

## HAMBLE-LE-RICE PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 25<sup>TH</sup> APRIL 2016 AT THE ROY UNDERDOWN PAVILION, COLLEGE PLAYING FIELDS, BARON ROAD, HAMBLE-LE-RICE AT 7.30 PM

#### **Present**

Cllr I Underdown – Chairman  
Cllr S Hand – Vice Chairman  
Cllr M Atkinson  
Cllr S Cohen  
Cllr M Cross  
Cllr M Davies  
Cllr S Hamel  
Cllr E Lear  
Cllr W Pepper  
Cllr M Venables

#### **In Attendance**

Brendan Gibbs – Clerk to the Council  
Jeanette Symes – Assistant Clerk to the Council  
Jacqueline Panakis – Minutes Secretary  
Phil Beach – Member of the Public  
Sally Schofield – Member of the Public  
Steve Emery - Member of the Public  
Nick Rose - Member of the Public

#### **To Receive Apologies for Absence**

161/24/16 Apologies had been received from Cllrs A and C Fish.

#### **Declaration of Interest**

162/24/16 Cllr Hamel declared an interest in planning matters and the Foreshore. Cllr Cohen declared an interest in the Royal Southern Yacht Club. Cllr Lear declared an interest in Planning. Cllr Hand declared an interest in the Dinghy Park and Foreshore. Cllr Underdown declared dispensations relating to the Foreshore and Dinghy Park. Cllr Pepper declared an interest in the Hamble Club Football Club.

#### **To Accept the Minutes of the Council Meeting held on 11<sup>th</sup> April 2016**

163/24/16 Cllr Hamel proposed, Cllr Davies seconded and all agreed and IT WAS RESOLVED that the minutes of the meeting held on 11<sup>th</sup> April 2016 was a correct record and was then signed by the Chairman.

#### **Public Session**

164/24/16 **Hamble Lifeboat Station** Mr Emery confirmed that the Trustees had received the recent letter from the Parish Council in which a number of concerns were highlighted, particularly that the building was not complete and thus there may be health and safety issues affecting Lifeboat Crew using the Station. As a final Building Control Certificate had been issued, the building was deemed to

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comply with the Building Regulations 2010 and therefore safe, although it was acknowledged that the building still required some remedial work.

Mr Emery said he also received an e-mail from the Parish Clerk requesting an interim project report; unfortunately the Trustees are unable to provide this as they were themselves still waiting for details of expenditure from Ab Initio. Invoices has been received for stage payments as set out in the contract, unfortunately, these did not contain any itemised evidence. The whole matter is now the subject of litigation between Hamble Lifeboat Trustees and Ab Initio and due to this situation the Trustees have stopped communicating with Ab Initio directly and all contact is via solicitors.

The Trustees now have the independent inspector's interim survey report, however, this is not complete due to the fact that the surveyor did not have the original design drawings for the build and the report is therefore based on the inspector's observations only. The Council enquired whether they could have a copy of the report and Mr Emery said he would consult with Trustees to see if they agree to the report being made available to the Parish Council. The Council pointed out that the original plans would have been submitted to Eastleigh Borough Council for planning consent. Mr Emery said that he had approached Eastleigh Borough Council, but it seemed that the only way to get a copy of the original plans was via Ab Initio, and this is part of the legal action being taken.

Mr Emery confirmed that the Building Completion Certificate had been issued. Eastleigh Borough Council officers confirmed that they had seen the copy, but said that they do not retain such documents. Unfortunately a copy has not been provided to the Trustees. The Council questioned how the Certificate had been issued, bearing in mind Hamble Lifeboat were not satisfied with that the building had been fully completed to specification. Mr Emery had spoken direct to HCD Building Control Ltd (who supplied the Building Control Approved Inspector) about the Certificate: they refuse to deal with the Trustees and said that the file is now closed and the decision cannot be changed.

The Council enquired as to the cost of the work still required to bring the Station up to specification. Mr Emery said that they had obtained a quote to complete the cladding, which is the biggest job still to be done and that would cost £4,500. This has been passed to Ab Initio by our Solicitors. The Trustees have not been able to obtain a quote for the completion of the grouting and metal frames because without the original plans it will difficult to know what the technical solution should be. Mr Emery confirmed that the Trustees had not yet paid the management fees, due to the problems with the building. Therefore, there is the option to divert funds to complete the building but legal advice would have to be sought if they wanted to take this course of action.

Hamble Lifeboat's solicitors have written to Ab Initio's solicitors giving deadlines for responses, but these have been exceeded: the Trustees are not sure what the next legal step is. The Trustees are considering getting the remedial work done and deducting the cost of this from the outstanding management fees the Trustees owe Ab Initio.

The Council commented that members of the public were aware that the Station was being used and they were being asked why the public toilets were not available for use. The reason for this is that there was still no water supply to them. Mr Beach enquired whether the only obstacle to opening the public toilets was lack of a water supply. The Council said that, beside the issue of the water supply, the toilets were not up to the required standard, and thus the Parish Council was not happy to officially take them over.

The Clerk reported that Southern Water had been contacted and their contractors would be sorting out the water supply problems. He was awaiting a quote to provide the pipe connection. There was a 3 week lead time before Southern Water would commence the work: it was anticipated that the work would be completed in approximately 6 weeks' time. Following discussion it was decided that the Leases Working Party would meet shortly to discuss the way forward, including a full assessment of the

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toilet's inadequacies, review the original instructions to Hamble Lifeboat and produce an up to date specification. The Clerk said that from 22<sup>nd</sup> April four temporary toilets would be hired until 6<sup>th</sup> June.

### **Planning and Development Control**

#### **To consider any Planning Applications**

**165/24/16** C/16/78177 *Conversion of garage to provide a one bedroom dwelling including 1 no. dormer window at front 6 Liberty Row, Meadow Lane, Hamble-Le-Rice, Southampton, SO31 4RR.*

Cllr Hand observed that this was a similar application changing a garage and a parking lot into a dwelling, which the Council had originally opposed. Cllr Hand proposed, and Cllr Cross seconded, a majority agreed and IT WAS RESOLVED that the Parish Council object on the same grounds cited when the application arose originally to be considered.

**166/24/16** X/13/73744 *Relief of conditions 6 & 8 of planning permission F/13/73744 to remove code for sustainable homes requirements. Astons, 131a Satchell Lane, Hamble-Le-Rice, Southampton, SO31 4HP.*

Cllr Hand proposed, and Cllr Lear seconded, a majority agreed and IT WAS RESOLVED to leave the decision with the Planning Officers.

**167/24/16** F/16/77914 *Erection of 2.4m high gates and perimeter fencing adjacent to Copse Lane. Dominion House, Copse Lane, Hamble-Le-Rice, Southampton, SO31 4QB*

Cllr Pepper proposed, and Cllr Hand seconded, a majority agreed and IT WAS RESOLVED to leave the decision with the Planning Officers.

#### **To receive any Planning Decisions and Matters at Appeal**

**168/24/16** The Clerk informed the Council that permission had been granted for the 2 storey extension to 4 Barton Drive and the Riverside Boatyard application was refused.

**169/24/16** Cllr Cohen apologies that she had not had sufficient time to prepare a report regarding the "Implementation of Planning Changes", however, she advised that this could be dealt with by the new Council and it was important that they kept abreast of any developments.

### **Hamble Lifeboat Station Construction Project**

**52/21/15** This item was brought forward on the agenda, owing to the considerable amount of finance that had to be dealt with, to allow members of the public (whose main interest was the Hamble Lifeboat Construction Project) to leave the meeting if they so wished. A paper had been drafted which collated all the member's suggestions in recent meetings as to how to manage such a project in the future. This had been circulated with the papers and was entitled: "Advice to Future Councils regarding managing large projects to which it has given a grant". Cllr Underdown said that he hoped it would provide good guidance to any future Councils. Cllr Cross informed the Council that he had circulated information which set out a schedule of aspects to be checked during such a project, which could be used in the future and would be useful in keeping the Council's focus on the progress of projects.

Cllr Cohen proposed, and Cllr Hamel seconded, a majority agreed and IT WAS RESOLVED to re-title the document "Lessons Learnt from Managing a Large Project" a majority agreed, and that this be left to the new Council to adopt.

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Mr Rose thanked the outgoing Council on behalf of the Lifeboat Trustees for their understanding and support in the difficulties the construction project had posed them. The Trustees regretted these problems had arisen and looked forward to completing the project as soon as they could. Also he hoped that the problems with this project would not affect any future consideration of grants by the Parish Council. 8.42 pm Messrs Rose, Emery and Beach left the meeting.

### **Finance**

**170/24/16** To receive the Bank and Petty Cash reconciliations for February and March 2016 and the Salary Journals for February and March 2016. Cllr Venables proposed, and Cllr Lear seconded, a majority agreed and IT WAS RESOLVED that the Bank and Petty Cash reconciliations for February and March 2016 and the Salary Journals for February and March 2016 be accepted.

**171/24/16** To receive the Income and Expenditure reports for the 4<sup>th</sup> Quarter 2015-16. Cllr Hamel queried the amounts attributed to Hampshire Constabulary regarding the payment for PCSOs in the Cash Book No 1 document. Cheque No 102725 for £3625 had been cancelled as the payment had been lost. The payment had been redrawn against cheque 102751 for the same amount, but had been separately coded (resulting in splitting the amount into 2 - one of £2,625 and the other £1,000).

Cllr Cohen asked about how the Clerk received payments for the Dinghy Park. Payments were either by cheque or cash. It was noted from the reports on Cash Book 1 receipts, that a considerable amount of work was involved in paying into the bank cheques and cash relating to this and asked whether it would not be easier if the council were paid on line. The Clerk replied that the Council had received legal advice in the past advising them that any process of automatic renewal of the spaces would mean that the hiring of the space then became the leasing of a space. The present system worked on applications being dealt with on a 'first come, first served' basis and also gave priority to Parishioners, and it would be hard to give them priority if payment was made directly by every applicant. The Clerk suggested that this process could be reviewed by the new Council.

Cllr Hamel noted that £1,588 had been paid for the hire of temporary toilets and asked what period this covered. This was for the original 2 toilets to the 3<sup>rd</sup> May.

Cllr Hamel proposed, and Cllr Venables seconded, a majority agreed and IT WAS RESOLVED that the Income and Expenditure reports for the 4<sup>th</sup> Quarter 2015-16 was accepted.

**172/24/16** To receive and approve a budget for the financial year 2016-17. The Clerk reported that he had revised the budget in line with comments from Councillors when it was first presented to the Council for approval, and with the assistance of Cllr Venables. The new budget indicated that £10,000 could be held in reserves. Cllr Lear thought there was an over estimate on several items and cited protective clothing and equipment, tractor maintenance and Harbour dues. The Clerk confirmed that replacement protective clothing was required this year and that the tractor required specific maintenance this year. Harbour Dues are income for the Parish Council and it is the same amount every year. At present we are owed last year's dues.

Cllr Venables proposed, and Cllr Hamel seconded, a majority agreed and IT WAS RESOLVED that the budget for financial year 2016-17 be accepted.

**173/24/16** To Receive a report from the Clerk regarding the 2015-16 end of year accounts. These had been examined by a Certified Management Accountant and the balance sheet as at 31<sup>st</sup> March, circulated to the Councillors, had been prepared that day. The amount of General Assets and Current Liabilities were shown. The Debtors had increased compared to last year's figures. The Council asked if there were any old debtors: The Clerk confirmed that there was one debtor, of more than 90 days outstanding

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and this related to the Harbour dues for the Hamble and Warsash Ferry for the Mudlands Mooring rents. The Ferry operators had not received their payment from the Crown Estates, and this had held up their payment to the Parish Council. The amount due represented a third of the amount owed by Debtors. The creditors amount of £23,095 the major part of this sum related to a cheque not yet cashed by Eastleigh Borough Council for two HYPE contributions within the financial year.

Cllr Hand enquired about the costs to the Council of the forthcoming election. An officer at Eastleigh Borough Council confirmed that this would cost approximately £2,800. Cllr Hamel said that when she had enquired previously, the estimated cost of the election had been £1,000 and asked why the cost had gone up so much. The Clerk confirmed that costs such as the hire of the hall, staff at the count, etc, which were not originally available, had now been factored in and the amount represented the Parish Council's contribution. The report from the Clerk regarding the 2015-16 end of year accounts was noted.

### **Hamble-Le-Rice parish Council Working Parties**

**121/23/16** A copy of the final Terms of Reference for the new Burial and Personnel Committees with the minor typing errors corrected was given to Councillors.

**121/23/16** To receive the initial guidance notes on the composition of the new committees. This was for the new Council to aid making decisions on the new committees: Cllr hand suggested that the guidance may need developing further in the future.

Cllr Underdown proposed, and Cllr Hand seconded, a majority agreed and IT WAS RESOLVED that the initial guidance notes on the composition of the new committees be accepted.

### **Reports from the Clerk**

**239/81/12** Hamble-le-Rice Parish Council Secure Storage. Request for Planning Permission has been submitted but approval had been held up by a backlog of work in the Planning Department at Eastleigh Borough Council. They had also requested more information. The Clerk was also seeking another quote for a better building.

**205/61/13** Path from Well Lane to Marina Drive. The Clerk was in contact with Eastleigh Borough Council Legal Department regarding this issue. However, as it was not deemed a high priority, the Clerk was still waiting for this to be considered and would speak to Diccon Bright next week to pursue this further.

**111/32/15** EBC Developer Contributions. This was in relation to Coronation Parade and at present there was nothing further to report.

**275/71/15** Hamble Footpath 5. The only progress to report was that two lines were now painted on the car park to indicate the route of the footpath.

**464/121/15** Westfield Common Information Boards. Cllr Underdown had received the first draft of the artwork and this had been returned for correction. The information board should be collected this week from the manufacturer. Once the final draft was approved the graphic panel can be produced and the board can be installed.

**15/11/16** Macrocarpa Tree at Hamble Foreshore. The Clerk has placed the order to have the tree felled and he was asked to send the bill for this work and a replacement tree to Hamble Lifeboat.

**CLERK**

**35/12/16** Public access and art at Oyster Quay. This initiative is nearly complete.

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**Hamble club Football Club Lease**

**152/41/14** The Clerk reported that the Lease had now been signed by both parties and had been forwarded to Solicitors who were in the process of recording it with the Land Registry. This was a 25 year, non-renewable lease on the Parish Community Facilities at Hamble Lane.

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

**From Eastleigh Borough Council**

**174/24/16** Correspondence from Mr Andy Grandfield regarding the Hallam Land Management planning appeal. The contents of the correspondence was noted. Cllr Cohen Proposed, and Cllr Underdown seconded a majority agreed and IT WAS RESOLVED that the Council follow Mr Grandfield's advice as contained in his correspondence and write to the Inspector. **CLERK**

**175/24/16** To receive a report from Cllr Underdown regarding a recent meeting with Cllr Keith House and Mr Diccon Bright. This meeting was to update the Council on the progress of the provision of a library for Hamble. Previously the Borough Council said it would provide the capital cost of providing a building for a library. The Parish Council was asked to identify a suitable location in the village and to compile a list of volunteers to run the library, since Hampshire County Council could not support it with library staff. A site was proposed to Hampshire County Council, but they found it unsuitable and it was subsequently agreed that the rear of the Memorial Hall (by adding a second storey to the building) was suitable. The provision of a library for Hamble was put on hold until the Lowford Community Centre had been completed and now this is being addressed.

The Mobile Library service is being withdrawn and Hamble would be the only local village without a library service. The Borough Council Officers at Eastleigh are currently looking into four possible locations for a library in Hamble and will be come back with more details after the election. They asked for confirmation the Parish Council's position remained the same as previously, this was given and the Parish Council's response to the Hampshire Library Service recent consultation was explained. Cllr Underdown said this was a report on the current progress and not for discussion until the Borough Council came back with further details. Some Councillors made observations.

**From Hampshire County Council**

**176/24/16** None received.

**Other correspondence**

**177/24/16** Correspondence from the Department of Communities and Local Government regarding the Hallam Land Management planning appeal. This was noted under the Borough Council correspondence.

**Exempt Business**

**178/24/16** There was no exempt business to discuss.

*As this was the last meeting of the current council Cllr Underdown thanked all the Councillors for the support they had given him, as Chairman, over the last year and spoke of the achievements of this Council over its 4 year term of office. Cllr Underdown said that there are 6, long standing, Councillors who are not standing for re-election and he thanked them for all the time and work they have given freely on behalf of the community.*

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*Councillors who are not standing for election:*

*Cllr Mark Venables who has served as a Councillor for over 5 year. The Chairman particularly thanked him for giving his expertise and support to the Staff and Salaries Working Party.*

*Cllrs Angela and Clive Fish who have both served for 8 years.*

*Cllr Michael Davies who has been a Councillor for nearly 16 years and has been Chairman of the Parish Council on three occasions.*

*Cllr Mike Atkinson who has been a Hamble-Le-Rice Parish Councillor for over 17 years and before that was a regular attendee at meetings as a member of the public.*

*Cllr Bill Pepper, whose record is unlikely to be broken as a member of this Council having completed 49 years' service. Cllr Underdown remarked that Cllr Pepper has probably seen many changes over the time he has been a Councillor, and asked whether he wanted to share any memories.*

*Cllr Pepper thanked all the present and past members of Hamble Parish Council, both Councillors and staff. He said that although he would like to remain another term in office, this would bring him to 89 years of age. However, he would continue to report pot holes in Hamble's roads. Cllr Pepper said he looked forward to seeing Councillors and staff around the village in future.*

*On behalf of the Parish Council, Cllr Underdown told Cllr Pepper that the Council had pondered at length on how to commemorate his exceptional long service. It was decided to install a seat on the Quay (unless he wished it located somewhere else in the village) dedicated to Cllr Pepper's long standing service to the Parish. Cllr Underdown wished Cllr Pepper well for the future and thanked him for his contribution to the Parish over the past 49 years.*

***The meeting closed at 9.30 pm.***

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