <ol style="list-style-type: none"><li>1. Accept and agree the costs of the Mercury volunteer recognition event</li><li>2. Instruct the Deputy Clerk to give immediate written notice to EBC that from 31st October 2019 HPC will limit support to:<ol style="list-style-type: none"><li>a. Continuing to source and support community outreach services</li><li>b. Officer attendance at a monthly Management Committee, Board Meetings or Volunteer meeting</li><li>c. Funding, from existing grants, a children's story writing competition organised by the volunteers</li></ol></li><li>3. Agree a statement regarding the management and handover to the new provider or EBC – it was agreed a draft would be circulated to councillors to be agreed.</li><li>4. Further consider the level of 2020 budget to be allocated for Mercury-based activities</li></ol> <i>Cllr Airey left the meeting at 19:21</i>  It was also agreed that the training would be provided to volunteers up to 7 <sup>th</sup> November, when the current training contract ends, but the training package would not be renewed past this point.  <i>All agreed except Cllr Cross who abstained.</i>			
<b>Proposed</b>	Cllr Hand	<b>Seconded</b>	Cllr Cohen

<b>5. Remembrance Services: Agree Attendees</b>			
It was agreed that Cllr Hand will represent HPC at St Andrews Church, Cllr Cross at the Cenotaph at RVCP, and Cllrs Rolfe and Nesbit-Bell at St Edwards Church, Netley.			
<b>6. Social Media Strategy: Receive Report from Cllr Hayward</b>			
Agreed priority should be on differentiating between different council roles and responsibilities. To also look at how the website can work going forward, and reconnect with EBC regarding their new bookings' facility.			
<b>7. Fareham Borough Council Optimising Social Housing Consultation</b>			
The Council decided to make no comments.			
<b>Proposed</b>		<b>Seconded</b>	
<b>8. GE Aviation Update</b>			
Cllr Hand updated the Council on the current situation; that it is believed the earliest the application would come back for decision would be January 2020 and that the site has had a change of ownership.			
<b>9. Financial and Governance - Annual Governance and Audit Review 2019</b>			
<p><b>IT WAS RESOLVED</b> to accept the external auditors report including the two exceptions and note the suggested method to avoid issues with the 2020/21 accounts.</p> <p>Council were also made aware that the Notice of Conclusion of Audit had been overlooked and was therefore posted late this year.</p>			
<b>Proposed</b>	Cllr Cohen	<b>Seconded</b>	Cllr Underdown
<b>10a. Approve Petty Cash and Bank Reconciliations</b>			
<p>The petty cash was reconciled at £14.85 on 8<sup>th</sup> October 2019</p> <p>Bank reconciliation: The bank statement for the current account had been reconciled at a balance of £165,842.44 and for the reserve account at £141,578.22.</p>			
<b>10b. Authorise the Schedule of Payments</b>			
<b>10c. New Financial Contracts</b>			
There were no new contracts to agree, but it was noted that the IT equipment and supply contract was currently under review and a detailed report would be provided at the November meeting.			
<b>10d. Approve Income and Expenditure Schedule Including Irregular Payments and Receipts</b>			
<p>Recommendations:</p> <ol style="list-style-type: none"> <li>1. Note the PAYE payment oversight and interest of £12.19 as a result.</li> <li>2. Approve payment of the SLCC annual subscription of £220.00.</li> <li>3. Note the interest on the loan to Eastleigh Borough Council of £298.17 accrued from 1/04/19 to 30/09/19. The interest rate is 0.5% and the balance is now £119,240.91</li> </ol> <p>The Deputy Clerk left the meeting while recommendation 2 above was discussed.</p> <p><b>IT WAS RESOLVED</b> to approve items 10a to 10d above The current account and reserve account bank statements and reconciliation statements were checked and signed by Cllr Rolfe</p>			
<b>Proposed</b>	Cllr Hand	<b>Seconded</b>	Cllr Underdown
<b>11. Accept Eastleigh Borough Council Loan Statement Balance of £119,240.91</b>			

The Loan Statement Balance of £119, 240.91 was accepted and noted.

## 12. Pensions

### 12a. Local Government Pension Scheme

- i. Annual Return: Organisation Assessment
- ii. Town and Parish Council (TPC) Pool

### 12b. The Pension Regulator Auto Enrolment Redecclaration

**IT WAS RESOLVED** to accept the recommendations set out in the letter from HCC and to note the re enrolment of all staff under the auto enrollment process.

<b>Proposed</b>	Cllr Underdown	<b>Seconded</b>	Cllr Thompson
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## 13. St Andrews Cemetery

### 13a. Marking & Measuring Grave Plots

### 13b. Amendments to Memorial Regulations Following Feedback from Stone Masons

### 13c. Memorial Safety

**IT WAS RESOLVED** to approve the appointment of Murray Brooks of Alcrest to measure and mark burial graves at a cost of £490 plus VAT and approve the minor amendments to Memorial Terms & Conditions.

<b>Proposed</b>	Cllr Underdown	<b>Seconded</b>	Cllr Rolfe
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## 14. Task List: Note Officers Involvement in Tasks

At the last meeting Cllr Thompson asked that the officers involved in tasks was included on the list, this had now been done and the list was noted.

## 15. Officer's Report

### 15a. Bench Renovations Update

This was noted.

### 15b. Pay and Display Update

This was noted.

### 15c. Terracycle: Support Hound Parish Council with their Collection, rather than setting up new collection given reduction in Terracycle support for new projects

This was noted.

### 15d. Emergency Tree Works at Allotments

This was noted.

### 15e. Fire Risk Assessment Actions

These were noted.

### 15f. Health and Safety Feedback and Audit

*For noting at this stage, officers will bring back a progress report at the next meeting.*

This was noted.

## 16. Membership of Committees and Working Groups

### 16a. Personnel Committee

**IT WAS RESOLVED** that Cllrs Rolfe and Thompson are elected on to the Personnel Committee. The Chair would be elected at the next Personnel Committee meeting.

**Proposed**

Cllr Hand

**Seconded**

Cllr Underdown

**16b. Village Magazine Working Group**

It was agreed to appoint Cllr Hayward on to the Village Magazine Working Group.

**17. Issues from the Planning Committee**

**17a. Eastleigh Borough Council Local Plan: Examination Hearing Sessions**

The dates of the Examination Hearings as well as attendance of the Clerk and Deputy Clerk at the start of the hearings were noted.

**17b. Parish Sign**

It was noted that that the position for the sign for the entrance to the parish had been agreed with Hampshire County Council and a cost was now being sought.

**18. Feedback and updates from Working Groups**

**18a. Street Signage**

Cllr Thompson has received feedback from Hampshire County Council on which signs can be removed and which would need permission from either sponsors or other stakeholders.

It was proposed that a meeting is arranged with EBC to discuss their signs around and in the car park.

**18b. Information Boards**

Cllr Cohen updated Council on the progress and to progress further will meet with the Clerk.

**18c. Logo**

The colour would be agreed shortly and progressed.

**18d. Village Magazine**

The Village Magazine Working Group would be meeting after close of Council, so there was no update available during the meeting.

Cllr Thompson also provided an update on the VE/VJ celebration working group. Work was being undertaken to assess what local events were already planned and whether is more community-based organising, with the Parish Council possibly providing grants. Would contact local British Legion also.

**19. Approve Exempt Minutes**

**IT WAS RESOLVED** to accept the Exempt Minutes and these were then signed by the Chair.

**Proposed**

Cllr Underdown

**Seconded**

Cllr Rolfe

*The meeting ended at: 20:52*