

## Council Meeting 17<sup>th</sup> May 2021

### Minutes

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

Meeting held at the Priory Centre, St Andrews Church, High Street, Hamble.

Present

Members: Cllr Cohen, Cllr Cross, Cllr Dann, Cllr Hand, Cllr Lehneis, Cllr Nicholson, Cllr Rolfe, Cllr Ryan, Cllr Thompson and Cllr Underdown

Staff: Clerk

1. Election of Chair  
Proposed: Cllr Cohen  
Seconded|: Cllr Dann  
Resolve unanimously to appoint Cllr Hand as Chair for 2021/22.
2. The Declaration of Office was signed by the Cllr Simon Hand, Chair.
3. Welcome – Chair welcomed all present especially those new to Hamble Parish Council.
  - a. Apologies – Cllr Jones, Cllr Palmer and Cllr Rolfe (late 19.20)
  - b. Declarations of interest – none
  - c. Minutes approved subject to inserting Dajka on page 1 and correct spelling of Schofield on page 4.  
Proposed: Cllr Underdown  
Seconded: Cllr Cohen  
Minutes of the Meeting held on the 12<sup>th</sup> April were approved subject to the changes listed and would be signed the following day.
4. Public participation – none
5. Election of Vice Chair  
Proposed: Cllr Hand  
Seconded Cllr Ryan

Signed

Date

Nominate Cllr Cohen as Vice Chair for the period 2021/22

A further motion was received.

Proposed: Cllr Cross

Seconded: Cllr Dann

Nominated Cllr Underdown

Votes cast as follows:

Three votes for Cllr Cohen and two for Cllr Underdown

Resolve to appoint Cllr Cohen Vice Chair for 2021/22 and the Declaration was signed.

6. Membership of Committees, Working Groups and nomination to outside bodies

Changes to the membership of the groups is attached in the appendix to the minutes.

The Chairs of committees were as follows:

Planning Committee

Proposed: Michelle Nicholson

Seconded: Tony Ryan

Cllr Underdown proposed as Chair and unanimously agreed.

Asset Management Committee

Proposed: Cllr Underdown

Seconded: Cllr Hand

Cllr Thompson proposed as Chair and unanimously agreed

Personnel Working Group –

Agreed to move to a Working Group rather than a Committee given the sensitive nature of much of the agenda

Proposed: Cllr Underdown

Seconded: Cllr Rolfe

Cllr Cohen proposed as Chair and unanimously agreed alongside reinstating her membership of the group.

Other groups were agreed as listed.

Representation on outside bodies was agreed except for the Police Liaison Committee. It was decided to await further information on this role and HPC's representation on it when Cllr Palmer attends the next meeting.

Trevor Dann left meeting at 19.14 and did not vote.

Proposed: Cllr Underdown

Seconded: Cllr Ryan

Unanimously agreed the membership, chairing arrangement and frequency/dates of the meetings. The revised list is attached to the minutes.

c. Media Policy – Approved

d. Customer Complaints Policy

e. Equality Statement

f. Insurance Cover

g. Financial regulations

h. Standing Orders – amendment

Proposed: Ian Underdown

Seconded: Simon Hand

Items c – g taken together with no proposed changes.

Standing Orders - revised wording agreed as regarding voting arrangement for appointments and co-option as follows:

*Voting for the appointment of individuals or co-option can be carried out using a paper ballot where it is requested by at least two councillors and seconded by a third councillor. Councillors will be asked to cast a vote for their favoured candidate. Where that does not result in an immediate favourite candidate the least favourite will be removed and a further round of voting will take place.*

*This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.*

Proposed: Cllr Underdown

Seconded: Cllr Nicholson

All agreed the suite of policies listed including the change of wording to Standing Orders.

#### 7. Agreed to postpone the annual meeting

Although the invitation has been posted as required the meeting will only be able to accommodate four members of the public due to the restrictions imposed by Covid 19. The Council felt on balance the public should be invited to a meeting in June when the Covid 19 restriction have been lifted or eased.

Proposed: Cllr Nicholson

Seconded: Cllr Hand seconded

All agreed to cancel the meeting and rearrange using the same agenda.

#### 8. Update on Recruitment and Contracts

Signed

Date

The Clerk on the previous item had given an overview to the recruitment situation and the changes to the Resources Manager role. Given this the report was noted.

9. Delegated decision

Council noted the decisions taken under delegation and there were no queries.

10. Accidents and Incidents

The report was noted by the Council.

Meeting ended at 20.51.