

## Council 14<sup>th</sup> December 2020 Agenda

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

This meeting is open to members of the public.

If you wish to participate you must contact the Clerk at Parish Office via [clerk@hamblepc.org.uk](mailto:clerk@hamblepc.org.uk) to confirm any points you would like to raise and/or receive the link to the meeting no later than 10am on Monday 14<sup>h</sup> November 2020.

1. Apologies for absence	
Declaration of interests	
Approve notes of last meeting	
2. Public Session	
Community issues	
3. Transfer of Assets and services	Proposal and decision
4. Bofur Gun	Update and decision from Eastleigh Borough Council
5. Coronation Parade	Update from Eastleigh Borough Council
Organisational Issues	

6. Resilience Survey summary report	For decision - Report from Graham Robb Associates
7. Report from the Clerk	For decision Accountancy Support Christmas Closure Christmas Hampers
Financial	
8. Annual Governance and Audit Report	For decision - External Audit Report and confirmation of Public Notices
9. Section 137 Grant	Letter from Victim Support for noting
10. Monthly checks	For decision Approve the list of payments Bank Reconciliations Delegated decisions
Exempt Business	<p>To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 in respect of the following item(s) of business on the grounds that it is/they are likely to involve the disclosure of exempt information as defined in paragraphs 1, 2, 3 of Part 1 of Schedule 12A of the Act.</p> <p>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 1<sup>st</sup> 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.</p>
Staffing Update	For decision - Report on Absence Management

Signed: *Amanda Jobling*

**Minutes of the meeting**  
**Monday 9<sup>th</sup> November 2020 – 7pm virtual meeting**

In attendance:

Cllrs Cohen, Cross, Dann, Hand, Hayward, Nicholson, Schofield, Thompson and Underdown

Clerk

11. Welcome	
a. Apologies for absence	Janine Dajka, Jo Nesbit Bell and Debbie Rolfe Deputy Clerk
b. Declaration of interest and approved dispensations	Ian Underdown – Dinghy Storage Park item 7 Malcolm Cross – Planning
c. Approve minutes of the meeting of 12 <sup>th</sup> October 2020	Propose Ian Underdown  Seconder Trevor Dann and all resolved to approve the minutes of the 12 <sup>th</sup> October 2020.
12. Public Session	None
13. Grant applications – Feedback from Mercury Residents Association	Note the letter of thanks but the clerk was asked to request photos for future publicity to Mara and all other community groups that are funded via the grants programme.

<p>14. Royal Southern Yacht Club grant programme – for information</p>	<p>The details of the Royal Southern Annual Grants was welcomed and noted. It was requested that detailed were included in the next newsletter. Action: Clerk</p>
<p>15. Remembrance event led by Hound Parish Council – for information</p>	<p>The Chair of the Council laid a wreath at the memorial service on behalf of the Council and on behalf of Hampshire Police who were unable to attend.</p> <p>In was agreed that Cllr Thompson would do any such duties on behalf of Hampshire Police in future as his grandfather had been a serving member of the Police.</p> <p>Cllr Cohen also explained the event that she took part in at Hound Church. The event took place ahead of the Remembrance Sunday service in a covid-19 secure manner. The vent was filmed and would be posted on social media and the website on 11.11.20. The Council thanked Hound Parish Council for organising the event and inviting HPC along.</p>
<p>16. Covid -19 Lockdown arrangements</p>	<p>The report was updated prior to Council following consultation with Members. Not all of the toilets are available during the winter months to reduce the burden of cleaning and minimise the risk if damage. As this was not widely known it was agreed to include an item in the next newsletter. Government guidance had clarified the position on the MUGA requiring it to be closed during lockdown. The lights would be turned off.</p> <p>Members noted the report.</p>
<p>17. Recommendations from Asset Management Committee:</p>	

<p>Allotment rentals: To approve an increase for allotment rod rental of £1.50 from 2022/23 and then £2.00 per rod per year for the 2023/4 and 2024/5 two years. Costs for additional services such as water, pest control, tree works etc. will charged as separate items when applicable.</p>	<p>Propose: Cllr Thompson</p> <p>Secunder Underdown</p> <p>Resolved to agree the recommendation subject to a form of words that state the proposed rental is based on the current cost basis – should it change fundamentally then the fees could be reviewed.</p>
<p>Allotment Footway consultation: To undertake consultation exercise via the December edition of the Hamble Newsletter on the request from allotment holders to close the footway at the Allotments on a temporary 6-month basis from April 2020</p>	<p>Propose: Cllr Thomspson</p> <p>Secunder: Cllr Cohen</p> <p>Resolved to agree the recommendation.</p>
<p>Dinghy Storage Park (DSP) – To agree a 2% increase on the 2021 DSP permit fee.</p>	<p>Cllr Cohen stated that she was disappointed that the proposal had not been to the DSP prior to the item coming to Asset Management Committee and then Council.</p> <p>Propose: Cllr Thompson</p> <p>Secunder: Cllr Cohen</p> <p>Resolved to agree the recommendation. Cllr Underdown did not vote.</p>
<p>Internment fees – To increase the fees for interment of cremated remains to £300.00 and exclusive right of burial for ashes plots to £400.00 where funeral directors are not involved.</p>	<p>Propose: Cllr Thompson</p> <p>Secunder: Cllr Cross</p> <p>Resolve to agree the charge for a supplement to be charged where a the internment is organized by the family without the support of a funeral director.</p>
<p>Electric vehicle - To enter a 3 year lease at a cost of £435.00+ vat per month with HTM for a Garia utility vehicle</p>	<p>The Committee did not feel that it was appropriate to purchase a vehicle outright partly due to the status of the emerging technology and partly due to the wish to protect reserves going into next year. On that</p>

	<p>basis we would opt for a lease agreement – the terms set out in the paper. Propose: Cllr Thompson</p> <p>Second: Cllr Underdown</p> <p>Resolve to agree the recommendation to enter into a lease contract for an electric utility vehicle</p>
18. Financial	
a. Payments	<p>Propose Cllr Hand</p> <p>Second: Cllr Thompson</p> <p>Resolved to agree the list of payments in the attached schedule.</p>
b. Income Shortfall	<p>Note the shortfall of income and extra costs submitted to Eastleigh Borough Council for the period April to end of September 2020 and the grant confirmation of £12,204.00 which represents 65% of the total submitted. The Council wished to pass its thanks to Eastleigh Borough Council for providing support to us from the government grant.</p>
c. Loan statement	For noting
d. Delegated decisions	Note the delegated decision
e. Changes to football fees for 2020/21 season	<p>Propose: Cllr Underdown</p> <p>Second: Cllr Thompson</p> <p>Resolved to agree the revised charges for the current football season due to the removal of the cleaning charge.</p>
	<p>Propose: Cllr Hand</p> <p>Second: Cllr Underdown</p> <p>Resolved to support the motion to move into exempt business....</p>

### Exempt Business

To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 in respect of the following item(s) of business on the grounds that it is/they are likely to involve the disclosure of exempt information as defined in paragraphs 1, 2, 3 of 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 1<sup>st</sup> 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.

<p>19. GE (Hamble Aerospace Limited) planning application – Playing pitch mitigation and draft Section106 details.</p>	<p>Propose: Cllr hand Second Cllr Underdown</p> <p>Resolved To approve the wording of the S106 agreement for the playing pitch mitigations at the Roy Underdown Pavilion and College Playing Fields as outlined with further clarification on the fencing and also our concerns about a club other than FCC being nominated to use it.</p>
<p>20. Confirmation of Pay Award for 2020/21</p>	<p>For noting with the amendment of the total cost to £4,249</p>
<p><b>Meeting ended 20:20</b></p>	

## Item 3 - Transfer of assets and services

### Recommendation

To explore actively the transfer of assets and local services from EBC to HPC during 2021.

### Introduction

Periodically central government reviews the local government structure. This is partly driven by changes to population sizes as well as exploring a reduction in public spending.

In 2014/15 the districts and boroughs in Hampshire considered options for a reorganisation to local boundaries but the proposal floundered.

A white paper was planned for the summer but has been delayed. It is expected to set out proposals for further devolution of services and reorganisation. The role of Parish Councils is likely to be enhanced.

In the light of this Eastleigh Borough Council have asked Parish Councils across the borough to consider whether they wish to take over EBC assets or services. A similar transfer of assets happened back in Hamble around 2012.

The timing of this fits well with the issues arising from the resilience survey and the work to map out the mission, vision and purpose of HPC in the future. Consolidating land holdings with one public body would help to reduce the current confusion that exists and potential some local service could be developed locally.

There are risks and benefits in the process. These include (but are not exhaustive):

#### Risks

Higher cost base

Additional capital investment

Inheriting liabilities

TUPE

#### Benefits

Assets used to reflect local need

Agree local standards

More local control/expertise

Critical mass

A summary of the presentation and the meeting is set out below – appendix 1

### Next steps

Eastleigh Borough Council is keen to understand whether individual councils wish to explore further the options and a list of all assets will be sent out shortly. If members wish to pursue this route – the time commitment it likely to be

significant and will need to be considered against the other major projects planned for next year which include:

Redevelopment of Mount Pleasant Pavilion, play park and skate park

Renewals to Roy Underdown Pavilion

Potentially relocation of Folland Cricket Club and works to the outfield and building

These projects will require legal and financial and potential progress will be limited by the availability of staff time and resources.

## **Appendix 1**

### **Parish and Town Councils – Devolution White Paper and Localism**

## 19 November 2020 (via MS Teams)

CFH	Chandlers Ford P Cllr Janet Evans	Allbrook Cheryl Gosling - Clerk (Chair Dan Clark apols)	
BiFOHH	Fair Oak and Horton Heath P Cllr Helen Douglas Mel Stephens - Clerk	Bishopstoke P Cllr Sue Toher Chair	
HEWEB	Botley P Cllr Colin Mercer Chair and V chair HALC P Cllr Adrian Trace Janet Morgan - Clerk	West End (Apologies received)	Hedge End Cllr Lucy Jurd HETC Sarah Jelley - Clerk
BHH	Hound David Nevin – Clerk	Bursledon P Cllr Mark Garrett P Cllr Chair Steve Holes Roland Potter - Clerk	Hamble-le-Rice Amanda Jobling - Clerk
EBC	Cllr Keith House	Nick Tustian	Diccon Bright

### Intro – Keith House

- Gov White paper, possible changes to local government, making ourselves ‘bullet proof’ and protecting local services

### Nick Tustian – [see slides]

- Asset transfers: Commuted sums can transfer [s106 funding for ongoing maintenance]
- EBC reduces special expenses so no net costs to residents
- Buy-back service available at cost
- PCsTCs decide what assets to take on and then what standard or service level
- White paper – delayed but start now to protect ourselves, protect localism
- Good to do anyway – refresh now – not just dumping onto PCsTCs – honest motivation about localisation.

### Colin Mercer (HALC and previously member of NALC)

- congratulate EBC on way of working – good relationship between EBC and PCsTCs.

- HALC can provide help to PCSTCs. HALC provides service to Hants PCSTCs and also Berkshire (about 80 PCSTCs)
- HALC uses HCC legal support
- Breaking up Hampshire – disastrous for HALC

Keith summary

- EBC has no fixed view about local gov reorganisation. But in event of centralisation of decision-making (remote unitaries) we should be prepared
- If you want to take on service or asset of EBC in your patch – starting point is ‘yes’.
- Let’s restart dialogue. Regardless of local gov reorganisation. Refresh pre-existing policy.

Helen Douglas

- Services? KH: reality check – not all services, but could be some. PCTC can choose standard of service
- Land, buildings –EBC legal services have been slow? KH: should not happen.
- If gov reorganises local government – lead in time? KH: gov thought 2 years! Process could start at any point. Gov has long term objective; at some point they will get round to Hampshire (one of the largest counties, complex with SCC, PCC). Guess 2023 earliest. So let’s think about it now. Imagine if EBC and HCC did not exist, and a unitary of over 700,000 with one unitary cllr representing your area, one planning committee for whole area. HCC (Cllr Keith Mans) not bidding to gov for a restructure at the moment, but this could change.

Roland Potter

- List of what assets available? KH: DB to arrange

Colin

- Would like land (and planning permission) for cemetery. KH: happy to work on this. Other issues here, as well as land.
- Current arrangement not broke – don’t fix it.

Mel

- Need list of assets and policy out to parishes.KH: DB to arrange
- Communications could improve – LAMs good but didn’t hear about tree nursery.
- S106s PC hasn’t been involved in process early on KH: we recognise we must sort this, e.g. play areas that PCs are likely to take on in the future. Commuted sums – we are working on this

- LAMs are key contacts – sense of place, day to day, week to week communication
- EDLCs – hasn't met recently. Clerks hold informal meetings. Colin: small number of PC/TCs, Covid and Planning issues prevented meeting.

Amanda

- Improve public view of local government. PC/TCs thought of as local offices of EBC/HCC. Can we improve service to public?
- Place shaping – planning, LACs are good. More could be done. Push on Neighbourhood Planning? CIL gives PCs some funding. KH: let's discuss when Gov planning reform proposals firm up. EBC wants an infrastructure first approach and will do better if we can collaborate more.

Actions

- DB to arrange
  - Slides and Asset transfer policy
  - Arrange list of assets for each PC/TC
  - Local Area Managers to follow up discussions on transfers and other issues
- Revisit this in a few months – around end of Feb 2021

## Item 4 - Bofur Gun

### Project Update - EBC

**From:** McClean, Ross <Ross.McClean@eastleigh.gov.uk>

**Sent:** 01 December 2020 15:07

**To:** Clerk - Hamble Parish Council <clerk@hamblepc.org.uk>

**Cc:** Wiseman, Becky <Becky.Wiseman@eastleigh.gov.uk>; Treeby, Nicola <Nicola.Treeby@eastleigh.gov.uk>

**Subject:** Bofur Gun at Hamble

Hi Amanda

I just wanted to bring you up to speed with the latest proposals of moving the Bofur Gun. I would be grateful if you could share this information with you councillors for comment and hopefully for approval to proceed with the following plan.

In November I presented a new proposal to Alex Bellisario at Historic England of moving the gun to the far end of the Hamble Common Beach Car Park. Photo 1 attached, shows you the area we are suggesting to place the gun while we assess the emplacement and review the best course of action for the long term.

As you know, the current emplacement is falling apart due to the impact of the costal erosion, which has moved the shore line back by approx. 2.5m since the steal fences were erected around the emplacement 3 years ago. Due to the costal erosion the fences are beginning to buckle under pressure and are becoming unsafe.

Alex at Historic England is really pleased with the idea of moving the gun to the far end of the car park on Hamble Common as it remains in the local area and therefore no longer loses its meaning. We have received a lot of push back from Historic England with other proposed locations in the past, so it's a real positive that we have a potential solution. We are therefore aiming to send Heritage England a renewed Method statement before Christmas with details about how the gun will be moved, what materials will be used for the base and I would also like to involve the Hamble Conservation group to get their input on the options for protective fencing/hedgerows around the new gun location.

Locating the gun at the opposite end of the car will result in 2 car parking spaces being lost to store the gun. Photo 2 shows the location of the gun in a bit more detail. The measurements of the gun have been calculated by the engineer (Nigel Gunner Consulting engineers) and the entrance footpath close to the proposed location of the gun will not be affected. As there is a loss of 2 car park spaces we are asking for Hamble Parish Councils support to proceed with this proposal.

As you know Amanda, we are working against the clock with the emplacement starting to fall apart, so we are hoping to be able to move the gun in January/February, subject to sign off from key partners.

I am more than happy to attend any of your parish meetings and will attempt to answer any questions they may have.

I look forward to hearing from you soon.

Thanks

Ross

**Local Area Manager Bursledon, Hamble, Hound, Hiltingbury & CF**

# Images



## Item 5 - Coronation Parade

### Project update - EBC

**From:** Hills, Dominic <[Dominic.Hills@eastleigh.gov.uk](mailto: Dominic.Hills@eastleigh.gov.uk)>

**Sent:** 04 December 2020 16:47

**To:** Clerk - Hamble Parish Council <[clerk@hamblepc.org.uk](mailto: clerk@hamblepc.org.uk)>

**Cc:** McClean, Ross <[Ross.McClean@eastleigh.gov.uk](mailto: Ross.McClean@eastleigh.gov.uk)>; Wright, Andrew <[Andrew.Wright@eastleigh.gov.uk](mailto: Andrew.Wright@eastleigh.gov.uk)>; Wiseman, Becky <[Becky.Wiseman@eastleigh.gov.uk](mailto: Becky.Wiseman@eastleigh.gov.uk)>

**Subject:** 201204 - Coronation Parade - Works Update

I've been advised that you are the point of contact for Hamble Parish council. I am project managing works at Coronation parade. We have identified the new work to widen the ramp as phase 2. The works to clear up the remaining issues from the work done by the original contractor (Kolas) are being referred to as phase 1.

I've split the update on both of these parts of the project into those two categories below.

#### Phase 1

- We have identified a list of issues from phase 1.
- We have been in contact with Kolas and they are now actively talking to us to try and rectify the existing issues. They will inform us before they do any work so we can notify residents beforehand.
- We have identified the start of the electrical duct for the connection to be made to the tree uplighters, I am gathering more information to determine exactly where the duct goes so that we can get utilities contractors back in to make the connection. Once this is done I will reach out to the company that provided the lights in case the direction they face needs to be adjusted.

#### Phase 2

- We have been to sight with an EBC structural engineer.
- The same engineer has drawn up plans for the widening of the ramp to allow for a proper turning circle for mobility scooters.
- We have ordered materials to carry out this work (The product we have ordered is the same as the existing one.)
- We have booked time with the EBC construction and maintenance team to begin the works on the 08/02/20.
- The next planned step is to begin sending out comms to shops and nearby residents to inform them of the work that will be carried out.

I will keep you updated as the project progresses please let me know if you have any questions.

## Item 6 - Resilience survey

### Recommendation

**To approve the actions identified in the report and to agree timescales for reporting back.**

## Hamble Parish Council

### **Resilience Survey - Final Report following the joint Zoom meeting of staff and council members held on 30<sup>th</sup> November 2020**

#### **The context for the survey.**

The survey was commissioned as part of looking at the further development of the staff team, together with how the members may focus on the way ahead in such a rapidly changing world. The team are potentially vulnerable, being small in numbers and still trying to implement some changes brought about by a restructure in 2018. This included a greater focus on customer service, increased contact hours and reach. There was the additional aim to release the Clerk for work on larger projects by setting up a structure to deal with the day to day operational issues.

**Lockdown** has been a real challenge for the team and tested their ability to react and their resilience

**Recent issue** – the potential of a national re-organisation of local government, possibly the creation of more unitary authorities. This may lead to a transfer of some local assets and services to parish councils. Although this has not been formally discussed at our parish council, it was referred to in the meeting.

#### **Opportunities and Threats**

Any transfer of local assets and services could provide significant opportunities for the council resulting in major change and a far bigger operation

In the short term it could become very time consuming for staff, a team already stretched and covering for long term sickness of colleagues. It has the potential to significantly add to the pressure on the Clerk's role

Consideration of this potential change needs to be part of the new work looking at the members' vision for the parish council

#### **Key Highlights from the meeting**

- For us to clarify exactly what Hamble Parish Council is about
- To listen to the community, how we respond to them and what we are able to give them
- To have the right skills in the right place to get the job done
- Having adequate capacity to deal with council requirements
- If skills and capacity are not internally available, to consider purchasing external support
- To be clear with the community what we can do and what future work has been identified.

#### **Mission and Vision**

To define and include our **purpose** as we look at this, recognising the independence of the parish council and opportunities and challenges this presents.

To keep it simple and clear, even though defining these is not a simple process

We do have the skills and experience within the members to undertake this.

To deliver the purpose, mission, and vision for HPC by the end of Jan 2021 and a list of key responsibilities

A working group was set up: Michelle Nicholson, Trevor Dann, Sharon Hayward and Andy Thompson

Once agreed we should look at how we communicate this to the community using all available channels

We need to be clear we cannot be all things to all people

Look at how we can get residents doing more for themselves and letting others in the community know about it – a more bottom up approach

Small steps and small projects which all add up to make a big difference.

To establish a suitable communications strategy

We want people to be proud of Hamble

### **Future actions**

Discussion and considerations of how we may accept the possible transference of local assets and services from Eastleigh Borough Council and Hampshire County Council.

To invite the personnel committee to identify the resources needed for the emerging vision, ensuring we have the right staff and skills in place. Where there are not, to consider procuring external support as a particular strategy.

To re-distribute some of the Clerk's current work.

To ensure we have competent specialists.

**In summary** - How do we get to where we want to be. We now have an emerging vision and need to develop the route map of how to get there

Brian Collyer of Grahame Robb Associates Ltd.

4<sup>th</sup> December 2020

## **Item 7 – Clerks Report**

### **Key issues**

Work in the office continues to be hampered by staff absences. Some aspects of work have been scaled back and the temporary member of staff has continued with us, providing an additional ten hours of work each week, dealing mainly with customer queries.

A key area of work where the office is struggling with is the financial processes and checks. Work is focusing on producing a budget for next year as well as the normal monthly activities. Given this, Rialtas Business Solutions have been approached to provide consultancy support for one day a month for the next six months, to support the Clerk in ensuring the councils finances are appropriately managed. The daily charge is £395.00. The total cost will be £1975.00. There is budget available in the accountancy budget (101 4115) to cover the cost, leaving £1465 for the end of year work that they will also carry out.

### **Christmas Closures**

The Office will shut on 22<sup>nd</sup> December 2020 and reopen on 4<sup>th</sup> January 2020. This reflects the relaxation of the national Covid 19 regulations which will allow staff to travel and see family members during the five day window. Arrangements will be in place to cover emergencies.

### **Christmas Hampers**

In the absence of a staff Christmas Meal, hampers have been ordered and will be delivered to all staff including the temporary member of the team) before Christmas. The cost of the Hampers is £312.00. This compares to last years budget of £400.00 for the Christmas meal.

## **Item 8**

### **Annual Governance and Audit Report**

#### **Recommendations:**

**To receive the completed Annual Governance and Audit Report for 2019/20, to note that the appropriate notices have been served and to note the timetable for next year.**

**To note the comments regarding other matters and the email submission explaining the difference.**

Following two internal audits each year the council submits its accounts to a government appointed auditor. The timing for the Audit this year has been extended to take account of Covid 19 and the disruption that it has caused.

Our accounts were submitted to Council in June for formal sign off and following publication of the accounts for inspection they were submitted in July.

Attached is the final report of the auditor who has made no exceptions on this year's accounts. They have raised a query about a change in a figure after the accounts were submitted – although information explaining this was submitted and is attached below along with the relevant journal.

Notices to publicise the completion of the accounts has been posted on line and on our website. This effectively closes the process for the year.

## **Item 9 - Financial**

### **Recommendations:**

**To approve the payment list for December 2020 – attached in appendix**

**To approve the bank reconciliations – current and reserve accounts for November 2020**

**To note the delegated decisions for the previous month**

### **Delegated decisions**

In the last month the following decisions have been taken by the Clerk in consultation with the Chair of the relevant Committee or Chair of Council

1. New Hedge Cutter – an additional petrol cutter has been purchased as the battery powered cutters are not powerful enough to undertake all annual pruning. The new cutters cost £550.00 and were purchased using the Clerks delegation
2. Angle grinder – new purchase to enable repairs to the playground following the annual safety inspection. The cost of the tool was £120.00
3. CCTV repairs – the Camera at the Foreshore stopped working. Repairs costs £850.00 and were carried out following consultation with the Chair of the Asset Management Committee on the basis that it was essential work.
4. Legionella checks – the annual checks have been commissioned. We have not tested the market for this service but will do next year which will complete 3 years of work with the same contractor. They were the cheapest when we appointed them last year. They have plans and knowledge of the buildings which will reduce staff support. The works are essential and cost £620.00.
5. Christmas Hampers – seven hampers have been ordered following consultation with the Chair of Personnel and Council at a cost of £312.00.
6. Rialtas Business Solutions have been appointed to undertake end of month work at a cost of £395.00