

HAMBLE-LE-RICE PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON
MONDAY 27th MARCH 2017 AT THE ROY UNDERDOWN PAVILION,
COLLEGE PLAYING FIELDS, BARON ROAD, HAMBLE-LE-RICE AT 7.00 PM**

Present

Cllr S Hand – Chairman
Cllr S Cohen – Vice Chairman
Cllr P Beach
Cllr M Cross
Cllr I James
Cllr S Schofield
Cllr I Underdown
Cllr G Woodall

In Attendance

Mrs A Jobling – Clerk to the Council
Mrs J Panakis – Minutes Secretary
3 Members of the Public

To Receive Apologies for Absence

122/32/17 Apologies had been received from Cllr T Hughes, Cllr D Phillips, Cllr C Palmer, Cllr D Rolfe and Mrs J Symes, Assistant Clerk to the Council.

Declaration of Interest

123/32/17 Cllr Underdown declared dispensations relating to the Foreshore and Dinghy Park, the River Hamble and Chairman of the Hamble History Society. Cllr Cross declared an interest in planning. Cllr Hand declared dispensations relating to the Foreshore and Dinghy Park and membership of the Royal Southern Yacht Club. Cllr Beach declared a dispensation regarding the Foreshore and Dinghy Park. Cllr Cohen declared a dispensation relating to membership of the Royal Southern Yacht Club. Cllr James declared a dispensation relating to membership of the Royal Southern Yacht Club. Cllr Woodall declared a dispensation relating to membership of the Royal Southern Yacht Club.

To Accept the Minutes of the Council Meeting held on 13th March 2017

124/32/17 An amendment was agreed to Item 105/31/17, beginning of paragraph 2, the word 'Some' to be added to the beginning of the sentence. Cllr Underdown then proposed, Cllr Cross seconded, all agreed and IT WAS RESOLVED to accept the minutes of the Council meeting held on 13th February 2017. The Minutes would be altered accordingly and the Chairman would visit the office sign them the next day.

Public Session

125/32/17 Mr John Coke, resident of Satchell Lane, spoke to the Council regarding his concerns about the Sycamore trees which back on to the properties at Nos 73, 75, 77 and 79 Satchell Lane. These trees block light coming into all these properties and requests have been made to the Council in the past to manage these trees. The trees now overhang the properties and residents believe they are a safety hazard due to their proximity. Petitions have been

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made to the Council in the past, and the Council previously agreed, that young indigenous trees could be planted there on the basis that they would grow and eventually replace the Sycamores. On this basis Mr Coke was asking that the Sycamores be removed. This would also save the Council money in managing the growth of these trees over the next 10-15 years.

Cllr Hand thanked Mr Coke for his presentation.

Community and Partnership

Request to Fell Trees at Rear of Satchell Lane

126/32/17 Mrs Jobling informed the Council that an expert's report on the condition of the Sycamore trees located at the end of College Playing Fields had been obtained that day and shared with the residents. The report states that there is no damage or danger presented by the trees, although it does acknowledge that they are not trees of 'particular merit'. Mrs Jobling drew attention to the relevant aspects of Hamble Parish Council's Tree Policy in particular that the policy only recommended removal when trees were diseased, damaged or dangerous. None of the trees in question met this categorisation. If the Council made decisions which were not in line with their current policy, this would set a precedent in other similar situations which could prove costly. Cllr Cohen observed that there seemed to have existed some agreement by the Council in the past regarding the replacement of these trees and thus thought that any decision would not necessarily create a precedent. Cllr Hand felt that it would be better to promote native trees and that, as the Council had taken a view in the past, it should not be changed now. Mrs Jobling said that in any event there would have to be an application made to fell the trees to the Tree Preservation Officer. In addition, if permission was granted to remove the trees, extensive work would be required to de root them to avoid regrowth.

Cllr Woodall proposed, Cllr Schofield seconded, Cllr Cross abstained, Cllr Underdown objected, the majority agreed and IT WAS RESOLVED that the Clerk worked with the authorities and residents regarding the application to fell the trees. The full costs of all the work involved was to be met by the residents.

CLERK

2 members of the public left at 7.35 pm.

Discretionary Charges for Pavilion Hire

127/32/17 Mrs Jobling asked the Council to consider a policy of charges in respect of hire of the room at Roy Underdown Pavilion for charities. She had been approached recently regarding an event being run at the Pavilion on 31st March, asking if the room hire cost could be discounted for them as they were a charity. There was discussion regarding the need to recoup the basic running costs of a hire, in terms of electricity, water etc.

Cllr Hand proposed, Cllr Schofield seconded, all agreed and IT WAS RESOLVED that on this particular occasion only, the charge for Charity using the Roy Underdown Pavilion on 31st March could be reduced to £15. The Clerk was requested to prepare a formal policy on charges for charities, community groups and for groups starting up for the Council to consider.

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Festive Lights Seminar

128/32/17 Cllr James and Cllr Phillips had attended this seminar on behalf of the Council: the presentation handout would be circulated to all members in due course. There was an information document available (PL10) which could be purchased at a cost of £70, however, the course organiser was hoping to negotiate a bulk purchase for £40 per copy. Possession of this document was strongly recommended to ensure that future festive lights complied with current legislation. The salient points from the seminar included regulations about the position of the tree; lights and suitable power supply; where lights could be put up (for example, some street furniture was not permitted to be used) and weekly inspections by a competent person. The closing date for the license request is 1st September each year and a further meeting of the Festive Lights Working Party would be needed to begin this process.

Parish Council Assets

Asset Renewal – Mount Pleasant and the Roy Underdown Pavilion

129/32/17 Mrs Jobling reported that there had been an electrical survey completed of both buildings and as a result one of the changing rooms at Mount Pleasant had to be closed as a matter of urgency. The report also identified work required in the Committee Room in the Roy Underdown Pavilion which is low cost and thus the necessary work has been ordered. Other measures have been identified at the Pavilion to make it more cost effective, for example the installation of small, independent hot water heaters which will prevent having to use the main tanks (they will then only be used at weekends when the showers are used). Also PIR monitors for the urinals to reduce water consumption. A more comprehensive survey is required looking at structure, electrics and engineering plant in both locations before work identified by the electrical survey should be implemented. The work at Mount Pleasant is urgent. Mrs Jobling said that she had yet to contact the Parish Council's insurance company regarding the results of the survey.

CLERK

Football Update

130/32/17 Mrs Jobling reported that the Tyro League had confirmed that they wished to use the College Playing Fields and that she would be liaising with them over the summer months to ensure the pitches are ready for them in September. The Council had also been approached by Chamberlayne Athletic who were interested in College Playing Fields initially, but as the Tyro League had confirmed their intention to use them, Mount Pleasant was suggested. They have youth teams, adult teams and a women's team. This organisation has about 15-20% local people participating with the remainder coming from the wider local area. Due to the requirements of the league they play in, there would have to be some improvements made including a hard core/tarmac path between the pavilion and the pitch, and also the erection of some railings. They have suggested that if the Parish Council were prepared to sign a 20 year lease, they would contribute financially to the improvements. However, this will mean that when they are using it for games, they will take up all of the land, but they have said that when there are no matches scheduled, they would be happy that it be used by other clubs or for general community use. This will take away land from walkers and the Catholic Church also has an interest in a part of that land there. The Council requested that Mrs Jobling investigated the situation further and reported back.

CLERK

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Finance

131/32/17 Hosted E-Mail Accounts: Mrs Jobling presented a detailed report to the Council on the need for these accounts. At present the office computers and the new laptop cannot be synced consequently this negated the improvement gained by purchasing the laptop to facilitate off site working. She recommended that the Parish Council's e-mail accounts be moved onto a Business Class Exchange Mailbox which would synchronise mail, contacts and calendars between devices, including mobile phones. The additional costs of this would be £24 pcm on top of the existing monthly charge of £181.99, bringing the total additional cost to £2471 (including VAT) per year.

Cllr Hand proposed, Cllr Woodall seconded, all agreed and IT WAS RESOLVED that the Council would move to Hosted E-Mail Accounts with the 4 accounts listed in the report. **CLERK**

132/32/17 To Approve the Bank and Petty Cash Reconciliations for January 2017: Cllr Hand, as Chairman, was asked to attend the office the following day to sign off the Bank Reconciliation statement. The Petty Cash Reconciliation statement has been signed off by Cllr Schofield. This was noted by the Council.

133/32/17 Salary Journal: this has been authorised by Cllr Hand.

134/32/17 Income and Expenditure Statements: Purchase Ledger Aged Accounts Balances – two items have been annotated. The amount due to Cannon showing in January 2017 has been paid and the £180 for EBC showing under November 2016 is an input error which will be corrected. Sales Ledger Aged Account Balances shows a number of outstanding amounts owed to the Council. With regard to football teams, they are invoiced for 10 or more matches in advance and pay monthly on account. The amount owed by the Hamble/Warsash Ferry has now been received. The amount owed by the Hamble History Society requires further investigation. All outstanding income is regularly investigated by the staff.

135/32/17 Orders for Payment: there is now a slight change to the way cheques are dealt with. The list is submitted to the Council meeting for approval, together with all supporting invoices. Subsequent to the meeting, two Councillors will be asked to volunteer to attend the office to sign the cheques: Cllrs Underdown and Schofield agreed to attend and sign cheques presently requiring authorisation. Details of the payments are included at the end of the minutes.

136/32/17 Financial Risk Assessment: Mrs Jobling reported that she had reviewed this document and that it had not changed very much since last year: the Council needed to approve it in order to achieve statutory deadlines. Cllr Schofield highlighted the fact that, as the precept money will be received shortly, the Parish Council had agreed to move some of this into a separate bank account in order to safeguard, consequently this needed to be done as soon as possible. Cllr Hand proposed, Cllr Cohen seconded, all agreed and IT WAS RESOLVED that the Financial Risk Assessment be adopted. **CLERK**

137/32/17 Financial Regulations: Mrs Jobling said that the Council needed to consider how it managed electronic banking. There was a query as to whether one or two Councillors were required to authorise payments on line and Mrs Jobling agreed to check this with the bank. The payments would be agreed in the Parish Council meeting and Mrs Jobling would initially enter the payments onto the system. Cllr Underdown proposed, Cllr Hand seconded, all agreed and IT WAS RESOLVED that the Financial Regulations, with the amendment of 2 Councillors to authorise payments, be adopted. **CLERK**

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138/32/17 It was noted that the office would close on 6th April to facilitate processing of the end of year accounts, and also on the 11th May for the end of year Audit. **CLERK**

Coronation Parade Improvements

226/52/16 No further information was available

Hamble Lifeboat Toilets

52/21/15 This would be discussed under exempt business.

CPF Storage Building Construction Project

477/111/16 The building was still not ready to be signed off as it still suffered water ingress. Final payment would be withheld until it was assured this problem had been fixed. **CLERK**

Foreshore Waste Bins

360/91/16 A verbal complaint had been made by a resident regarding the removal of the bins to the effect that this particularly disadvantaged the sailing community as they no longer would have anywhere to dispose of their rubbish. The complainant had been advised to write to the Clerk or attend a Parish Council meeting to make representation to the Council.

To Authorise the Clerk to Deal with Correspondence relating to Council Matters, including

From Eastleigh Borough Council

139/32/17 Correspondence regarding glass recycling bins: these had been installed on 24th March.

From Hampshire County Council

140/32/17 No Correspondence had been received.

Other Correspondence

141/32/17 From Hamble Memorial Hall: letter received concerning the rent for the Parish Office which was being increased from £4,000 pa to £4,300 pa to be paid quarterly in advance. This reflected increases in electricity. This was noted.

Exempt Business

142/32/17 Cllr Hand proposed, Cllr Underdown seconded, and all agreed and IT WAS RESOLVED that in view of the confidential nature of the business to be discussed the public and press be excluded.

The matters to be discussed were as follows:

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Hamble Lifeboat

The meeting closed at 8.30 pm.

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