



## **Hamble-le- Rice Parish Council**

Memorial Hall, High Street, Hamble-le-Rice, Southampton SO31 4JE  
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**The Annual meeting of the Parish Council will be held on Monday 8th May 2017  
7.00pm at Roy Underdown Pavilion, Baron Road, Hamble-le-Rice  
This meeting is open to members of the public**

### **AGENDA.**

- 1) Election of Chairman.  
To receive nominations and elect a Chairman of the Council for the municipal year (2017-18)
- 2) Receive the Declaration of Acceptance of Office by the Chairman (or decide when it shall be received).
- 3) To receive apologies for absence.
- 4) Declarations of Interest and to receive and approve dispensations.
- 5) To accept the minutes of the Council Meeting held on the 27<sup>th</sup> April 2017.
- 6) Public Session
- 7) Election of Vice-Chairman.  
To receive nominations and elect a Vice-Chairman of the Council for the municipal year (2016-17).
- 8) Governance Review - To receive the following:  
  
Membership of Committees, Working Parties and nominees to external organisations for the municipal year (2017-18).  
Dates and times of meetings to the Annual Council Meeting 2018.  
Media Policy  
Customer complaints Policy  
Equality statement  
Asset register  
Insurance cover  
Standing orders  
Procedure for Freedom of Information policy and Data Protection Act
- 9) Planning and Development Control.

N/17/80314	Notification of intent: Crown reduction/lopping of 2no. Poplar to 4m in height Royal Airforce Yacht Club, Riverside House, Rope Walk, Hamble-Le-Rice, Southampton, SO31 4HD	DEL
N/17/80328	Notification of intent: Felling of 1no. Apple tree (T1) and crown reduction and reshaping (to height of 3m and spread of 2m) to 1no. Bay tree 7 Crowsport, Hamble-Le-Rice, Southampton, SO31 4HG	DEL

- 10) Task and Finish group to look at the consultation documentation on Planning Application O/17/80319 Land At Satchell Lane, Hamble-Le-Rice, Southampton, SO31 4HP

### Resources

- 11) Receive recommendation from the Personnel Committee

### Finance.

- 12) Electronic banking – agreed procedure and changes to the banking mandate to enable our payroll provider to make salary payments.
- 13) Approve the following
- a) Petty Cash and Bank reconciliations
  - b) To authorise the schedule of Payments
  - c) Income and expenditure schedule
- 14) Correspondence from
- a) From Eastleigh Borough Council.
  - b) From Hampshire County Council.
  - c) Other correspondence.
- Cllr Simon Hand – 19<sup>th</sup> April 2017  
Jo Ward Chair of the Mercury Area Residents Association 24<sup>th</sup> April 2017  
Scottish and Southern – Wayleave agreement 24<sup>th</sup> April 2017 at St Agathas Road
- 15) **Exempt Business - To 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.**
- 16) Hamble Lifeboat update

Date 3rd May 2017

Amanda Jobling  
Clerk to the Council

## HAMBLE-LE-RICE PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY, 24<sup>TH</sup> APRIL AT THE ROY UNDERDOWN PAVILION COLLEGE PLAYING FIELDS, BARON ROAD, HAMBLE-LE-RICE AT 7.00 PM

#### **PRESENT**

Cllr S Cohen – Vice Chairman  
Cllr P Beach  
Cllr T Hughes  
Cllr I James  
Cllr D Rolfe  
Cllr S Schofield  
Cllr I Underdown  
Cllr G Woodall

#### **In Attendance**

Mrs A Jobling – Clerk to the Council  
Mrs J Symes – Assistant Clerk to the Council  
Mrs J Panakis – Minutes Secretary  
1 Member of the Public

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

**164/24/17** Apologies for absence were received from: Cllr S Hand; Cllr M Cross and Cllr D Phillips.

#### **Declaration of Interest**

**165/24/17** Cllr Underdown declared dispensations relating to the Foreshore and Dinghy Park and the River Hamble. Cllr Cohen declared a dispensation relating to membership of the Royal Southern Yacht Club. Cllr Beach declared a dispensation regarding the Foreshore and Dinghy Park. Cllr Woodall 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.

#### **To accept the Minutes of the Council Meeting held on 10<sup>th</sup> April 2017**

**166/24/17** The minutes were agreed subject to Item 150/14/17- Request to remove tress at 16 Pegasus Close, Hamble-Le-Rice being amended to reflect the decision to not remove the tree at Pegasus Close but to review on a regular basis. Cllr Schofield Proposed and Cllr Underdown seconded. **CLERK**

#### **Public Session**

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

**167/24/17** There was one member of the public present at the meeting: he did not wish to address the Council.

### **Community and Partnership**

#### **To Consider any Planning Applications**

**168/24/17** *F/17/80206 Rear conservatory at 1 St Andrew's Gardens, High Street, Hamble-Le-Rice, Southampton SO31 4QA.*

Cllr Underdown proposed, Cllr James seconded and all agreed and IT WAS RESOLVED that the decision be left to the officers. **CLERK**

**169/24/17** *F/17/80248 Single and two storey rear and two storey side extension at 18 Hardwicke Way, Hamble-Le-Rice, Southampton SO31 4LN.* It was noted that this application had been re-submitted due to the scale of the extension.

Cllr Schofield proposed, Cllr Underdown seconded and all agreed and IT WAS RESOLVED that the decision be left to the officers. **CLERK**

**170/24/17** *F/17/80218 Land to the rear of Blackthorn Health Centre, Satchell Lane, Hamble-Le-Rice, Southampton. Construction of 64 bedroom dementia care centre with associated access, parking and landscaping.* Cllr Cohen asked that each Councillor spoke individually about their opinion of this application and pointed out that they should be representing the interests of their Parishioners and the village setting as a whole. Concerns expressed included: whether there was sufficient parking on site and also that the development would adversely affect parking at the GP surgery, which was already a problem; the poor quality of the planning statement; whether the GP surgery would be able to cope with 64 new patients, as it failed to cope with the demands of its Parishioners now. The main concern was that the site was in the strategic gap: all residents of Hamble had been relieved that the Hallam development had been prevented in the strategic gap and consequently it was important to preserve it here.

Cllr Underdown proposed, Cllr Woodall seconded and all agreed and IT WAS RESOLVED that the Council lodge their objection to the planning application as follows: the proposal had been considered on its merits, however, they had Policy objections to the development as the proposed land forms part of the strategic gap and the site is not allocated for development. There are further concerns about parking generally for the development itself and the impact on parking for the GP Surgery. The Council would be more likely to support an application of this nature if it were to be proposed for a brown field site.

**CLERK**

#### **Matters at Appeal**

**171/24/17** Information on planning decisions had been circulated with the papers. Planning Permission had been refused for application F/17/80052 - construction of a two storey side extension, single storey rear extension, conversion of roof space to provide habitable accommodation and alterations to fenestration at 2 Emmons Close, Hamble-Le-Rice, Southampton. Full details of the refusal were circulated with the meeting papers: this was noted.

## **Parish Council Assets**

### **Cleaning Review: Roy Underdown Pavilion, Mount Pleasant Pavilion and Parish Council Office**

**172/24/17** Mrs Jobling spoke to the paper she had presented to the Council about reviewing the cleaning arrangements for the above buildings. Cleaning of the Parish Council office had been done by the Memorial Hall cleaner: this was performed once a week for an hour. This cleaner had now resigned from these duties. The Pavilions have been cleaned by the Ground Staff, extra work which had to be fitted in and around their other duties. Mrs Jobling proposed the Council engage a cleaning agency to provide cleaning services for these 3 areas. The advantage of this would be that an agency would be responsible for organising holiday cover and ensuring that all the regular and necessary cleaning required took place. Cleaning is becoming more important as the Council are keen to promote the hiring of the meeting room at the Roy Underdown Pavilion. There was discussion about the merits of using a cleaning agency compared with engaging individual local cleaners. It was agreed that Mrs Jobling could obtain quotes from 3 cleaning agencies and also advertise locally for a cleaner and the responses brought back to the Council for further consideration.

**CLERK**

### **Dinghy Park and Mudland Moorings – Report of the Working Party**

**173/24/17** Cllr Cohen said that the Working Party had been asked by the Council to reconsider two elements of their report and this had been addressed in items 3 (iii) and 3 (iv). The Working Party also recommended that a 'Foreshore User Group' be formed which potentially could resolve and issues before they became a problem, also that arrangements with Hamble River Sailing Club and Hamble Ferry be regularised. Cllr Cohen said that she would be shortly meeting with representatives of Hamble River Sailing Club and Hamble Ferry, along with the Clerk, and would report back to the full Council in due course. It was noted that the £50 deposit for the key (in the Terms and Conditions) was reduced to £25 at its previous Council meeting of 27<sup>th</sup> February.

Cllr Rolfe proposed, Cllr James seconded and all agreed and IT WAS RESOLVED that the recommendations in the Report of the Working Party be accepted.

**CLERK**

### **Coronation Parade Improvements**

**226/52/16** No further information about this has been received. Mrs Jobling said she would ask Matt Blythe for an update for the 22<sup>nd</sup> May meeting.

**CLERK**

### **Hamble Lifeboat Project**

**52/21/15** Mrs Jobling reported that an informal meeting was scheduled with Nick Rose and Steven Emery of Hamble Lifeboat in to find a way forward which was acceptable to both parties. The council's representatives were Cllr Cohen and the Clerk.

Chairman's Signature: .....

Date: .....

## **CPF Storage Building Project**

**477/111/16** Mrs Jobling reported that representatives from the contractors were meeting her on site on 26<sup>th</sup> April. Unfortunately, there had been insufficient rain to determine whether the extra work to make the building water proof had been successful or not. Cllr Rolfe had been asked to enquire whether the Fire Brigade could attend to give the building a drenching with their hoses. If this could be arranged, and the building does not leak, then the Parish Council would accept hand over of the building. Once it has been proven water proof and handed over officially to the Parish Council, more work would be required to install power, an alarm system and racking. **CLERK**

## **Foreshore Waste Bins**

**360/91/16** There was a need to continue monitoring use of the bins, particularly as the summer approached and there would be more visitors to the foreshore. It was agreed that this item be removed from the Agenda, but the subject be reviewed in 3 months. Mrs Jobling reported that there were still issues about waste collection in general. This is scheduled between 7.30 am and 9.30 am on collection days, but the refuse collectors were calling at 5.30 am, before the Ground Staff commenced work and made the bins available. Despite complaints and assurances that the collection would be made later on the collection day, this was often not done. It is not advisable to make the bins available the night before due to risk of vandalism. **CLERK**

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

### **From Eastleigh Borough Council**

**174/24/17** No correspondence had been received from Eastleigh Borough Council.

### **From Hampshire County Council**

**175/24/17** The Parish Council had been asked to nominate a Transport Representative for the forthcoming Passenger Transport Forums. As the Parish Council's representatives are being revised at the meeting on 8<sup>th</sup> May, it was decided therefore that Mrs Jobling reply saying that the Council would provide the name of their representative after this meeting. **CLERK**

### **Other Correspondence**

**176/24/17** Letter received from Hound Parish Council requesting that a team be provided to attend a Three Villages rounders match on their cricket field. This is part of their proposed event "Austen's Picnic" at the Netley Abbey site on Sunday, 6<sup>th</sup> August. Following discussion, it was decided that members of the village be encouraged to volunteer through an item on the Council's Facebook page. **CLERK**

## **Exempt Business**

**177/24/17** 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:

Staff Salaries

**The Meeting Closed at 7.52 pm**

Chairman's Signature: .....

Date: .....

8<sup>TH</sup> MAY 2017

# Hamble Parish Council – Annual Council Meeting – Review of governance polices – Committees, working Parties and representation on external bodies

## RECOMMENDATIONS:

TO REVIEW THE TERMS OF REFERENCE, CHAIR AND MEMBERSHIP (INCLUDING SUBSTITUTE MEMBERS) OF THE PERSONNEL COMMITTEE AND BURIAL GROUND COMMITTEE AS WELL AS WORKING PARTIES.

AGREE NEW REPRESENTATIVES TO THE LIST OF EXTERNAL ORGANISATIONS.

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### Introduction

Annually the council should review the operation of its committees, working groups and representation on external bodies. Reviewing and publishing these documents will form part of the new transparency code disclosure in the future and will enable people to scrutinize the work of the council and its members.

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### Content

Attached to this report are the terms of reference for the Burial Ground Committee and the Personnel Committee. Both committees meet on an ad hoc basis when business requires. Members are asked to review the terms of reference, the membership of the committees and also appoint a chair for each. In addition, guidance notes on forming working parties and electing committees is also enclosed.

In addition, there is a list of current and proposed working parties are also listed and should be reviewed in a similar way. All Working Groups should produce written action notes and also where a recommended course of action is proposed the rationale for the recommendation. Notes from Working Groups should be published. The Chair of the working group should be responsible for ensuring this happens.

Not all working parties seem to have terms of reference and those that continue next year should report back with updated Terms of Reference as soon as possible.

Working Groups should also ensure that feedback is given to Council at the next available meeting. The Clerk should be notified to ensure that the item is included on the agenda.



Lastly a list of representations on external organisations is also included. Following consideration of the list in February more work has been carried out to ensure that the list is current and up to date. A meeting is scheduled to meet the governor of the Hamble Primary School in the next few days and this appointment will be clarified there.

Lastly the attachment also contains the most recent list of organisations that we have contact with. Details for the Scout and Guide Liaison Group is also being clarified.

### **Impact and risk**

**It is important that we review our internal ways of organizing work and involvement with external organisations. It ensures that people develop a range of knowledge and skills about local issues as well as expertise in key areas.**

### **Next steps**

Once agreed the documents will be updated and published. Where needed Working Groups should ensure they have arrangements in place to meet the requirements set out in the report.



**Hamble-le-Rice Parish Council  
Burial Ground Committee Terms of Reference.**

**1. Introduction**

The Burial Ground Committee has been established by the Council in order to provide better management of the St Andrew's Priory Church Burial Grounds.

**2. Membership**

Members and the Chairman of the Committee will be appointed in accordance with Standing Order 4.d.vi. Additional, Councillor or Non Councillor member(s) with relevant professional experience may be co-opted, but such Non Councillor member(s) will not have voting rights and are subject to item 4 in the same way as councillors.

The Chairman of the Council is an ex officio member but may also be a member in his or her own right.

**3. Meetings**

The committee will meet at least once a year.

All meetings are meetings that by law must be advertised with 3 days' notice and open to the public. They can be held anywhere in the public domain, and at any reasonable time.

A quorum of three members is required to transact business.

**4. Confidentiality**

All members must preserve confidentiality of burial ground discussions held at meetings, and particularly that of 'exempt business', when the committee decides that "publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings."

## **5. Delegated Powers**

Subject to agreement by the full Council, the Committee will hold delegated powers to deal with all Burial Ground issues, with where necessary, reports and recommendations being made to the full Council.

In cases of emergency that will not wait until the next Council meeting, the Committee will have full powers to act on behalf of the Council.

## **6. Remit of the Committee**

The Committee has delegated authority to;

- Arrange for maintenance and general upkeep of the Burial Ground.
- Approve or reject applications for burials and internments for non-parishioners in line with current council policy.
- Recommend and report to the Council proposed changes in policies and regulations.
- Any other Burial Ground action as directed by the Council or at the request of the Clerk.

## **7. Recording of decisions.**

All meetings will have proper minutes taken and other records kept, as required.

## **8. Amendment Record**

Version 1: Initial Issue

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## **Hamble-le-Rice Parish Council Personnel Committee Terms of Reference.**

### **1. Introduction**

The Personnel Committee has been established by the Council in order to provide better management of the Council's employees with regard to their welfare, recruitment, appraisal and salary reviews. It will also manage and disciplinary and grievance issues.

### **2. Membership**

Members and the Chairman of the Committee will be appointed in accordance with Standing Order 4.d.vi. Additional, Councillor or Non Councillor member(s) with relevant professional experience may be co-opted, but such Non Councillor member(s) will not have voting rights and are subject to item 4 in the same way as councillors.

The Chairman of the Council is an ex officio member but may also be a member in his or her own right.

### **3. Meetings**

The committee will meet at least once a year.

All meetings are meetings that by law must be advertised with 3 days' notice and open to the public. They can be held anywhere in the public domain, and at any reasonable time.

A quorum of three members is required to transact business.

### **4. Confidentiality**

All members must preserve confidentiality of personnel discussions held at meetings, and particularly that of 'exempt business', when the committee decides that "publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings."

## **5. Delegated Powers**

Subject to agreement by the full Council, the Committee will hold delegated powers to deal with all personnel, employment and recruitment issues, with where necessary, reports and recommendations being made to the full Council.

In cases of emergency that will not wait until the next Council meeting, the Committee will have full powers to act on behalf of the Council.

## **6. Remit of the Committee**

The Committee has delegated authority to;

- Advertise for, and recruit staff as directed by the Council
- Recommend changes in staffing
- Review and ensure all current employment legislation is met
- Review contracts of employment
- Review salaries
- Deal with disciplinary and grievance issues
- Review and ensure compliance with Health and Safety law, and matters.
- Any other personnel action as directed by the Council

## **7. Appraisals.**

The Committee will receive annual appraisals undertaken by the line managers (the Chairman for the Clerk and the Clerk for other members of staff) and consider issues raised within them.

## **8. Recording of decisions.**

All meetings will have proper minutes taken and other records kept, as required.

## **9. Amendment Record**

Version 1: Initial Issue



## **Hamble-le-Rice Parish Council**

### **Guidance notes for forming working parties and electing committees**

#### **1. Composition**

It is better to appoint an odd number of members to a working party or committee. Whilst the chairman of the committee would have a casting vote this is wholly satisfactory.

The chairman of the council is an ex officio member of all committees and working parties however it is traditional that he or she is a member in his or her own right of the personnel committee and the leases working party.

The chair is the ultimate line manager of all the staff and the granting of leases to other organisations is one of the most important acts of the council.

For committees and working parties which are formed annually it is preferable that at least one member has served on that committee before.

The clerk should be the clerk of the Personnel Committee. Either the Clerk or an assistant clerk may be the clerk of all other committees or working parties.

No member of the Personnel Committee shall be a member of the Appeals Panel.

If a member of the leases working party has any personal interest in the granting of a lease, by the Council they should stand down from the working party.

#### **2. Amendment Record**

Version 1: Initial Issue





## HAMBLE PARISH COUNCIL

### COMMITTEES

Burial Ground Committee	I Underdown (C), S Cohen, S Schofield (Sub: M Cross and P Beach)
Personnel Committee	S Cohen (C), S Hand, I Underdown (Sub: P Beach)

### REPRESENTATION ON WORKING PARTIES

Appeals Panel	M Cross, T Hughes, D Rolfe
Dinghy Storage and Mud Moorings	S Cohen (C), D Philips S Scofield (Sub: I Underdown)
Leases Working Party	S Hand (C), D Rolfe, I Underdown (Sub: D Philips)
Storage Facility Working Party	M Cross, I Underdown, R Clarke, A Jobling
Christmas Lights working Party	D Phillips, D Rolfe and I James
Travel Tokens Working Party	S Cohen (C), G Woodall, D Phillips (Sub: S Schofield)

## USER GROUPS

Group	Purpose	Host	Representatives
Passenger Transport Forum	Forum to raise issues and concerns regarding community Transport issues	Passenger Transport Group (HCC)	
Foreshore User Group	To bring users of the foreshore together to share information, views and opinion with a view to improving the management of Hamble Foreshore for the benefit of all Hamble residents	HPC	

## REPRESENTATIVE ON EXTERNAL ORGANISATIONS

Organisation	Representative
Hamble River Valley Forum	I Underdown & S Cohen
Hamble Estuary Partnership	I Underdown
Hamble Village Memorial Hall Management Committee (1)	T Hughes
Scout and Guide Liaison	C Palmer
Henville Educational Foundation (4-year term to May 2018)	I Underdown
Youth Liaison – HYPE Co-coordinator	S Schofield & I James
Hamble Primary School (Associate Governor)	To be confirmed
Rights of Way and Footpaths	I Underdown with D Rolfe to support
Older Peoples Champion	G Woodall



8<sup>TH</sup> MAY 2017

# Hamble Parish Council – Annual Council Meeting – Time and dates for meetings up to May 2018

## **RECOMMENDATIONS: TO CONFIRM THE TIME AND VENUE FOR COUNCIL MEETINGS FOR THE YEAR UP TO MAY 2018**

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### **Introduction**

Councils standing orders require the Council to confirm its meeting schedule for the year. Council has currently opted to meet at 7.00pm twice monthly on the 2<sup>nd</sup> and forth Monday of each month. Standing Orders assume that the meetings will commence at 6pm and a decision to vary this needs to be formally debated and recorded.

### **Content**

Currently we notify on the website the dates and time of our meetings. Any changes to this year's practice will need to be widely publicized to ensure people are not disadvantaged by the changes.

### **Impact and risk**

The time and venue should be set bearing to take account of members commitments and schedules as well as giving regard to members of the public.

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## Hamble-le-Rice Parish Council

### SCHEDULE OF MEETINGS FOR THE CALENDAR YEAR 2017/18

<b>MAY</b>	8	<i>ANNUAL PARISH COUNCIL meeting</i>
	22	<i>COUNCIL meeting</i>
<b>JUNE</b>	12	<i>COUNCIL meeting</i>
	26	<i>COUNCIL meeting</i>
<b>JULY</b>	10	<i>COUNCIL meeting – Annual Sports Representatives Meeting 6.30pm</i>
	24	<i>COUNCIL meeting</i>
<b>AUGUST</b>		<b>*** Summer Recess ***</b>
	14	<i>COUNCIL meeting for Planning/Urgent Business (if necessary)</i>
<b>SEPTEMBER</b>	11	<i>COUNCIL meeting</i>
	25	<i>COUNCIL meeting</i>
<b>OCTOBER</b>	9	<i>COUNCIL meeting – Annual Allotment Holders meeting 6.30pm</i>
	23	<i>COUNCIL meeting</i>
<b>NOVEMBER</b>	13	<i>COUNCIL meeting – Annual Foreshore Users Meeting 6.30pm</i>
	27	<i>COUNCIL meeting</i>
<b>DECEMBER</b>	11	<i>COUNCIL meeting</i>
<b>JANUARY</b>	8	<i>COUNCIL meeting</i>
	22	<i>COUNCIL meeting</i>
<b>FEBRUARY</b>	12	<i>COUNCIL meeting</i>
	26	<i>COUNCIL meeting</i>
<b>MARCH</b>	12	<i>COUNCIL meeting</i>
	26	<i>COUNCIL meeting</i>
<b>APRIL</b>	9	<i>COUNCIL meeting</i>
	18	<i>ANNUAL PARISH MEETING</i>
	23	<i>COUNCIL meeting</i>
<b>MAY</b>	14	<i>ANNUAL COUNCIL meeting</i>
	28	<i>COUNCIL meeting</i>

All COUNCIL meetings take place in the Committee Room, Roy Underdown Pavilion, College Playing Fields, Baron Road, Hamble-le-Rice on MONDAYS except when this falls on a Public Holiday.

All COUNCIL meetings are open to the public and commence at 7.00pm.

Each agenda includes a PUBLIC SESSION where members of the public may speak on any matter.

The ANNUAL PARISH ASSEMBLY is held on a weekday evening at 7.00pm at the Hamble Village Memorial Hall ON Wednesday, 18<sup>th</sup> April 2018.

# **HAMBLE LE RICE PRESS AND MEDIA POLICY**

## **8<sup>th</sup> May 2017**

### **1. INTRODUCTION**

1.1 The purpose of this policy is to define the roles and responsibilities within the Council for working with the media and deals with the day-to-day relationship between the Council and the media.

1.2 It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, the intention is to establish a framework for achieving an effective working relationship with the media. The Council welcomes the opportunity to talk to the media and, through them, to debate issues in the public arena.

### **2 KEYS AIMS**

2.1 The Council is accountable to the local community for its actions and this can only be achieved through effective two-way communications. The media – press, radio, TV, and social media – are crucially important in conveying information to the community so the Council must maintain positive, constructive media relations and work with them to increase public awareness of the services and facilities provided by the Council and to explain the reasons for particular policies and priorities.

2.2 The media themselves have a vital role to play on behalf of the local community in holding the Council to account for its policies and actions. It is important that they have access to officers and members and to background information to assist them in this role. To balance this, the Council will defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using other channels of communication if necessary.

### **3 THE LEGAL FRAMEWORK**

3.1 The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. The Council must also have regard to the government's Code of Recommended Practice on Local Authority Publicity. Some aspects of the Code are relevant to this policy:-

☐ "Any publicity describing the Council's policies and aims [and the provision of services] should be as objective as possible, concentrating on facts or explanation or both."

☐ "Publicity touching on issues that are controversial, or on which there are arguments for and against the views or policies of the Council should be handled with particular care. Issues must be presented clearly, fairly and as simply as possible, although councils should not oversimplify facts, issues or arguments."

☐ "Publicity should not attack, nor appear to undermine, generally accepted moral standards."

□ "... local authorities... should not use public funds to mount publicity campaigns whose primary purpose is to persuade the public to hold a particular view on a question of policy."

Furthermore the Local Government Transparency Code (2014) requires Councils to operate a culture of transparency making information widely available to all that want to access and use it. This includes media organisations and those wishing to reuse the information for that purpose.

3.2 In particular, officers and members should always have due regard for the long-term reputation of the Council in all their dealings with the media.

3.3 Confidential documents, exempt Minutes, reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who was responsible and take appropriate action.

3.4 When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's solicitor before any response is made.

3.5 There are a number of personal privacy issues for officers and members that must be handled carefully and sensitively. These include the release of personal information, such as home address and telephone number (although Member contact details are in the public domain), disciplinary procedures and long-term sickness absences that are affecting service provision. In all these and similar situations, advice must be taken from the Clerk before any response is made to the media.

#### **4. CONTACT WITH THE MEDIA**

4.1 When responding to approaches from the media, the Clerk is usually the main contact with permission to speak to the media. The Chairman of the Council, by the nature of their position are also authorised contacts with the media in consultation with the Clerk.

4.2 Statements made by the chairman should reflect the Council's opinion and set policies.

4.3 If other councillors are contacted directly by the media for comment, they should liaise with the Clerk before responding to the request.

4.4 Caution should be exercised when submitting letters to the editor for publication in newspapers. There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents. However, such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks.

4.5 Letters representing the views of the Council should only be submitted by the Chairman or the Clerk. Councillors are strongly encouraged not to use the letters page within the Local Press as a means of expressing their personal views.

4.7 At all times consideration should be given as to how the correspondence may affect the reputation of the Council.

## **5 ATTENDANCE OF MEDIA AT COUNCIL OR COMMITTEE MEETINGS**

5.1 The Local Government Act 1972 requires that all agendas, reports and minutes are sent to the media on request, five working days prior to the meeting.

5.2 Seating and workspace will be made available for members of the press that attend Council and Committee meetings.

5.3 Any filming or taping of Council or Committee proceedings by the media can only be done with the express permission of the Clerk and Chairman of the particular meeting.

## **6 ELECTIONS**

6.1 The Code of Recommended Practice on Local Authority Publicity contains guidance for providing publicity for members and for publicity around elections. The code makes it clear that Council resources should not be used on publicising individual members unless it is relevant to the particular position they hold in the Council. These extracts from the Code illustrate the main points:-

□ "Publicity about individual councillors may include the contact details, the positions they hold in the council (for example Chairman of a committee or working party), and their responsibilities. Publicity may also include information about individual councillors' proposals, decisions and recommendations. All such publicity should be objective and explanatory, and personalisation of issues or personal images making should be avoided."

□ "Publicity should not be, or liable to misrepresentation as being, party political. Whilst it may be appropriate to describe policies put forward by an individual councillor which are relevant to their position and responsibilities within the council, and to put forward their justification in defence of them, this should not be done in party political terms, using political slogans, expressly advocating policies of those of a particular party or directly attacking policies and opinions of other parties, groups or individuals."

□ "The period between the notice of an election and the election itself should preclude proactive publicity in all its forms of candidates and other politicians involved directly in the election."

6.2 The Council will not quote any Councillor in a news release or involve them in proactive publicity events during the election period, regardless of whether or not they are standing for election. The only exception to this (as laid down in the Code of Recommended Practice on Local Authority Publicity) is during an emergency or where there is a genuine need for a member level response to an important event outside the control of the Council. In this situation, members holding key civic positions should be able to comment.

## **7 PRESS RELEASES**

7.1 The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of all officers and members to look for opportunities where the issuing of a press release may be beneficial.

7.2 All press releases are to be factual, non-political, not written to cause offence and must be in accordance with Council policy.

7.3 All press releases are to be drafted and issued by the Town Clerk in order to ensure that the principles outlined in section three (Legal Framework) are adhered to, that there is consistency of style across the Council and that the use of the press release can be monitored, having consulted with the Town Mayor or Chairman of the relevant committee on the proposed wording.



## **Hamble-le-Rice Parish Council Complaints procedure**

### **1. Introduction**

The complaints procedure is for all complaints to the Council, whether these are minor, serious, informal or formal and apply to all services provided by the Council.

Separate arrangements as prescribed by law are in place in respect of Councillors. These arrangements are referred to in paragraph 7 below.

The Council believes that complaints can provide useful information and feedback on the quality of our services, procedures and practices. The effective handling of complaints will help us to improve the services provided on behalf of residents, visitors and those working within the village.

### **2. Aims**

The aim is to swiftly investigate all complaints in an impartial manner and to find a solution locally, whenever possible, to the satisfaction of both the complainant and the Council.

### **3. Definition of complaints**

People's perceptions differ widely. It is therefore very difficult to give a precise definition of a complaint. However, for our purposes, a complaint is an expression of dissatisfaction about a service undertaken by Hamble-le-Rice Parish Council or any of its employees'.

More specifically, a complaint is where:-

- The Council has not done something it has a duty to do or normally does;
- The Council has done something it has no right to do or does not normally do as a matter of established practice;
- The conduct or behaviour of an employee is unsatisfactory;
- The established levels of service delivery are not reached;
- A person does not understand or is not informed of why or how a situation arose or exists;
- An adopted and known procedure is not followed;
- Maladministration is alleged.

**Comment [L1]:** Or Councillors



### 3. What to do if you have a complaint

The first priority is to raise the issue with the Hamble-le-Rice Parish Council. To do this, please contact the Clerk, who is the officer responsible for dealing with these matters, as quickly as possible.

Your complaint should be made by telephone, email, in person or in writing, giving names and addresses and relevant dates with as much information as possible. The appropriate details for contacting the Clerk are by telephone 02380 453422; by email [clerk@hamblepc.org.uk](mailto:clerk@hamblepc.org.uk); in person; or by letter to The Clerk of the Council, Hamble-le-Rice Parish Council, The Memorial Hall, High Street, Hamble-le-Rice, Southampton SO31 4JE.

**Comment [L2]:** initially

**Comment [L3]:** or

**Comment [L4]:** Then follow up in writing

In many cases, it will be possible for an issue to be dealt with straight away and the source of the complaint resolved immediately.

For more complex issues, it is much better to put these in writing so that a thorough investigation can be undertaken. Investigations will be dealt with as quickly as possible and under normal circumstances you should get a written response within 15 working days.

**Comment [L5]:** All issues should be put in

Hamble-le-Rice Parish Council maintains a register of complaints showing dates, details of the complaint, complainant and the action taken to resolve the issue. This is available for all members of the Council to inspect. Serious complaints will be reported to Councillors.

**Comment [L6]:** All

If the complaint involves the Clerk personally, the complainant should address the complaint direct to the Chairman.

### 4. Putting things right

If following the investigation into the complaint the Council is found to be at fault, every effort will be made to resolve the complaint to the satisfaction of the complainant.

Where subsequent actions or simply the passage of time prevents restitution, other actions may be appropriate which may include a local settlement. A local settlement is defined as action taken to restore a complainant to a situation he or she would have been in if the fault had not occurred.

When considering a local settlement, the remedy will need to be appropriate to the injustice and may be reduced where a complainant has contributed to the injustice suffered.

## **5. What if you are not satisfied?**

Unlike for district or county councils, there is currently no external agency or government body which can investigate a complaint if you are not satisfied with the initial consideration of your complaint. However, if you are not satisfied with action taken by the Clerk, you should write to the Chairman at our address. He will review the complaint, and all of the paperwork relating thereto, and if he believes it appropriate will submit the complaint to a Committee of the Council for consideration.

In order to preserve any confidentiality issues, the Committee of the Council will normally deal with your complaint in private session and your details will not therefore be released publicly.

## **6. What if I have a complaint about the behaviour of a particular Councillor (or Councillors)?**

Councillors are required to observe a 'Code of Conduct'. If you feel a Councillor has broken any of the rules in the Code of Conduct, you can complain to the Standards Committee of Eastleigh Borough Council. This is an independent committee responsible for promoting high ethical standards and also investigating allegations that Councillors' behaviour may have fallen short of the required standards. The Standards Committee will consider your complaint and may carry out an investigation (or arrange for someone to do so).

More information about the Code of Conduct relating to Councillors and about the Standards Committee of Eastleigh Borough Council is available on their website at: [www.eastleigh.gov.uk](http://www.eastleigh.gov.uk)

The Standards Committee of Eastleigh Borough Council fulfils the role formerly undertaken by the Standards Board for England that was abolished by the Localism Act 2011.

## **7. What type of behaviour is covered by the Code of Conduct?**

Broadly, the Code requires Councillors:

- Not to discriminate unlawfully;
- To treat others with respect;
- Not to do anything to compromise the impartiality of Council employees;
- Not to disclose confidential information;
- Not to stop anyone gaining access to information they are entitled to;
- Not to conduct themselves so as to bring their office or the Council into disrepute;
- Not to use their position to improperly secure an advantage, or disadvantage, for anyone;
- Not to use the Council's resources for unauthorised political purposes;

Hamble-le-Rice Parish Council  
Complaints procedure

To declare any personal or prejudicial interest in any matter that comes before the Council and, if appropriate, not to take part in the decision. Where the interest declared is deemed to be prejudicial, Councillors are not permitted to take part in the decision on that matter;

To register certain financial and other interests (a copy of the register is available for public inspection).

A full copy of the Code of Conduct is available on the Council's website at: [www.hambleparishcouncil.gov.uk](http://www.hambleparishcouncil.gov.uk)

#### **8. Assistance or Advice relating to procedures or a complaint**

If you need any specific help or general guidance about the Council's procedures or about any specific complaint, contact the Clerk at The Memorial Hall, Hamble-le-Rice, Southampton SO31 4JE or telephone 02380 453422 or email [clerk@hamblepc.org.uk](mailto:clerk@hamblepc.org.uk)

#### **9. Alterations and amendments to this policy**

Hamble-le-Rice Parish Council reserves the right to amend or withdraw this procedure at its absolute discretion, in accordance with the needs of the Council.

#### **10. Amendment Record**

Version 1: Initial Issue

Version 2: Updated information regarding the website address

# HAMBLE-LE-RICE PARISH COUNCIL

Vat Reg No 189 6155 17



## EQUALITY AND DIVERSITY POLICY

The aim of this policy is to communicate the commitment of the Hamble le Rice Parish Council, its Members and Officer(s) to meeting the Public Sector Equality Duty, which came into force on 5 April 2011. The Equality Duty applies to public bodies and others carrying out public functions. It supports good decision-making by ensuring public bodies consider how different people will be affected by their activities, helping them to deliver policies, representation and services which are efficient and effective; accessible to all; and which meet different people's needs. The promotion of equality and diversity in relation to Hamble le Rice Parish Council.

It is our policy to provide representation, information, facilities, services and employment to all irrespective of:

- ♦ Gender, including gender reassignment
- ♦ Marital or civil partnership status
- ♦ Having just had a baby or being pregnant
- ♦ Having or not having dependents
- ♦ Religious belief or political opinion
- ♦ Race (including colour, nationality, ethnic or national origins)
- ♦ Disability
- ♦ Sexual orientation
- ♦ Age

**Hamble le Rice Parish Council** is opposed to all forms of unlawful and unfair discrimination. All people and employees will be treated fairly and will not be discriminated against on any of the above grounds. All decisions about will be made objectively and without unlawful discrimination.

**Hamble le Rice Parish Council** recognises that supporting Equality is of primary importance. This policy will help all those who are Council Members or work for the Council to develop sound and effective policies that impact on the village/town/community and surrounding areas.

**Hamble le Rice Parish Council** aims to create a culture that respects and values each other's differences, that promotes dignity, equality and diversity. We aim to remove barriers, bias or discrimination that prevent individuals or groups from realizing their potential and contributing fully to the community to develop a culture that positively values diversity.

**Hamble le Rice Parish Council** will challenge discrimination. It aims to provide equality and fairness to all in the community and expects all Members and Officers to be aware and understand the Equality Act 2010.

### **Equality Commitments**

**Hamble le Rice Parish Council** is committed to:

- ♦ Promoting equality of opportunity for all persons.
- ♦ Promoting a good and harmonious environment in which all persons are treated with respect.
- ♦ Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimization
- ♦ Fulfilling our legal obligations under equality legislation and associated codes of practice.
- ♦ Complying with our own equal opportunities policy and associated policies.
- ♦ Taking lawful affirmative and positive action where appropriate.

This policy is fully supported by all Members of **Hamble le Rice Parish Council** and has been approved at its meeting on \_\_\_\_\_

8<sup>th</sup> May 2017

# Hamble Parish Council – Electronic banking and payroll provider

**DECISION: TO APPOINT SWG TO UNDERTAKE SALARY PAYMENTS AS PART OF THE COUNCILS PAYROLL FUNCTION AND AMEND THE COUNCILS BANKING MANDATE TO AUTHORISE THEIR APPOINTMENT.**

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## INTRODUCTION

1. SWG has been the council's payroll provider for some time. They produce pay slips and financial information that enables salaries, pension and HRMC payments to be made. This has historically been done in person at the Bank. The last two salary payments have been made via on line banking. The payments are listed in the schedule of payments at Council for authorisation and are then input into the system by the Clerk. She authorises the payments and then seeks another to sign off the payments.

## CONTENT

2. During a recent conversation with SWG they highlighted that they can act as the Council's salary agent making the payment directly on our behalf. This would reduce further the administrative burden linked to payroll. Returns for VAT, Income Tax and Pensions would still be required but the notification to the Bank could be managed directly by them.

## SPECIFIC ISSUES

3. Having spoken to Barclays Bank they will require a change to the banking mandate to enable SWG to be appointed. If the proposal is agreed a further procedure note will come back to confirm the controls that need to be developed to give Members the confidence needed.
4. There is no cost associated with this service as it is a part of the current service specification.



## Bank Reconciliation Statement as at: 30/04/2017 for Cash Book 2 Petty Cash


<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	28/04/2017	1	200.00
			<u>200.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			200.00
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			200.00
		Balance per Cash Book is :-	200.00
		Difference is :-	0.00





**Bank Reconciliation Statement as at: 30/04/2017 for Cash Book 1 Barclays Current A/C 070978787**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Current - 70978787	20/04/2017	4	169,202.73
			<u>169,202.73</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
20/03/2017 103065 Midbrook Enterprises Ltd		3,744.00	
28/03/2017 103070 HAMPSHIRE ASSOC OF LOCA		48.00	
			<u>3,792.00</u>
			165,410.73
<u>Receipts not Banked/Cleared (Plus)</u>			
24/04/2017		13.50	
25/04/2017		100.00	
25/04/2017		5.87	
26/04/2017		8.17	
27/04/2017		13.50	
28/04/2017		282.30	
			<u>423.34</u>
			165,834.07
Balance per Cash Book is :-			165,834.07
Difference is :-			0.00

  
3/5/2017

Items marked with a \* are disputed invoices.

Date	Invoice	Supplier	Account	Net Value	VAT	Invoice Total	Balance
13/02/17	DD154208	SWATER	S02	204.59	0.00	204.59	204.59
13/02/17	DD154372	SWATER	S02	97.86	0.00	97.86	97.86
17/02/17	DD4367	BTBUS	B01	129.17	25.84	155.01	155.01
22/02/17	DD22274016	OPUS	O010	242.69	48.54	291.23	291.23
27/02/17	DD61797621	OPUS	O010	61.86	12.37	74.23	74.23
28/02/17	DD10786149	SHB	S012	325.03	65.01	390.04	390.04
01/03/17	DD7987275	ALLSTAR	A05	71.17	14.23	85.40	85.40 ✓
08/03/17	DD296849	SGW	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	B01	133.53	26.71	160.24	160.24
20/03/17	DD956211196	BGAS	B04	95.13	4.76	99.89	99.89
01/04/17	DD22342975	OPUS	O010	195.06	39.01	234.07	234.07 ✓
01/04/17	176843	GRAHAM	G02	42.88	8.58	51.46	51.46 ✓
01/04/17	58035164	HCC	H04	39.74	7.95	47.69	47.69 ✓
01/04/17	137429	JEWSON	J03	51.20	10.24	61.44	61.44 ✓
01/04/17	DD61971749	OPUS	O010	63.25	3.16	66.41	66.41 ✓
01/04/17	2258	DESIGN & PRINT	D04	1,326.67	265.33	1,592.00	1,592.00 ✓
01/04/17	13-16/17	JACKIE PANAKIS	J02	252.50	0.00	252.50	252.50 ✓
01/04/17	DD10797994	SHB	S012	325.03	65.01	390.04	390.04 ✓
01/04/17	11422	CEI	C05	115.54	23.11	138.65	138.65 ✓
01/04/17	126352	CARRERA	C010	173.32	34.66	207.98	207.98 ✓
01/04/17	126257	CARRERA	C010	9.00	1.80	10.80	10.80 ✓
01/04/17	58883	ACE LIFTAWAY	A20	473.86	94.77	568.63	568.63 ✓
01/04/17	DD299806	SGW	S05	29.50	5.90	35.40	35.40 ✓
01/04/17	2565	TECH ARBORICULTURE	T05	415.00	83.00	498.00	498.00 ✓
01/04/17	DD8076436	ALLSTAR	A05	22.00	4.40	26.40	26.40 ✓
03/04/17	1387	HALC	H07	75.00	15.00	90.00	90.00 ✓
03/04/17	1504	HALC	H07	668.33	133.67	802.00	802.00 ✓
04/04/17	1341653685	TMOBILE	T06	51.73	10.35	62.08	62.08 ✓
05/04/17	11432	CEI	C05	275.41	55.08	330.49	330.49 ✓
05/04/17	2314070	EBC	E02	41.40	8.28	49.68	49.68 ✓
06/04/17	25335	RBS	RO20	562.50	112.50	675.00	675.00 ✓
06/04/17	1730	HALC	H07	120.00	24.00	144.00	144.00 ✓
10/04/17	2318083	EBC	E02	561.60	0.00	561.60	561.60 ✓
10/04/17	2316692	EBC	E02	540.84	0.00	540.84	540.84 ✓
10/04/17	2617	HVMH	H003	1,080.00	0.00	1,080.00	1,080.00 ✓
11/04/17	7929339	EMO	E08	215.25	10.76	226.01	226.01 ✓
12/04/17	611171	JEWSON	J03	41.20	8.24	49.44	49.44 ✓
12/04/17	DD8143489	ALLSTAR	A05	68.67	13.73	82.40	82.40 ✓
15/04/17	126538	CARRERA	C010	12.00	2.40	14.40	14.40 ✓
17/04/17	DDMO45ES	BTBUS	B01	128.75	25.75	154.50	154.50 ✓
19/04/17	126666	CARRERA	C010	20.00	4.00	24.00	24.00 ✓
21/04/17	3680006509	HANTS CONSTABULARY	H29	3,698.12	0.00	3,698.12	3,698.12 ✓
24/04/17	DD22408270	CARRERA	C010	122.24	6.11	128.35	128.35 ✓
26/04/17	1-17/18	JACKIE PANAKIS	J02	280.00	0.00	280.00	280.00 ✓
26/04/17	DD8188735	ALLSTAR	A05	27.42	5.48	32.90	32.90 ✓
27/04/17	1751	HALC	H07	275.00	55.00	330.00	330.00 ✓
30/04/17	61	D&D DISTRIBUTORS	D01	230.00	0.00	230.00	230.00 ✓
				<b>14,233.33</b>	<b>1,342.27</b>	<b>15,575.60</b>	<b>15,575.60</b>

4/5/17

DRAFT

## Summary Income &amp; Expenditure by Budget Heading 01/04/2017

Month No : 1

## Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<b><u>Full Council</u></b>								
	Expenditure	10,395	10,395	321,795	311,400	0	311,400	3.2 %
	Income	4,255	4,255	321,932	-317,677			1.3 %
	Net Expenditure over Income	6,140	6,140	-137	-6,277			
<hr/>								
<b><u>INCOME - EXPENDITURE TOTALS</u></b>	Expenditure	10,395	10,395	321,795	311,400	0	311,400	3.2 %
	Income	4,255	4,255	321,932	-317,677			1.3 %
	Net Expenditure over Income	6,140	6,140	-137	-6,277			

52 Astral Gardens  
Hamble le Rice  
SO31 4RY

Mrs A Jobling  
The Clerk  
Hamble le Rice Parish Council  
The Memorial Hall  
High Street  
Hamble le Rice  
SO31 4JE

19<sup>th</sup> April 2017

Dear Amanda

I would like to thank you and the Parish Council for the card you sent me and also thank the individual members of the Council who have contacted me privately. I would like to let everyone know that due to my circumstances I do not intend to seek re-election as Chairman of the Parish Council on 8<sup>th</sup> May 2017.

I would like to thank everyone for their support over the last year and apart from the last few days it's been enjoyable.

I hope to attend the Annual Parish Council Meeting and would like to pass on my best wishes to whoever succeeds me.

Yours sincerely



Simon Hand

## Assistant Clerk - Hamble Parish Council

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**From:** Groundsman - Hamble Parish Council  
**Sent:** 24 April 2017 08:15  
**To:** Clerk - Hamble Parish Council  
**Cc:** Assistant Clerk - Hamble Parish Council  
**Subject:** FW: JKW Mercury Gardens

Hi Amanda,

See below quote from EBC to carry out Japanese knotweed control this year,

Note the non-spraying aspect particularly by the stream this removes any concerns about that.

To be able to carry out this work ourselves would cost significantly more which is why I was adamant at the staff meeting about getting contractors, as EBC will already be in the area carrying out their own control this will be cheaper than other contractors.

If the quote is acceptable I will contact Steve to accept and find out a start date.

Many Thanks  
Richard

**From:** Ross, Steve [<mailto:Steve.Ross@eastleigh.gov.uk>]  
**Sent:** 19 April 2017 16:14  
**To:** Groundsman - Hamble Parish Council  
**Cc:** Miller, Steve  
**Subject:** JKW Mercury Gardens

Hi Richard,

Further to our conversation earlier regarding the Japanese knotweed in areas around Mercury Gardens in Hamble, I would like to say that you & your crew have controlled this very well since we initially cut it back many years ago. As we discussed we have the facilities & equipment to keep on top of this for you so as I suggested after my walk around today that we firstly uproot from stem & double bag all existing showing knotweed bamboo stems as I have only found small amounts in pocketed areas. As I explained we cannot spray certain parts as they are too close to the stream edge & we would be in contravention of certain acts & rules if we sprayed here. Other areas by the electricity station & the area at no8 Kingfisher that you mentioned we would certainly after uprooting spray the area to control any other new growth.

We would be able to control this area on a monthly basis (weather permitting) as & when our crews visit on a two cycle program of their rounds as I believe this would keep us on top of this very evasive species of plant. To carry out this control we would hope to start at the beginning of May (If not sooner) & carry out approx. 7 visits throughout the year up until October when this becomes dormant (not dead).

To carry out this work which would include any treatments would be a cost of £630.00p + vat for the period of 2017.

I hope this meets with your approval & hope to hear from you soon.

Regards  
Steve  
**Steve Ross**  
**Streetscene Supervisor**  
Direct Services

## Assistant Clerk - Hamble Parish Council

---

**From:** Valerie Archibald <valeriearchibald@yahoo.com>  
**Sent:** 24 April 2017 13:50  
**To:** jward007@btinternet.com; Groundsman - Hamble Parish Council; alex@hcc.gov.uk  
**Cc:** Diana Hoskins; Roy Baker; Paul Stonehouse; Maggie Widdop; Assistant Clerk - Hamble Parish Council  
**Subject:** Re: Fwd: Fw: Knotweed on Parish land behind 8 Kingfisher Close

Hello Richard and Alex

I noticed yesterday that someone has cut down one area where knotweed was growing. I don't know who did this, or whether they followed the correct procedures, but I assume that it was done by someone living nearby rather than by your contractors.

I think that it would be helpful if MARA could know when your contractors will be carrying out the work, so that we can advise residents that the problem is under control and they shouldn't take action of their own.

Regards

Valerie Archibald

---

**From:** JOANNA WARD <jward007@btinternet.com>  
**To:** Richard HPC Clarke <groundsman@hamblepc.org.uk>; alex@hcc.gov.uk  
**Cc:** Diana Hoskins <d.hoskins@hotmail.co.uk>; Roy Baker <rtb200@ntlworld.com>; Paul Stonehouse <paul@theclaritycoach.com>; Valerie Archibald <valeriearchibald@yahoo.com>; Maggie Widdop <maggiewiddop@btinternet.com>; asstclerk@hamblepc.org.uk; Valerie Archibald <valeriearchibald@yahoo.com>  
**Sent:** Tuesday, 18 April 2017, 18:18  
**Subject:** Fwd: Fw: Knotweed on Parish land behind 8 Kingfisher Close

---

Hello Richard - hope you are well ? Valerie at 8 Kingfisher Close has copied me in to the below emails, and I understand that you met her this morning to look at all the areas where knotweed is growing rapidly.

As most of the knotweed is in the woodland or on the "border" of HPC and HCC land, I understand you will be contacting Alex Foy at HCC Countryside Team - so I am copying this email to Alex too.

The growth is now in many areas and does need to be treated urgently before the "treatment period" goes past.

Please can we ask that this is addressed as a matter of priority - before the infestation gets any worse ?

Alex - hope you are well ? If you are able to come down to see us this problem soon as possible that would be great. I am out of the country from 20 - 26 April, but Valerie knows exactly where all the knotweed is growing - she is on this email, and her phone number is 02380 562691

Many thanks all and best regards

Jo

Jo Ward  
Chairman - Mercury Area Residents Association  
02380 455895

----- Forwarded Message -----

**From:** Assistant Clerk - Hamble Parish Council <[asstclerk@hamblepc.org.uk](mailto:asstclerk@hamblepc.org.uk)>  
**To:** Valerie Archibald <[valeriearchibald@yahoo.com](mailto:valeriearchibald@yahoo.com)>  
**Cc:** Groundsman - Hamble Parish Council <[groundsman@hamblepc.org.uk](mailto:groundsman@hamblepc.org.uk)>  
**Sent:** Tuesday, 18 April 2017, 8:13  
**Subject:** RE: Knotweed on Parish land behind 8 Kingfisher Close

Dear Mrs Archibald

Thank you for your email.

I have asked our Head Groundsman, Richard Clarke, to contact you as soon as possible to arrange an inspection and treatment.

Please don't hesitate to contact me if you have any further queries.

Kind regards

Jeanette.

Jeanette Symes  
Assistant Clerk  
Hamble-le-Rice Parish Council  
Memorial Hall  
2 High Street  
Hamble-le-Rice  
Southampton  
SO31 4JE  
Tel: (023)8045 3422

**From:** Valerie Archibald [<mailto:valeriearchibald@yahoo.com>]  
**Sent:** 14 April 2017 10:17  
**To:** Assistant Clerk - Hamble Parish Council  
**Cc:** JOANNA WARD  
**Subject:** Knotweed on Parish land behind 8 Kingfisher Close

Hello Jeanette

This email is to give you fuller details of the problem that I spoke to you about yesterday.

Immediately behind the bottom (East) fence of my back garden at 8 Kingfisher Close there is fresh growth of Japanese knotweed. This patch has been treated in previous years by the council, but has started up again. The land immediately behind my garden is owned by Hamble Parish Council.

There are other stands of knotweed appearing along the rough ground between the Mercury estate gardens and the reed bed. Some of these stands are on Parish land and others are on the Nature Reserve, which is Hampshire land.

Please can you arrange for the knotweed to be treated. I understand that the most effective time to do so is May.

I am concerned in case the knotweed spreads into my garden (which happened in 2013), and I am aware that the presence of knotweed on adjoining land adversely affects the value of my property.

Thank you

Valerie Archibald

(Coped to Jo Ward as MARA Chair).





Scottish & Southern  
Electricity Networks

POWER OUT?  
CALL 105



North of Scotland

0800 300 999



Central Southern England

0800 072 7282

New Forest  
PO Box 36  
Totton  
Hampshire  
SO43 7PH

HAMBLE-LE-RICE PARISH COUNCIL  
Memorial Hall, 2 High Street,  
Hamble, Southampton  
SO31 4JE

Hamble-le-Rice Parish Council  
Received

26 APR 2017

Phone: 02380 817305

Email: [olga.lefter@sse.com](mailto:olga.lefter@sse.com)

24 April 2017

Our ref: EH2554

Dear Sirs,

**Proposed supply of electricity to BT Cabinet - SIDE OF 2 ST. AGATHAS ROAD, HAMBLE,  
SOUTHAMPTON, SO31 4PB**

Southern Electric Power Distribution has been requested to provide a supply of electricity to a new **BT Cabinet** on the above address. The new supply necessitates us laying a new underground cable, following the route in green. As a part of the route is on the land within your ownership, we are asking your consent. The contractors- Morrison Utility Services will be responsible for excavation and reinstatement.

To confirm your agreement, please arrange for the enclosed Wayleave Consents to be signed and return one copy to me at the above address. The second copy is for your retention.

The documents requiring your signature in a position indicated by an X are:


- **Wayleave Consent Form**
- **Wayleave Site Plan**

The attached Wayleave Site Plan shows your land in pink and underground cable in green.

Looking forward to receiving completed documents and if you wish to discuss the matter further, please contact me.

Yours faithfully,

Olga Lefter  
**Wayleaves**

Inveralmond House, 200 Dunkeld Road, Perth PH1 3AQ  [ssen.co.uk](http://ssen.co.uk)

Scottish and Southern Electricity Networks is a trading name of: Scottish and Southern Energy Power Distribution Limited Registered in Scotland No. SC213459; Scottish Hydro Electric Transmission plc Registered in Scotland No. SC213461; Scottish Hydro Electric Power Distribution plc Registered in Scotland No. SC213460; (all having their Registered Offices at Inveralmond House 200 Dunkeld Road Perth PH1 3AQ), and Southern Electric Power Distribution plc Registered in England & Wales No. 04094290 having its Registered Office at 55 Varsity Road Reading Berkshire RG1 8BU which are members of the SSE Group [www.sse.co.uk](http://www.sse.co.uk)

## Wayleave Consent

### ELECTRICITY ACT 1989

**WE, HAMBLE-LE-RICE PARISH COUNCIL of**

**Memorial Hall, 2 High Street, Hamble, Southampton SO31 4JE**, being the owner and occupier of land situated in the Parish of **HAMBLE-LE-RICE** in the County of **HAMPSHIRE** (hereinafter referred to as "the land") shown on the plan annexed hereto and thereon coloured pink for myself/ourselves my/our successors and assigns **HEREBY CONSENT** to **SOUTHERN ELECTRIC POWER DISTRIBUTION plc** (Company Registration No. 4094290) whose registered office is at 1 Forbury Place, Forbury Road, Reading, RG1 3JH hereinafter referred to as "the Company") placing on or under the land the works described in the Schedule hereto in the position (as near as may be) indicated in the red and green on the said plan and using maintaining repairing replacing altering renewing inspecting and removing the same and to the Company cutting lopping or felling in a woodmanlike manner any tree or hedge on the land which obstructs or interferes with the works and to the Company entering on the land at all reasonable times by its servants and agents for any of the purposes aforesaid upon the following terms:-

1. The Company shall pay to me/us during the existence of the works on the land by way of rent and compensation for interference with agricultural operations yearly sums calculated in accordance with the published scales of wayleave payments (the payments and conditions currently in force are shown on the statement attached hereto). The said sums shall be paid on the **1<sup>st</sup> April**, in each year and at the rate currently in force at that date, the first payment being proportioned from the date of commencing the placing of the works.
2. In addition to any compensation payable under Condition 1 hereof the Company shall:-
  - (a) make good or compensate me/us for such injury suffered by me/us or such damage done to the surface of the land and to any property of mine/ours on or under the land and
  - (b) indemnify me/us against such action which may be brought or made against me/us as may be attributable to or arise out of anything done by virtue of the Consent and not occasioned by my/our negligence or the negligence of my/our servants or agents **PROVIDED THAT** I/we shall as soon as practicable give notice of any such injury or damage suffered by me/us or any such action or claim brought made or threatened against me/us and shall not settle adjust compromise or defend such action or claim without the consent of the Company **PROVIDED FURTHER** that the Company may take over the conduct of any such action or claim in my/our name and I/we shall give such information and assistance as the Company may reasonably require.
3. This Consent shall remain in force until determined by either party giving to the other party at any time twelve months' previous notice in writing in that behalf subject to the rights of the parties under the Electricity Act 1989 or any statutory modification or re-enactment thereof and any Regulation made under such Act.

## **SCHEDULE OF ANNUAL PAYMENTS**

### **RENT**

	<b>£ per annum</b>
For each single pole	7.61
For each "A" or "H" pole	9.68
For each strut	1.86
For each stay	1.86
For any electric line laid underground each 50 metres of cable route or part thereof	2.00 x 1
For any electric cable overhead each 100 metres or part thereof	1.53

Payable on the 1<sup>st</sup> of April in each year. The first payment to be proportioned from the date of commencing the placing of the work.

### **COMPENSATION FOR INTERFERENCE WITH CULTIVATION**

<b><u>Arable Land per Annum</u></b>	<b>£ per annum</b>
For each single pole	22.33
For each "A" or "H" pole	25.75
For each pole and stay	33.13
For each H pole and stay	35.55
For each single or isolated stay or strut	9.80
For each additional stay	4.84

<b><u>Permanent Pasture / Long Leys per Annum</u></b>	<b>£ per annum</b>
For each single pole	2.28
For each "A" or "H" pole	3.26
For each pole and stay	5.03
For each H pole and stay	6.01
For each single or isolated stay or strut	2.75
For each additional stay	1.37

<b><u>Hedges / Ditches per Annum</u></b>	<b>£ per annum</b>
For each single pole	0.70
For each "A" or "H" pole	1.57
For each pole and stay	2.45
For each H pole and stay	3.32
For each single or isolated stay or strut	1.75
For each additional stay	0.86

Payable on the ..... in the year. The first payment to be apportioned from the date of commencing the placing of the work.

In the event of the amount payable to me/us for the rental under Clause 1 of this Consent amounting to £20.00 per annum or less, I/we accept the sum to twenty times the said amount in full satisfaction of any claim I/we have for such rental during the existence of the works on the land.

Save as aforesaid the provisions of this Consent are to remain unaffected.

## WAYLEAVE PAYMENTS

Wayleave Grantors are asked to note that in order to minimise administrative costs the payments due following the placing of apparatus under new Wayleave Agreements/Consents will be dealt with by one of the two following methods as appropriate:

(a) **Consolidation**

Where a Grantor is already in receipt of a wayleave payment any additional payment will be made with and on the same date as the existing payment.

(b) **Capitalisation**

When the annual payment due is £20.00 or less and the Grantor is not in receipt of any existing wayleave payment a single capital payment equivalent to twenty times the annual sum (subject to a minimum of £10.00) will be made. In all other respects the terms and conditions of the Wayleave Agreement/Consent will remain in force.

Information on the above or on any other wayleave matter will gladly be provided on request.