



## Hamble-le- Rice Parish Council

Memorial Hall, High Street, Hamble-le-Rice, Southampton SO31 4JE  
02380453422      [clerk@hamblepc.org.uk](mailto:clerk@hamblepc.org.uk)      02380453422

**A meeting of the Parish Council will be held on Monday 12<sup>th</sup> June 2017  
7.00pm at Roy Underdown Pavilion, Baron Road, Hamble-le-Rice**

### AGENDA

1. Apologies for absence
2. Declaration of interest and approved dispensations
3. To approve minutes of the Full Council Meeting 22nd May 2017
4. Public Session:

#### **Community and Partnership**

5. Relocation of GE sports facilities – presentation
6. Community consultation - verbal update

#### **Planning**

F/17/80469	26 Cirrus Gardens, Hamble-Le-Rice, Southampton, SO31 4RH Two storey side extension
C/17/80613	Demolition of existing single storey commercial premises and replacement with two-storey mixed use building comprising of ground floor community facility and 2No self-contained flats on first floor St. Andrews Buildings, High Street, Hamble, SO31 4JE

#### **Parish Council Assets**

7. Dingy Park breach – paper attached

## **Finance and Governance**

8. Covering report for the end of year return comprising (report attached)
  - A. Internal audit recommendations and action plan (paper attached)
  - B. Annual Governance Statement (form attached)
  - C. End of year return (form attached)
9. Quarterly financial report including:
  - ) Orders for payment
  - ) Reconciliation
  - ) Bank statements
  - ) Budget monitoring
10. Managing Council business (report attached)

### **Update reports on:**

11. Forward Plan (paper attached)
12. Coronation Parade Improvements - 26/52/16
13. Hamble Lifeboat - 52/2/15 (verbal update)
14. CPF Storage Building Project - 477/111/16 (verbal update)
15. Correspondence relating to Council matters including:-
  - a) From Eastleigh Borough Council – Planning Inquiry – Persimmon Homes 1 Mallards Road Bursledon, Southampton.
  - b) From Hampshire County Council.-
  - c) Other correspondence – Anne Freeman – Hamble River Raid and Maria Zacarro – Southern Daily Echo

**Exempt Business** - To propose and pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for the discussion of the following matters where publicity might be prejudicial to the special nature of the business.

Amanda Jobling  
Clerk to the Parish Council

Date 7<sup>th</sup> June 2017

**HAMBLE-LE-RICE PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY, 22nd MAY AT THE ROY UNDERDOWN PAVILION COLLEGE PLAYING FIELDS, BARON ROAD, HAMBLE-LE-RICE AT 7.00 PM**

**PRESENT**

Cllr S Cohen – Chairman  
Cllr M Cross  
Cllr S Hand  
Cllr T Hughes  
Cllr I James  
Cllr C Palmer  
Cllr D Phillips  
Cllr S Schofield  
Cllr I Underdown

**In Attendance**

Mrs A Jobling – Clerk to the Council  
Mrs J Panakis – Minutes Secretary  
Cllr K House – Eastleigh Borough Council  
11 Members of the Public

**To Receive Apologies for Absence**

**210/52/17** Apologies for absence were received from Cllr P Beach, Cllr D Rolfe, Cllr G Woodall and Jeanette Symes

**Declaration of Interest**

**211/52/17** Cllr Cohen declared a dispensation relating to membership of the Royal Southern Yacht Club. Cllr Cross declared an interest in planning. Cllr Underdown declared dispensations relating to the Foreshore and Dinghy Park and the River Hamble. Cllr James declared a dispensation relating to membership of the Royal Southern Yacht Club. Cllr Hand declared dispensations relating to the Foreshore and Dinghy Park and membership of the Royal Southern Yacht Club

**To accept the Minutes of the Council Meeting held on 8th May 2017**

**212/52/17** Cllr Schofield stated that the minutes in relation to the customer complaints policy was inaccurate as further work was needed on them due to the code of conduct changes. It was agreed they would be amended.

Chairman's Signature: ..... Date: .....

Cllr Schofield proposed, Cllr Cohen seconded, all agreed, and IT WAS RESOLVED that the Minutes of the Council Meeting held on 8<sup>th</sup> May, with the amendments cited, be accepted as a true record.

### **Public Session**

**213/52/17** Cllr Cohen proposed, Cllr Philips seconded and all agreed and IT WAS RESOLVED that the public session would be extended at the meeting to 30 minutes to allow all members of the public to speak.

Cllr K House spoke to the meeting about the proposed development of up to 70 dwellings along Satchell Lane and the Councils revised 5 year housing land supply and how the application related to the local plan policies.

*Cllr House left the meeting at 7.15 pm*

Five members of the public spoke to Item 5 on the agenda, concerning the Planning Application O/17/80319 regarding the land at Satchell Lane. The concerns cited included:

- ) Considerable increase of traffic at the Satchell Lane/Hamble Lane Junction.
- ) Traffic data used in the application was not representative of the real situation. The Parish Council was asked to look at collecting appropriate data on traffic flow and include the neighbouring parishes of Bursledon and Hound in the exercise.
- ) Safety concerns - access to the site in on a blind bend, close to the entrance and exit to Mercury Marina. In addition, Satchell Lane is unlit with no pavement: it is regularly used by children going to and from school...
- ) That the proposed development was well outside the village itself, and therefore those living there had no close access to public transport and would be forced to use private cars.

Cllr Cohen thanked the public for their comments: the Council would investigate the data already available on traffic flows and consider the request to collect up to date and relevant traffic data.

### **Planning and Development Control**

**214/52/17** *O/17/80319 Outline application: development of up to 70 dwellings with associated access, public open space, landscaping and amenity areas (all matters reserved except for access) Satchell Lane, Hamble Le Rice, Southampton.*

Cllr Phillips read out the full report of the Task and Finish Group which had been set up to look at this application. All Councillors were given the opportunity to express their views on the application and reflected many of the concerns already mentioned with a strong emphasis on the fact that the application was contrary to countryside policy.

Cllr Hand proposed, Cllr Phillips seconded, Cllr Cross abstained, the majority agreed, and IT WAS RESOLVED that the Parish Council opposed the planning application. The Clerk's response would reflect the opinions expressed in the meeting.

**CLERK**

Chairman's Signature: ..... Date: .....

**215/52/17** F/17/80344 *Single storey side and rear extensions at 55 Astral Gardens, Hamble-Le-Rice, Southampton SO31 4RQ.*

Cllr Underdown proposed, Cllr Hughes seconded, Cllr Cross abstained, the majority agreed, and IT WAS RESOLVED that the decision be left to the officers. **CLERK**

**216/52/17** F/17/80383 *Two storey and single storey rear extensions at 16 Beech Gardens, Hamble-Le-Rice, Southampton SO31 4LF.*

Cllr Underdown proposed, Cllr Hughes seconded, Cllr Cross abstained, the majority agreed, and IT WAS RESOLVED that the decision be left to the officers. **CLERK**

### **Parish Council Assets**

**217/52/17** Tyro League Goal Post Acquisition and Grant Process – a paper had been submitted by the Clerk giving full details of this.

Cllr Underdown proposed, Cllr Hughes seconded, the majority agreed, and IT WAS RESOLVED that the Council would purchase 2 sets of goals from Mark Harrod at a cost of £1,656 inclusive. **CLERK**

**218/52/17** Dinghy Park Contravention. A full report on this situation was circulated with the meeting papers.

Cllr Cohen proposed, Cllr Hughes seconded, the majority agreed, and IT WAS RESOLVED that (1) the dinghy owner would be requested to remove their boat from the Dinghy Park, (2) the Parish Council would not consider any application for a space in the Dinghy Park from the dinghy owner until the new renewal period in 2018, and (3) that until the outstanding debt to the Parish Council of £250 was paid, the dinghy owner would not be able to apply for a space in the future. **CLERK**

**219/52/17** Grass Cutting – Additional Contract. A full report had been circulated with the meeting papers.

Cllr Hughes proposed, Cllr Cohen seconded, the majority agreed, and IT WAS RESOLVED that the member of the ground staff would be asked to do the additional grass cutting for the cricket pitch and paid overtime for the extra work this involved. **CLERK**

**220/52/17** Roy Underdown Pavilion Hire Agreement. This document had previously been considered by the Parish Council as a draft: changes had been requested and these had been actioned. The final Roy Underdown Pavilion Hire Agreement was noted. **CLERK**

**221/52/17** EE Phone Mast. A full report had been circulated with the meeting papers. The Clerk identified that the Financial Regulations had not been followed as a valuation had not been completed. This should be done in the future but it was agreed that the value of boosting mobile

Chairman's Signature: ..... Date: .....

reception in the village was sufficiently important to proceed on the terms already agreed although the Clerk would request a further uplift in the agreement to £5,500 reflecting the payment provided recently in other areas.

Cllr Cohen proposed, Cllr Schofield seconded, the majority agreed, and IT WAS RESOLVED that the Council approved in principal the erection of the mast as set out in the Heads of Terms, to do so on the grounds that the mobile signal was sufficiently important to necessitate a departure from the financial regulations and Surrey Hills Solicitors would be appointed to do this work.

**CLERK**

### Finance

**222/52/17** Insurance Renewal. The Clerk had prepared a paper with the costs of insurance renewal for the Parish Council from 3 separate insurers: this was discussed.

Cllr Cohen proposed, Cllr Underdown seconded, all agreed, and IT WAS RESOLVED that the Parish Council would renew its insurance with Zurich Municipal. **CLERK**

**223/52/17** End of Year Audit. The Clerk drew the Council's attention to the detailed comments of the Auditor.

Cllr Schofield proposed, Cllr Underdown seconded, all agreed, and IT WAS RESOLVED that the report from the Auditor on the End of Year Audit be accepted. **CLERK**

### Update Reports

**224/52/16** Coronation Parade: The Clerk reported that trial pits would be commenced shortly. At present there was no date for the work to be started.

**52/21/15** Hamble Lifeboat: The Clerk reported that she had not been able to sign the leases despite efforts too. The Council's solicitors had been instructed to prepare the leases and a side agreement was awaited from Hamble Lifeboat solicitors. The Council agreed that more temporary toilets should be for the Bank Holiday weekend if agreement could not be secured.

**CLERK**

**477/111/16** CPF Storage Building Project. The Clerk reported that the recent heavy rainfall had not revealed any leaks in the building. The building could now be handed over. **CLERK**

**225/52/17** There was no correspondence for the Council to consider.

### Exempt Business

**226/52/17** Cllr Cohen 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.

Chairman's Signature: ..... Date: .....

The matters to be discussed were as follows:

Acceptance of the Exempt Minutes of 8<sup>th</sup> May

Parish Council Office Accommodation and Hamble Village Memorial Hall

**The Meeting Closed at 8.34 pm**

Chairman's Signature: .....

Date: .....

6<sup>th</sup> June 2017

# Hamble Parish Council – Dinghy Park Contravention

## DECISION: TO AGREE TO ESCALATION OF ENFORCEMENT PROCEDURE

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### BACKGROUND

- 1 On 22<sup>nd</sup> May 2017 the Council considered this case where a boat had been left in the Dinghy Park without a valid permit. The council decided to offer the owner the opportunity to pay the fine and remove the boat from the Dinghy Park.
- 2 An email and a letter were sent to the owner, copy attached, detailing the Council's decision. An automated receipt was requested for the email and this is also attached.
- 3 There has been no response at all from the owner.

### Next Steps

1. The Council is asked to approve escalation of the enforcement procedure:
2. A recorded delivery letter to be sent to the home address advising the disposal process will be invoked as well as an email attaching a copy of the letter.
3. A disposal notice to be displayed on the boat and details posted on notice boards

### Dinghy Park Contravention – timeline of interactions

Date	
29.12.2016	Test email to advise application forms would be sent by email
30.12.2016	Application form, T & Cs and plan
27.01.2017	Reminder sent
08.02.2017	Specific reminder to user
22.02.2017	Left message on owners phone
12.04.2017	Advised boat moved to sin bin, £50 per week storage fee and Copy of T & C's sent
	Received a phone call from user – very bad line great difficulty hearing him.
28.04.2017	Received a completed Application form and cheque for

	£144 in post.
Undated (Start of May?)	Conversation with user to outline the outstanding debt and actions needed. User advised he was seeking legal advice
24.05.2017	Letter and email sent to owner following council meeting on 22 <sup>nd</sup> May 2017.

Appendices

Letter sent to owner

Email read receipt

Excerpt from Dinghy Park Terms and Conditions.

### **Dinghy Park Terms and Conditions of Use, Hamble Foreshore**

#### Enforcement

4.1 The Council's authorised officers may inspect boats and trailers at any time to ensure that permit holders are complying with the conditions of use of the dinghy park.

4.2 If a permit holder is found to be in contravention of the conditions of use the following procedure will be enacted:-

(i) the permit holder will be contacted by the parish office, informed of the contravention and informed that if not rectified within 14 days enforcement action will be taken.

(ii) if the contravention is not rectified a fine of £50 will be levied. This is payable within 14 days and the contravention must be rectified.

(iii) if the contravention is still not rectified the boat will be removed from the dinghy park and a weekly supplementary storage fee of £25 per week or part of week will be levied in addition to the unpaid fine.

(iv) if the boat has not been claimed after 6 weeks in storage then arrangements will be made for its disposal.

4.2 If a boat is found to be placed in the dinghy park without prior authorisation from the Parish Council it will be removed and a weekly storage fee of £50 per week or part of a week will be levied.

If the boat has not been claimed after 6 weeks in storage then arrangements will be made for its disposal.

4.3 A person who places an unauthorised boat in the dinghy park or obtains a permit by misrepresentation will not be considered for a permit for 5 years from the date of the unauthorised use of the dinghy park being identified.

12<sup>th</sup> June 2017

# Hamble Parish Council – Annual review of accounts

## TO NOTE THE PROCESS FOR COMPLETING THE ANNUAL RETURN AND THE GOVERNANCE STATEMENT

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### INTRODUCTION

1. Government requires parish councils to undertake an end of year review of its governance and accounts and to publish these for public scrutiny. The work brings together the work carried out by Council on risk assessment, review of its financial regulations, consideration and actions on internal audit reports as well as its overview of budgeting, spending and financial controls.
2. The process is set out the attached papers which contain an introductory letter, a series of appendices including a timetable, checklist, exercise of public rights notice and summary of those rights, annual return for last year and this year's form.
3. You will note that last year the council did not submit its accounts for the year by the designated deadline nor could it evidence that it had completed a financial risk assessments. These are issues that we will need to be addressed as part of this year's return in Intermediate review questionnaire.
4. The auditor has needed to provide supplementary figures for the completion of the annual return as the accounts visit was prior to the issuing of annual statements by EBC for loans which meant that interest figures were not showing in last year's accounts.
5. To address papers in the pack marked 8C 1 show the accountants original statement of accounts that should be signed but need to be replaced by 8C2 and 3 which are the auditors replacement figures. The variations relate only to figures in row 7 & 8. These revised figures will be recorded on the form for the return. Next year we will seek a close down visit later in March to ensure this process is no repeated.
6. Following completion of the return the Council must advertise the fact that our accounts are available for inspection. This period commences in the 27<sup>th</sup> June and ends on the 7<sup>th</sup> August. During that period our accounts will be available for parishioners to inspect. This right to inspect means that all documentation

relating to financial decision taken in the year are available. The council doesn't not however need to select or sort papers to support enquiries or to assist in them. Any requests to inspect will be included in the Clerks update reports.

7. Lastly our accounts and return have to be with the external auditor by the 24<sup>th</sup> July 2017.

## **CONTENT**

8. Although Council will have gone through the same process last year, this is the first full year of operation for the majority of members on the Council and is an opportunity to reflect on key aspects of its governance and operation. In house training has been provided and for those unable to attend further workshops will be identified and Members requested to attend. It is important that all members can demonstrate that they understand the governance arrangements and have undertaken up to date training to equip them in the role.
9. In preparation for the end of year return the council has retained support from RBS our accounts system provider as well as undergoing an end of year internal audit. The latter produced a series of recommendations which were made available to Council at its meeting on the 22<sup>nd</sup> May 2017. The action plan associated with this is now completed and included on the agenda.
10. In addition to that the Council will need to consider and approve section 1 and section 2 of the annual review. These need to be approved separately hence the two separate agenda items.
11. Section 1 relates largely to the systems of control that have been developed and followed during the year. These have changed with the move to on line banking and will need to be tested later in the year.
12. Section 2 details the financial summary at the 31<sup>st</sup> March 2017.
13. Submission of the return will be made as shortly after the meeting as possible.

## Appendices

Letter from BDO to Mr B Gibbs dated 24<sup>th</sup> March 2017 pages 1-5

Items marked with a \* are disputed invoices.

Date	Invoice	Supplier	Account	Net Value	VAT	Invoice Total	Balance
13/02/17	DD154208	SWATER <i>DISPUTED</i>	S02	204.59	0.00	204.59	204.59
13/02/17	DD154372	SWATER <i>DISPUTED</i>	S02	97.86	0.00	97.86	97.86
17/02/17	DD4367	BTBUS <i>DISPUTED.</i>	B01	129.17	25.84	155.01	155.01
22/02/17	DD22274016	OPUS <i>QUERIED</i>	O010	242.69	48.54	291.23	291.23
27/02/17	DD61797621	OPUS <i>DO NOT COLLECTED</i>	O010	61.86	12.37	74.23	74.23
01/03/17	DD7987275	ALLSTAR <i>DO NOT COLLECTED</i>	A05	71.17	14.23	85.40	85.40
08/03/17	DD296849	SGW <i>DUPLICATE</i>	S05	37.70	7.54	45.24	45.24
15/03/17	DD70110313879	SWATER	S02	204.59	0.00	204.59	204.59
17/03/17	DDMO44AS	BTBUS <i>DO NOT COLLECTED</i>	B01	133.53	26.71	160.24	160.24
20/03/17	DD956211196	BGAS <i>DO NOT COLLECTED</i>	B04	95.13	4.76	99.89	99.89
01/04/17	58883	ACE LIFTAWAY <i>PAID RT</i>	A20	473.86	94.77	568.63	568.63
13/04/17	2713873/2	BUSINESS STREAM <i>PAID DD</i>	BS02	48.09	0.00	48.09	48.09
<del>15/04/17</del>	<del>126539</del>	<del>CARRERA</del>	<del>C010</del>	<del>173.32</del>	<del>34.66</del>	<del>207.98</del>	<del>207.98</del>
24/04/17	DD22408270	CARRERA ①	C010	122.24	6.11	128.35	128.35
<del>25/04/17</del>	<del>791473988</del>	<del>TRADE UK (B&amp;Q)</del>	<del>T02</del>	<del>13.33</del>	<del>2.67</del>	<del>16.00</del>	<del>16.00</del>
<del>27/04/17</del>	<del>401880004</del>	<del>CANON</del>	<del>C07</del>	<del>179.44</del>	<del>35.89</del>	<del>215.33</del>	<del>215.33</del>
28/04/17	60250	HEDLEYS	H03	299.00	59.80	358.80	358.80
28/04/17	1704/011	DESIGN & PRINT	D04	1,592.00	0.00	1,592.00	1,592.00
30/04/17	DD10807780	SHB	S012	325.03	65.01	390.04	390.04
30/04/17	59287	ACE LIFTAWAY	A20	563.57	112.71	676.28	676.28
01/05/17	2010/953	EBC	E02	70.00	0.00	70.00	70.00
<del>01/05/17</del>	<del>SM17671</del>	<del>RBS</del>	<del>RO20</del>	<del>630.00</del>	<del>126.00</del>	<del>756.00</del>	<del>756.00</del>
04/05/17	1352147525	TMOBILE	T06	32.66	6.53	39.19	39.19
05/05/17	DD154372A	SWATER	S02	-97.86	0.00	-97.86	-97.86
05/05/17	DD70110313879A	SWATER ③	S02	-204.59	0.00	-204.59	-204.59
05/05/17	DD154208A	SWATER	S02	-204.59	0.00	-204.59	-204.59
<del>15/05/17</del>	<del>126867</del>	<del>CARRERA</del>	<del>C010</del>	<del>173.32</del>	<del>34.66</del>	<del>207.98</del>	<del>207.98</del>
15/05/17	126776	CARRERA	C010	12.00	2.40	14.40	14.40
15/05/17	126775	CARRERA	C010	20.00	4.00	24.00	24.00
15/05/17	121535	DO THE NUMBERS	D02	550.00	0.00	550.00	550.00
17/05/17	6884	WHITE	W02	5.93	1.18	7.11	7.11
17/05/17	DDMO46IN	BTBUS	B01	133.35	26.67	160.02	160.02
17/05/17	DD22477428	OPUS	O010	125.84	6.29	132.13	132.13
20/05/17	212054	COUNTY LOCKSMITH	C06	40.69	8.14	48.83	48.83
30/05/17	DD62297183	OPUS	O010	61.27	3.06	64.33	64.33
30/05/17	58041497	HCC	H04	54.70	10.94	65.64	65.64
31/05/17	2-17/18	JACKIE PANAKIS	J02	184.50	0.00	184.50	184.50
31/05/17	8145186	EMO	E08	215.25	10.76	226.01	226.01
31/05/17	1705/014	DESIGN & PRINT	D04	1,592.00	0.00	1,592.00	1,592.00
31/05/17	62	D&D DISTRIBUTORS	D01 ②	220.00	0.00	220.00	220.00
31/05/17	1025	CWENCH	CW01	75.00	0.00	75.00	75.00
31/05/17	59894	ACE LIFTAWAY	A20	15.00	3.00	18.00	18.00
31/05/17	2331403	EBC	E02	42.30	8.46	50.76	50.76
02/06/17	58041911	HCC	H04	51.58	10.32	61.90	61.90
				<b>8,866.52</b>	<b>814.02</b>	<b>9,680.54</b>	<b>9,680.54</b>

① Invoice not located.

② 31st May do should be a divided

③ Receipts. - reversal entries.

22nd May 2017

# Hamble Parish Council – Changes to the meeting format

## **DECISION: TO CONSIDER THE PROPOSALS FOR MANAGING COUNCIL BUSINESS**

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### **INTRODUCTION**

1. A number of changes have already been made to the agenda for Council meetings and the structure of committee meetings and working groups. This paper sets out a number of further changes for discussion.

### **CONTENT**

2. Discussions with the Chairman of Council has resulted in a change to the format of the agenda to group items and to improve the running order of meetings. A further meeting has taken place (see notes attached) that considered some further changes. They are best summarized as follows:  
The items that are currently included in

### **SPECIFIC ISSUES**

3. A forward plan or schedule of meetings will come to each Council for discussion and agreement. This will help to plan business and ensure that members are able to raise issues in a structured fashion.
4. Items currently included in “Update reports” including correspondence will be replaced with a clerk’s report. This will summarise information about projects, partnerships and other issues of interest. It will not include decisions. Items that need to be tracked can be included in the forward plan for specific review.
5. All decisions will be supported by a report with a recommendation. With clear background information minutes will be amended to record decisions that are taken and where they are not taken, the reason. They will no longer refer to individuals but rather refer to the collective decision making of the Council. This change has been advanced by the Auditor in her annual audit report.
6. Meetings will no longer start with the declaration. This has been custom and practice rather than a specific requirement.

7. A role profile is being developed to cover the scrutiny of financial aspects of the council. It will set out the day to day activities in supporting the office as well as the more detailed work around ensuring that the appropriate checks and balances are in place. It will also take a lead in reviewing financial aspects such as fees and charges and budget setting. Cllr Schofield has agreed to undertake the role and is looking for others to assist join her.
8. The use of minute numbers is being reviewed as they do not appear to help council in its business. Minute numbers are important in helping to track projects and issues but should be understood by everyone.
9. Other issues set out in the attached are generally of a presentational issue.
10. Items will come into effect from the next meeting although the forward plan is included in this agenda.

Appendices

Notes from the meeting held on the 23<sup>rd</sup> May 2017

## **Agenda management meeting 23 May 2017**

Present: Cllrs Cohen and Schofield, J Symes, J Panakis and A Jobling

Key issues included:

- ) how to manage the agenda for each meeting
- ) Production of papers
- ) Clarity/usability of the agenda
- ) Feedback from Eleanor Greene on minutes

It was agreed that a forward plan would be produced and updated at meetings(?). Members could add items as needed.

Issues for consideration to include: branding, community orchard, environmental strategy, planning

Opening statement – checked with the yellow book and there is no prescription around it. Therefore, should be able to stop it if Council agrees. Meeting 12<sup>th</sup> June?

Update the dispensation/interest on the website so only relevant dispensations are cited at the meeting.

Planning needs a separate heading on the agenda and will generally be the first item given public interest.

Parish Council Assets – ToR out for comment with Chair of committee + Chair and deputy of Council. Agreed some items were already in train so would carry on as transitional issues. Work plan needed. Use task and finish for short jobs with the use of Working Parties for the foreshore users group.

Financial specialism – to be developed with a few key members with Cllr Schofield taking on a more specific role for oversight of financial issues. Role profile to be developed.

Feedback reports would be needed from champions – meetings need to be referred to the office to keep in the loop.

Exempt business to be minimised and if at all possible minutes to be included in public minutes.

Cease use of the green agenda sheet – look for a different colour.

Use a header format on all reports to ease readability and also specify on the agenda whether there is a report, a verbal update etc.

Keep under review the use of technology to reduce the use of paper and develop drop boxes. Keep an eye on Hound (spoke to Clerk the other day – no progress in implementing – still at discussion stage).

Minutes to follow the auditor's advice. Reports will provide the background and can be referred too. Should use title not name and no need to record proposer and seconder. Just the agreed or not agreed action.



## HAMBLE-LE-RICE PARISH COUNCIL

### FORWARD PLAN FOR COUNCIL MEETINGS

Meeting date	Council, Committee, Working Group	Scheduled items for discussion
8 <sup>th</sup> MAY		ANNUAL PARISH COUNCIL meeting
22 <sup>nd</sup> MAY		COUNCIL meeting
12 JUNE	Council	Options for relocating sports clubs from GE Annual return Audit recommendations and action list Quarterly financial report including: <ul style="list-style-type: none"> <li>) Orders for payment</li> <li>) Reconciliation</li> <li>) Bank statements</li> <li>) Balance sheet</li> <li>) Budget monitoring</li> </ul> Tree removal at Satchell Lane (to be confirmed) Topics to go to Committees/Working Groups/Task and Finish (from Forward Plan)
26 JUNE	Council	Environmental strategy and actions – report and discussion Beach Hut café license application Feedback from LAC team meeting – Feedback report Hamble River Valley Forum AGM – Feedback report Taking forward our planning role - discussion Community consultation – update (verbal or clerks report) Mount Pleasant – agreeing a way forward.
10 JULY	Council	<b>Annual Sports Representatives Meeting 6.30pm</b>

		Quarterly review of HYPE Passenger transport forum – Feedback Report Feedback from HVMH trustees. Consultation up date Magazine review
24 JULY	Council	Council Brand – T&F? Festive Lights Project update – Barclays Bank and Coronation Parade
11 SEPTEMBER	Council	Mid-year budget monitoring Grant Applications Review of the Dinghy Park Terms and Conditions and fees
25 SEPTEMBER	Council	
9 OCTOBER	Council	<b>Annual Allotment Holders meeting 6.30pm</b> Budget priorities for 2018/9
23 OCTOBER	Council	
13 NOVEMBER	Council	<b>Annual Foreshore Users Meeting 6.30pm</b> Draft budget for 2018/19
27 NOVEMBER	Council	Review of projects HLB public facilities and the Storage Shed
11 DECEMBER	Council	Set Budget and precept for 2018/19
8 JANUARY	Council	
22 JANUARY	Council	
12 FEBRUARY	Council	
26 FEBRUARY	Council	
12 MARCH	Council	
26 MARCH	Council	
9 APRIL	Council	
18 APRIL	Council	ANNUAL PARISH MEETING
23 APRIL	Council	COUNCIL meeting
14 MAY	Council	ANNUAL COUNCIL meeting
28 MAY	Council	COUNCIL meeting

TBA	AMC/	Users Foreshore meeting
TBA	AMC/T&F	Renewal of street signage – priority. Design and format
TBA	AMC/T&F	Renewal of Street Furniture – developing common brand
TBA	AMC	Foreshore Pay and Display – card and mobile payments
TBA	BC	Review of the ashes internment area
TBA	BC	Closure process and implications at St Andrewes
TBA	PC	Hand book and Health and Safety update Pay policy

*AMC – Asset Management Committee*

*T&F – Task and Finish*

*BC – Burial Committee*

*PC – Personnel Committee*



## Hamble-le- Rice Parish Council

Memorial Hall, High Street, Hamble-le-Rice, Southampton SO31 4JE  
02380453422 [clerk@hamblepc.org.uk](mailto:clerk@hamblepc.org.uk) 02380453422

**A meeting of the Parish Council will be held on Monday 12<sup>th</sup> June 2017  
7.00pm at Roy Underdown Pavilion, Baron Road, Hamble-le-Rice**

### AGENDA

1. Apologies for absence
2. Declaration of interest and approved dispensations
3. To approve minutes of the Full Council Meeting 22nd May 2017
4. Public Session:

#### **Community and Partnership**

5. Relocation of GE sports facilities – presentation
6. Community consultation - verbal update

#### **Planning**

F/17/80469	26 Cirrus Gardens, Hamble-Le-Rice, Southampton, SO31 4RH Two storey side extension
C/17/80613	Demolition of existing single storey commercial premises and replacement with two-storey mixed use building comprising of ground floor community facility and 2No self-contained flats on first floor St. Andrews Buildings, High Street, Hamble, SO31 4JE

#### **Parish Council Assets**

7. Dingy Park breach – paper attached

## **Finance and Governance**

8. Covering report for the end of year return comprising (report attached)
  - A. Internal audit recommendations and action plan (paper attached)
  - B. Annual Governance Statement (form attached)
  - C. End of year return (form attached)
9. Quarterly financial report including:
  - ) Orders for payment
  - ) Reconciliation
  - ) Bank statements
  - ) Budget monitoring
10. Managing Council business (report attached)

### **Update reports on:**

11. Forward Plan (paper attached)
12. Coronation Parade Improvements - 26/52/16
13. Hamble Lifeboat - 52/2/15 (verbal update)
14. CPF Storage Building Project - 477/111/16 (verbal update)
15. Correspondence relating to Council matters including:-
  - a) From Eastleigh Borough Council – Planning Inquiry – Persimmon Homes 1 Mallards Road Bursledon, Southampton.
  - b) From Hampshire County Council.-
  - c) Other correspondence – Anne Freeman – Hamble River Raid and Maria Zacarro – Southern Daily Echo

**Exempt Business** - To propose and pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for the discussion of the following matters where publicity might be prejudicial to the special nature of the business.

Amanda Jobling  
Clerk to the Parish Council

Date 7<sup>th</sup> June 2017



Hamble-le-Rice Parish Council  
Hamble-le-Rice Parish Council Offices; Memorial Hall  
2 High Street  
Hamble-le-Rice  
SO31 4JE

Application F/17/80469  
Please ask for Yves Watt  
Direct dial 023 8068 8423  
Working hours Mon-Fri 9-5  
Email [yves.watt@eastleigh.gov.uk](mailto:yves.watt@eastleigh.gov.uk)

## PARISH COUNCIL CONSULTATION

**Town and Country Planning Act 1990 The Town and Country Planning  
(Development Management Procedure) (England) Order 2015**

**APPLICATION NUMBER: F/17/80469**  
**DESCRIPTION: Two storey side extension**  
**SITE ADDRESS: 26 CIRRUS GARDENS, HAMBLE-LE-RICE,  
SOUTHAMPTON, SO31 4RH**

**This application will be determined by Delegated Decision**

A planning application has been received in respect of the above site and we are notifying adjacent neighbours today.

The application form and plan(s) are available to view via the internet. To access this information follow this link  
<http://www.eastleigh.gov.uk/FastWEB/welcome.asp> add the application number and click on search and view current records.

We now need to receive all consultation responses by email as part of the electronic delivery of our services. Please indicate clearly your Council's consultation response by following the above link and using the 'Comment' button. Indicate clearly your Council's consultation response by Monday 26 June 2017.

Please note this proposal DOES NOT affect a right of way.



Hamble-le-Rice Parish  
Council Offices  
Memorial Hall  
2 High Street  
Hamble-le-Rice  
SO31 4JE

Application O/15/76491  
Please ask for Claire Campbell-Best  
Direct dial 023 8068 8117  
Working hours Mon/Tues/Thurs/Fri 9-5  
Email [claire.campbell-  
best@eastleigh.gov.uk](mailto:claire.campbell-best@eastleigh.gov.uk)

Friday 2 June 2017

Dear Sir/Madam

**Town and Country Planning Act 1990 The Town and Country Planning  
(Development Management Procedure) (England) Order 2015**

**Appeal by:** Persimmon Homes  
**Address of site to which  
the appeal relates:** 1 MALLARDS ROAD, BURSLEDON, SOUTHAMPTON,  
SO31 8EH  
**Application reference  
number:** O/15/76491  
**Proposed development:** Outline: Construction of up to 80 dwellings including  
public open space with access as only detailed matter  
for consideration following demolition of nos. 1 and 3  
Mallards Road.

I can now confirm the Public Inquiry will commence at 10:00 on Tuesday 20 June 2017 at The Hamble Social Club, Beaulieu Road, Hamble-le-Rice, Southampton, SO31 4JL. You may attend the Public Inquiry if you wish and at the discretion of the Inspector, take part in the discussion.

Please contact Claire Campbell-Best ([claire.campbell-best@eastleigh.gov.uk](mailto:claire.campbell-best@eastleigh.gov.uk) or 02380 688117) at the Council if you would like to participate in the public session or require information about facilities available at the venue for people with disabilities, e.g. parking space, access and seating arrangements etc.

Details of this appeal can be found via the **On Line Planning** service on our website at [www.eastleigh.gov.uk](http://www.eastleigh.gov.uk), using the search reference number O/15/76491. You can obtain a copy of one of the Planning Inspectorate's "Guide to Taking Part in Planning Appeals" booklets free of charge from us, via our Website the address of which is shown above, or from GOV.UK at [https://www.gov.uk/government/collections/taking-part-in-a-planning-listed-  
building-or-enforcement-appeal](https://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal). When made, the decision will be published online at <https://acp.planninginspectorate.gov.uk>

Copies of any representations sent to the Inspectorate will be forwarded by them to the appellant and the Council.

Yours faithfully

Hamble-le-Rice Parish Council  
Received

- 6 JUN 2017

**From:** Maria Zaccaro maria.zaccaro@dailyecho.co.uk  
**Subject:** Daily Echo  
**Date:** 1 June 2017 at 16:33  
**To:** Clerk - Hamble Parish Council clerk@hamblepc.org.uk



Good afternoon,

I am Maria, a reporter from the Southern Daily Echo.

I have seen that plans for Satchell Lane were going to be discussed during a meeting.

<http://www.hambleparishcouncil.gov.uk/Hamble-le-Rice-Parish-Council/Default.aspx>

I would like to know more about it.

-What are the plans for?

- What was decided during the meeting?

If you could give me a bit of background about the story it would be great.

I will be in the office until 10pm tonight so I am happy to give you a call at your convenience.

Many Thanks,

Maria

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**From:** ann freeman ann.freeman1@gmail.com   
**Subject:** Hamble River Raid 2017  
**Date:** 1 June 2017 at 20:15  
**To:** Clerk - Hamble Parish Council clerk@hamblepc.org.uk

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To the members Hamble Parish Council,

I am writing on behalf of the River Raid Committee to thank you very much for all your continued help and support for this annual event. We really appreciate it. The day went very well and is a great advert for Hamble River

We had more competitors than ever this year along with some new classes of craft., which added more fun and competition to the day.

This in turn led to the event being extremely successful this year ,raising over £4500.

Andy Cunningham is stepping down a part of the committee as of now , so at present I will be the initial point of contact for the River Raid Committee.

Date for the diary already !! Next Hamble River Raid is 19th May 2018!!

Again thank you for your support.

*Ann Freeman*

