HAMBLE
PARISH
COUNCIL

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

Council Meeting
Agenda

Monday 13th July 2020 – 7pm virtual meeting

This meeting is open to members of the public.
If you wish to participate you must contact the Clerk at Parish Office via clerk@hamblepc.org.uk to confirm any points you would like to raise and/or receive the link to the meeting no later than 10am on Monday 13th July 2020.

Minute reference for the meeting will follow the following format 13072020+item number.

1. Welcome
   a. Apologies for absence
   b. Declaration of interest and approved dispensations
   c. Approve minutes of the 8th June 2020 and note the changes to the approved minutes of 11th May 2020 which the Chair has declined to sign.

2. Public Session

3. Motion from Cllr Trevor Dann

   "Our village has seen a wave of rubbish and litter since the lifting of Lockdown. Despite our own efforts including more hours spent cleaning public spaces and our own litter pick, the problem still exists. Although not the answer to the problem additional bins on Hamble Lane would be a huge help and I recommend that we ask EBC to increase the number of bins in Hamble as soon as possible."

4. Motion from Cllr Jo Nesbit-Bell

   "Can an article go into the next magazine seeking volunteers or a group to come forward to look after the phone box in The Square following the sad removal by BT of the phone boxes at Coronation Parade and Satchell Lane".

5. Motion from Cllr Jo Nesbit-Bell

   "We have seen a huge increase in rubbish and litter across the village. People on Facebook have asked that we put up signs like those used in York to reinforce the message that people should take their rubbish home with them or get rid of it in a bin. I propose that we do adopt this type of signage for the village".

6. Co-option update and timetable for filling the vacancy

7. Report from the Chair of Personnel Committee – proposed changes arising from the Corona Virus lock down and staff absences.

8. Update on GE planning application

9. **Recommendations from Committees and updates from Working Groups**
   Communications Working Group

   "To draft a social media policy setting out the Council's approach to this form of communication and providing advice to members on how best to use it."

   "To consider the proposals from the Communication Working Group on future village publications in the short and medium term including changes to the delivery arrangements"

   Asset Management Committee

   "To enter into a 3 year lease agreement with Pitter Self Drive for a 3.5T tipper at a cost of £468 per calendar month (£5616 annually) capped at 5,000 miles a year. The contract will include a maintenance agreement. This will replace the current truck that is coming to the end of its contract period."

   "To establish a small Working Group to look at the purchase of a further electric vehicle to support the work of the grounds team. An earmarked reserve has already been set aside for a further acquisition."

   "To permit the erection of two plastic advertising ice cream cones on the outside of the Beach Hut Café subject to the cones being unilluminated and removed outside of trading hours and subject to planning consent."

   Update from Corona Virus Recovery Working Group

10. Delegated decisions

11. Payments

Dated: 08.07.2020

Signed: Amanda Jobling, Clerk, Hamble Parish Council, Parish Office, 2 High Street, Hamble, Southampton SO31 4JE. 023 8045 3422.

UPCOMING PARISH COUNCIL MEETINGS
Planning Committee – 27th July 2020 – virtual meeting
Meetings are not scheduled during August unless urgent business arises.
Council Meeting – 14th September 2020 – Virtual meeting

HAMBLE
PARISH
— COUNCIL —
Parish Office, 2 High Street, Hamble, Southampton SO31 4JE

Minutes of the Council Meeting

Monday 8th June 2020 at 7.00pm

Held virtually due to coronavirus restrictions.

Present: Councillors: S. Hand, (Chair), S Cohen (Vice Chair), M. Cross, T Dann, J. Dajka, S Haywood, J Nesbitt-Bell, D Rolfe, A. Thompson and I Underdown.
Officers: Clerk and Deputy Clerk.

Members of the Public: Director of WetWheels, Hamble

The minute reference for each item is 08.06.2020 + the agenda item number

1a. Apologies for Absence
None

1b. Declarations of interest and approved dispensations
None

1c. To approve the Minutes of the previous Council Meeting.
IT WAS RESOLVED TO approve the Minutes of 11th May 2020 however the Chair when presented with the Minutes for signature noted that that the list of attendees was incorrect. The minutes will be represented at the meeting on 13th July 2020.

2. Public Participation:
None in attendance

3. Presentation by WetWheels Hamble
The Director for WetWheels Hamble gave a presentation, to support its Grant Application which was deferred at the last meeting. The presentation highlighted the work of the organisation in providing opportunities to help build confidence in groups of people with disabilities or disadvantage through water-based activities. Fund raising and a stronger focus on Hamble residents was also discussed and it was hoped that the boat would be in use from September when the current restriction from Coronavirus are lifted.

Signed: _____ Date: _____

Council requested that the representative leave the meeting while they considered the application for grant. This was done and following the vote they were readmitted.

IT WAS RESOLVED that the Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, should incur the following expenditure which in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure of £500.00.

Wetwheels was asked to ensure the grant is spent directly on water-based activities for disabled or disadvantaged adults living in Hamble or children attending Hamble based schools.

A report detailing the use of the grant funds must be send to Hamble Parish Council by the end of February 2021 for reporting to Council in March 2021.

4. Delegated Decisions

IT WAS RESOLVED TO approve the following delegated decisions:

a) To defer the planned increase in parking charges

b) To accept the cost of the newsletter production at £224.00– with thanks to Cllr Haywood and the Clerk for the work on content and design. In addition, the Council thanks the wonderful volunteers who helped with delivery.

c) Renewal of insurance with Zurich for 2020 to 2023 for a premium of £6098.01 per annum.

5. Recommendations from Committees

IT WAS RESOLVED TO approve the following recommendations from the Asset Management Committee:

a) Election of Cllr A Thompson as the new Chair of the Committee

b)The next meeting is to be held on 7th July and not in accordance with the published schedule

d)Electronic Permits

(i) Adopt the draft PID with minor amendments

(ii) authorise the Deputy Clerk to continue research and preparatory work taking into account concerns that all parishioners would continue having access to the permits; and

(iii) set aside a budget of £2,500

Signed: _____ Date: _____

d)The updated Asset Register for 2019/20

e)The Project List.

6. End of Year Accounts and Audit

IT WAS RESOLVED TO:

a) Note completion of the end of year accounting process

b) Note the audit report and approve the recommended response.

7. Annual Governance and Audit Statement

IT WAS RESOLVED TO:

a) Approve the Annual Governance Statement (page 4 of the form)

b) Approve the Annual Accounting Statements (page 5 of the form)

8. **Financial Information**

IT WAS RESOLVED TO:

a) Approve the list of invoices for payment. Cllr Cohen agreed to check the invoices against the list presented.

b) Approve the reconciliation and bank statement for the current account at £160,302.92 for April 2020. This will be checked and signed by Cllr Cohen

c) Approve the detailed list of income and expenditure for April 2020. This will be signed by Cllr Cohen

IT WAS RESOLVED TO: To pass a resolution under Section 100A(4) of the Local Government Act 1972 in respect of the following items of business on the grounds that it is likely to involve the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

The Clerk:

a) advised an expected request to use part of the Council's estate had not been received before the meeting.

b) Gave a brief verbal update regarding the valuation of the Grounds Team truck.

Signed: _____ Date: _____

The Meeting closed at 8:06pm

Signed: _____ Date: _____

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Report to: Council

Co-option Update and timetable

13th July 2020

Introduction

The Council has held a vacancy since the end of last year following the resignation of Tony Ryan. With election due to the elections in May 2020 it was decided not to co-opt but to hold the vacancy pending the elections.

As a result of the Coronavirus pandemic elections are cancelled and held over until May 2021. This has resulted in the Council seeking to fill the vacancy.

The public notice notifying the electorate of the vacancy did not result in a call for a by election. This means that the council can now seek nominations for co-option from people wishing to stand.

Since the last co-option process the advice has changed slightly requiring the Clerk to undertake checks to ensure that candidates are eligible to stand prior to applications being considered by Council. Advice also indicates that the selection of candidates should be carried out in public session and if so required people informed why they were not selected.

In January the auditor advised that a skills audit might be sensible to ensure that the Council secure candidates with experience in key areas. The advice from NALC (National Association of Local Councils) has now mirrored this. If Council did want to highlight specific skills this could be included in the advert but would have to follow the completion of a skills audit which given the time constraints could be challenging? If you do want to preference certain skills then weighting should be given to candidates with these attributes even if other candidates might appear more suitable.

The vacancy will be advertised in the newssheet that goes out at the end of July/early August. Candidates will need to apply before the end of August. Eligible applications will be considered at the meeting on the 14th September 2020. A copy of the application and information is attached.

Copies of the NALC advice will be made available on the website.

HAMBLE
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HAMBLE PARISH COUNCIL
COUNCILLOR CO-OPTION INFORMATION AND APPLICATION PACK

FUNCTION OF THE PARISH COUNCIL

Parish Councils are the oldest form of local government and has been in use in England since the 8th century. The modern Parish Council is a statutory elected local authority, which acts as a voice for local opinion by keeping in close and regular contact with its electorate and provides a focus for voluntary organisations in the area.

We provide various services to the community including,

- Maintaining public areas and open space including the Foreshore, Westfield Common, part Mercury Marshes, College Playing Fields, Mount Pleasant playing fields, sections of footpaths and cycleways
- Play areas, playing pitches, tennis courts and the Multi Use Games Area
- Two sports pavilions – Roy Underdown and Mount Pleasant
- Manage the Foreshore including the Car Park and Dinghy Storage Park
- Cemetery
- Allotment
- Hold and manage leases for the Pink Ferry, Beach Hut Café, Hamble Lifeboat, Hamble Club Football, Hamble Squash Club, land adjoining Hamble Holt and Sea Scouts Hut.
- Work with volunteer helps to run services from the Mercury Library and Community Hub
- Grant support to community and voluntary organisations
- Christmas lights
- Ten village magazines a year

HOW WE DO BUSINESS.

Full council meetings are held the second Monday of every month (except August and Bank Holidays). Each meeting starts with a public session in which members of the public can come along and raise issues of interest or concern. Meetings are held in the Roy Underdown Pavilion (currently they are held virtually due to the Corona virus) and start at 7pm until 9.30pm.

In addition to Full Council meetings the Council also has a number of Committees and Working Groups. The main Committees are:

- Planning Committee which meets on the 4th Monday of every month at 7pm
- Asset Management Committee which meets the first Tuesday of every second month at 8.30am
- Personnel Committee which meets once a quarter at 9.00am.

A schedule of the year's meetings are available on the website including current vacancies on Committees and working groups.

DECISION MAKING

The Council is a corporate body. All decisions of the Council are taken by the majority vote during Council, or Committee meetings. The Chairman is responsible for ensuring the business of the meeting is transacted in accordance with the Council's standing orders and financial regulations in

an efficient and timely manner. The Clerk to the Council is the Proper Officer/Responsible Financial Officer and carries out the statutory obligations of the Council.

HOW ARE WE FUNDED?

Each year the Parish Council sets a budget. Our income comes from a combination of money from services such as car parking, lease income and charges for services as well as a precept charge which forms part of residents Council Tax and is by Eastleigh Borough Council. In addition to the services offered we also work in partnership with Eastleigh Borough Council and Hampshire County Council as well as other organisations. Where possible we will seek alternative sources of income such as developers' contributions and grants.

APPLICATIONS

Candidates are asked to complete a short application form and confirm they meet the eligibility criteria to become a parish councillor and return to the office no later than Monday **31st August 2020** Completed forms will be considered by Councillors at their next meeting on the 14th September 2020. Copies of the application form will be published on our website although contact information will be removed.

Candidates will be invited to attend the meeting, to introduce themselves and to a make a short statement in support of their application lasting no more than 5 minutes. Members may ask a number of set questions. This will be in the public session.

Members will select their preferred candidate by way of an absolute majority vote. This part of the meeting will not be open to the candidates.

Candidates will be notified as soon as possible after the meeting and the successful candidate invited to attend the Parish Office to sign the Declaration of Acceptance of Office, including an undertaking to abide by the Parish Council's Code of Conduct which embed the Nolan seven principles of public life. Failure to sign the Declaration of Acceptance will result in automatic disqualification. The successful candidate will also be required to complete a Notification of Disclosable Pecuniary and Other Interests form. This form is published on the Parish website and EBC is sent a copy along with confirmation of the appointment.

ROLE DESCRIPTION ROLE

Responsible to:	The 'Corporate Body' (i.e. the Parish Council) and all residents within the parish
Responsible for:	Effective leadership, governance, liaison and budget setting Purpose: Representing the views of residents
Liaison with:	Other councillors, staff, local authorities, residents' associations, community groups, charitable groups and residents
Period of service:	Elections are held every four years
Next elections:	May 2021
Renumeration:	This is an unpaid voluntary position
Availability	To attend a variety of meetings

MAIN DUTIES AND RESPONSIBILITIES

1. Attend Parish Council meetings.
2. To prepare for meetings and being properly informed about the issues to be discussed.
3. Participate constructively in the governance of Hamble Parish Council.
4. To participate in the formation and scrutiny of the Parish Council's policies, budgets, strategies and service delivery.
5. Ensure, with other councillors, that the Parish Council is properly managed.
6. Keep up to date with significant developments affecting the Parish Council at local, regional and national levels.
7. Promote the economic, social and environmental well-being in the work of the Council.
8. To represent the interests of the whole community when discussing Council business and working with outside bodies.
9. Take an active part in engaging with the community and build capacity and resilience.
10. To comment on planning applications and other planning matters such as the Local Plan.
11. To represent the Parish Council on outside bodies to which the councillor is appointed.
12. To maintain proper standards of behaviour and to act as an Ambassador for the Parish Council and to promote the work the Council undertakes, on behalf of the community.
13. To be aware of and to comply with the Councils polices especially in relation to confidentiality, data protection and GDPR.
14. To participate effectively as a member of any committee or working party to which the councillor is appointed.
15. To uphold the Parish Council's Standing Orders, Code of Conduct and the Nolan principles of Public Life (ensuring that the impartiality of Council staff is not compromised).
16. To undertake appropriate training courses and as when possible.
17. The Parish Council operates its own email server – new members will provided with a unique councillor email address which must be used for all communications.

Training

Induction comprises a tour of the Parish and a 'walk through' of the Members' Handbook. Ongoing training is provided via the Hampshire Association of Local Councils and other bespoke training sessions. These vary between day-time and evening sessions

CO-OPTION ELIGILIBITY FORM

In order to be eligible for co-option as a Hamble Parish Councillor you must confirm that:

☐ You are18 years of age or over

British citizen or a citizen of the Commonwealth or a citizen of any other member state of the European Union

In addition, you must also be able to satisfy one of the following:

☐ I am registered as a local government elector for the Parish; or

☐ I have, during the whole of the twelve months preceding the date of my co-option occupied, as owner or tenant, land or other premises in the Parish; or

☐ My principal or only place of work during those twelve months has been in the Parish; or

☐ I have during the whole of those twelve months resided in the Parish or within 3 miles of it.

Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being a parish councillor if he/she:

Is employed by the Parish Council or holds paid office (other than Chairman, Vice Chairman) under the Parish Council.

Is employed by an entity controlled by the Parish Council;

Is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or a debt relief restrictions order or an interim debt relief restrictions order;

Has within five years before the day of co-option, or since his/her co-option, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or

Is otherwise disqualified under Part III of the Representation of the People Act 1983 (relating to corrupt or illegal electoral practices and offences relating to donations) or

Use of personal information: The Parish Council will use your information, including that which you provide on this application form, to assess your suitability to be a parish councillor.

Declaration & Consent

I have read the section entitled 'Use of Personal Information' and by signing this form I consent to the use and disclosure/publication of my information included in this application form in accordance with the GDPR. I declare the information given on this form to be true and correct.

Signature Full name Date

CO-OPTION APPLICATION FORM

Name:	
Address:	
Telephone Number:	
Email Address:	
Why are you applying to become a Parish Councillor?	
What skills and experience can you bring to the role?	
What would you like to achieve in your time on the Council?	

Use of Personal Information
The Parish Council will use your information, including that which you provide on this application form, to assess your suitability to be a parish councillor.

Declaration & Consent I have read the section entitled 'Use of Personal Information' and by signing this form I consent to the use and disclosure of my information included in this application form in accordance with the GDPR. I declare the information given on this form to be true and correct.
Signature:
Full name:
Date:

Please return this completed form along with Co-option Eligibility form no later than the **31st August 2020** to: clerk@hamblepc.org.uk. Please include the following in the subject heading – Application for co-option. Or send to the Clerk, Hamble Parish Council, Parish Office, 2 High Street, Hamble SO31 4JE

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JUNE 2020

LTN 8 | ELECTIONS AND CO-OPTION

1. This Legal Topic Note explains matters relating to elections, both ordinary and casual, and the co-option of local councillors. This note should be read in conjunction with NALC's legal briefing L03-20.

2. The Local Elections (Parishes and Communities) (England and Wales) Rules 2006 ("the 2006 Rules") applies to the election of councillors to a parish or community council. Elections are run by the principal authority and there is no role for a local council in relation to ordinary elections. Where there is a casual vacancy (see paragraphs 16 to 22 below) the initial role of the local council is public notification of the vacancy. If an election is required to fill a casual vacancy it is run by the principal authority. If no election is required the local council controls the process of co-option (see paragraphs 23 to 28 below). Up to date information about the running of an election can be found at: https://www.electoralcommission.org.uk/i-am-a/electoral-administrator/local-elections-england-and-wales.

Qualifications for election and holding office as a councillor

3. Section 79(1) of the Local Government Act 1972 ("the 1972 Act") provides, unless disqualified (see paragraph 7 below) a person is qualified to be elected and to be a councillor if he is a qualifying Commonwealth citizen or an EU citizen and on the day on which he is nominated and, if there is a poll, the day of the election he is 18 years of age or over and:

   a) on that day he is and thereafter he continues to be a local government elector for the area of the authority; or

   b) he has during the whole of the 12 months preceding that day occupied as owner or tenant any land or other premises in that area; or

   c) his principal or only place of work during that 12 months has been in that area; or

   d) he has during the whole of those 12 months resided in that area; or

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e) in the case of a member of a parish or community council he has during the whole of those 12 months resided either in the parish or community or within three miles of it. [The Electoral Commission's interpretation of this provision (namely section 79(1)(e) of the 1972 Act) is that all persons qualify to be elected and to be a member of a parish or community council if they have resided for the relevant 12 months in the parish or community or within three miles of it.]

4. A person is a qualifying Commonwealth citizen if he is a Commonwealth citizen who either:

   a) is not a person who requires leave under the Immigration Act 1971 ("the 1971 Act ") to enter or remain in the United Kingdom, or

   b) is such a person but for the time being has (or is, by virtue of any enactment, to be treated as having) indefinite leave to remain within the meaning of the 1971 Act.

5. A person is not a qualifying Commonwealth citizen if he does not require leave to enter or remain in the United Kingdom by virtue only of section 8 of the 1971 Act (exceptions to requirement for leave in special cases).

6. A person is qualified for re-election under paragraph 3(c) if he is already a councillor. The Court of Appeal held in *Parker v Yeo* (1992) that being a councillor was "work" and that the work was carried on in the area where the councillor was an elected member.

Disqualifications for election and holding office as a councillor

7. In accordance with section 80 of the 1972 Act, a person is disqualified from being elected or being a councillor if he:

   a) holds any paid office or employment (other than the office of chairman, vice chairman or deputy chairman) to which he has been appointed by the council or any committee or sub-committee of the council, or by a paid officer of the council, or by any joint committee on which the council is represented; or

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b) is the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order under Schedule 4ZB of the Insolvency Act 1986;

c) has within five years before the day of election or since his election been convicted of any offence and sentenced to a term of imprisonment of at least three months (whether suspended or not) without the option of a fine; or

d) has been found guilty of corrupt or illegal practices, or was responsible for incurring unlawful expenditure and the court orders his disqualification.

8. In relation to paragraph 7(a) above, when dealing with an office of profit, it is irrelevant that no profit was actually received.

By-elections

9. A by-election of a whole council takes place:

a) where a new council comes into existence in a year other than that in which the principal authority councillor for the parish or community is elected - sections 89(2) and 95 of the Local Government and Public Involvement in Health Act 2007; or

b) where an election is declared void following an election petition - section 135 of the Representation of the People Act 1983 ("the 1983 Act"); or

c) where a principal authority orders a new election under reserve powers - section 39 of the 1983 Act.

10. A by-election to fill a particular vacancy can occur when the membership of the council is increased.

11. The remainder of this LTN covers situations in which the parish or community council has a role.

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Costs of holding elections

12. The cost of holding a local council election is paid by the local council if the principal authority so requires. Where a local council election is combined with a principal council election the cost of the combined polls (excluding the costs attributable solely to one election) is apportioned equally between the elections (section 36(3B) of the 1983 Act).

Insufficiency of candidates at ordinary election

13. Section 21 of the Representation of the People Act 1985 provides that where an insufficient number of candidates is validly nominated at an ordinary local council election to fill the vacancies on the council, those who have been validly nominated are automatically elected as councillors. Provided that those elected constitute at least a quorum (three or one third of the total number of councillors, whichever is the greater), the council (e.g. those elected unopposed) may co-opt any person or persons to fill the vacancies. If the power of co-option is not exercised within 35 days (in calculating which, Saturday, Sunday, Christmas Eve, Christmas Day, Good Friday, a Bank Holiday and a day appointed for public thanksgiving or mourning are excluded), the principal authority may then exercise its powers to hold a further election or to take other appropriate action to fill the vacancies. A principal authority has wide reserve powers to do anything necessary to constitute a council properly (section 39(4)(b) of the 1983 Act), including the temporary appointment of councillors pending a further election (section 91 of the Local Government Act 1972 ("the 1972 Act").

14. Before exercising the power of co-option, the council does not have to give public notice of the vacancy or vacancies, although it may do so if it wishes. In practice, the giving of public notice is a sensible way to attract possible candidates for co-option.

15. Legal Topic Note 7: *Non-Councillor Members of Committees* provides guidance about the appointment of non-councillors to a council's committees.

Casual vacancies

16. According to section 87 of the 1972 Act, a casual vacancy occurs when:

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a) a councillor fails to deliver his declaration of acceptance of office at the proper time (see paragraph 17 below); or

b) a councillor resigns; or

c) a councillor dies; or

d) in the case of a councillor who is disqualified by virtue of a criminal conviction, under section 79 of the Local Government Act 2000 (Wales) or under section 34 of the Localism Act 2011 (England), the expiry of the period for making an application or appeal or, if an appeal or application has been made, the date that any such application or appeal process comes to an end;

e) on the date of a report or certificate of an election court that declares an election void;

f) a person ceases to be qualified to be a councillor for a reason not mentioned above; or

g) a councillor fails to attend meetings for six consecutive months.

Declaration of acceptance of office

17. In accordance with section 83(4) of the 1972 Act, on being elected to office, a councillor must sign a declaration of his acceptance of office, in the presence of another councillor or the clerk. The declaration must be delivered before or at the first meeting of the council after election or, if permitted by the council at that meeting, before or at a later meeting fixed by the council. If a councillor fails to deliver the signed declaration at the due time, he thereupon vacates office and a casual vacancy arises. There is no provision allowing a declaration to be delivered retrospectively. A councillor who is elected as the chairman of a local council must sign and deliver a separate declaration of acceptance of the office of chairman (see paragraph 32 below). In England, the declaration of acceptance of office is in the form prescribed in the Local Elections (Declaration of Acceptance of Office) Order 2012/1465. In Wales, the declaration of acceptance of office is in the form prescribed in the Local Elections (Declaration of Acceptance of Office) (Wales) Order 2004/1508.

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Failure to attend meetings

18. Under section 85 of the 1972 Act, a councillor vacates office if he fails to attend a relevant meeting for six consecutive months after his last attendance, unless before the expiry of that period the council approves a reason for his absence. The following constitute a relevant meeting:

    a) a meeting of the council, or any of its committees or sub-committees; or

    b) a meeting of a joint committee, joint board or similar body by which any of the council's functions are for the time being discharged or which are advising the council on any matter relating to the discharge of its functions

    c) a meeting of any body of persons at which the attendance of the councillor is as a representative of the council (e.g. the annual meeting of the County Association counts as attendance at a council meeting).

19. A council cannot approve a reason for a councillor's absence from a meeting if no reason is given. To simply record in the minutes of a meeting that a councillor was absent does not amount to approval for his absence. A councillor must give a reason for his absence from a meeting and the minutes of that meeting must document that approval for a councillor's absence was agreed by resolution and, where appropriate, the reason for absence. Further guidance about the data protection implications of this is explained in Legal Topic 5 (Parish and Community Council Meetings).

20. Under section 87(2)(b) of the 1972 Act, in most instances of a casual vacancy arising, the local council must give public notice of it as soon as practicable after the casual vacancy is deemed to have occurred and in accordance with the requirements of section 232 of the 1972 Act. Section 232 confirms public notice of a casual vacancy is effected by the council giving notice in conspicuous place(s) in its area and in any such other manner, if any, as appears to the council to be desirable for giving publicity.

21. Where a casual vacancy arises in any of the three circumstances set out below the council must (i) forthwith declare the office vacant (unless the High Court has already done so) (section 86(1) of the 1972 Act) and (ii) give

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public notice of the vacancy in accordance with the requirements of section 232 of the 1972 Act (see paragraph 14 above) immediately after it declares the office vacant (section 87(2)(a) of the 1972 Act). The three circumstances are that a member of a local council:

a) ceases to be qualified to be a member of the council;

b) becomes disqualified for being a member of the council otherwise than under section 79 of the Local Government Act 2000 (Wales) or section 34 of the Localism Act 2011 (England) or by virtue of a conviction or a breach of any provision of Part II of the Representation of the People Act 1983; or

c) ceases to be a member of the council by reason of failure to attend meetings for six consecutive months without approval of his absence from the council (see paragraph 18 above).

Filling a casual vacancy

22. In accordance with rule 5 of 2006 Rules, if within 14 days (calculated by excluding those days specified in paragraph 13 above) after public notice has been given, at least 10 electors give written notice to the proper officer of the principal authority of a request for an election to fill the vacancy, then a by-election must be held *except* where the vacancy occurs within six months before the date when the councillor in question would have regularly retired (e.g. four days after the next ordinary election). If a by-election is called, and an insufficient number of candidates is nominated those nominated are elected (see section 39(5)(b) of the 1983 Act) and the district council must call a further by-election to fill the remaining vacancy or vacancies (see section 39(1)(b) of the 1983 Act).

Co-option

23. If no by-election is called, the council must as soon as practicable after the expiry of the 14 day period fill the vacancy by co-option. If the vacancy falls within the six month period the council may but need not, fill the vacancy. It must still, in the latter case, give public notice of the vacancy.

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Eligibility for co-option

24. A person is eligible to be co-opted provided he is qualified to be a councillor (see s.79 of the 1972 Act) and is not disqualified by s.80 of the 1972 Act.

25. Candidates standing in local council elections must submit to the Returning Officer a form (prescribed by Part 7 of paragraph 1 to Schedule 2 of the 2006 Rules) which (a) confirms their consent to nomination and (b) includes a declaration that they meet the aforementioned statutory qualifications to stand for election. Candidates who wish to be co-opted on to a local council are not subject to such requirements. To ensure that councils consider for co-option only those candidates who are eligible to be councillors, NALC recommends that councils require candidate(s) for co-option to declare or certify in writing that they meet the criteria for eligibility set out in s.79 of the 1972 Act and are not disqualified under s.80 of the 1972 Act. A council may need to investigate or obtain evidence about a candidate's eligibility to be a councillor if this is challenged.

26. A local council may wish to indicate that people with specific skills and expertise (e.g. accountancy, HR, Planning) are particularly welcome to apply. This should not be part of the formal notice and it must be clear that people without those skills are still eligible to apply. In cases where there are more candidates than vacancies, a council will need to fairly consider who to co-opt and such skills and expertise may be taken into account according to a council's particular needs.

27. Where the number of candidates is less than or equal to the number of vacancies, the candidates shall be appointed to the council if they meet the s.79 eligibility criteria and they are not disqualified under s.80.

Decision-making

28. Decisions made by a local council about whether or not to co-opt when vacancies remain unfilled after an ordinary election and who to co-opt when any casual vacancy arises should be transparent. In NALC's view it would be difficult for a local council to argue that there are special reasons which justify excluding the public during a council meeting when it is making decisions about a matter of public interest such as co-option. Decisions about co-option which are made at council meetings when the public have

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been excluded will not eliminate the need for a council to explain, for example to unsuccessful candidates, the reasons for its decisions.

Registration of interests

29. Within 28 days of becoming a councillor in England, a person must notify the Monitoring Officer of any "disclosable pecuniary interests" as defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012/1464. The definitions of disclosable pecuniary interests are given in Legal Briefing L10-12. In England, the code of conduct adopted by a council under section 27(2) of the Localism Act 2011 Act may require a councillor to give notification of interests which are not disclosable pecuniary interests within 28 days of his election to office. This will be case if a council has adopted NALC's template code of conduct (see Legal Briefing L09-12). Upon re-election or re-appointment, a councillor in England must also within 28 days notify the Monitoring Officer of 'disclosable pecuniary interests' not already included in his or her register of interests. Further guidance is given in Legal Topic Note 80 (Members' conduct and the registration and disclosure of their interests (England)). In Wales, within 28 days of becoming a councillor, a person must notify the Monitoring Officer of the personal interests set out in paragraph 10(2)(a) of the schedule to Local Authorities (Model Code of Conduct) (Wales) Order 2008/788 and any other financial interests required by his council's code of conduct.

Election of chairman

30. Sections 15 and 34 of the 1972 Act (for England and Wales respectively) provide that the Chairman of a local council must be elected from among the councillors as the first business of the annual council meeting in May. He remains in office until his successor is elected (at the following meeting unless in the interim he resigns, dies or otherwise vacates office).

31. Schedule 12, paragraphs 11 and 27 of the 1972 Act (for England and Wales respectively) provide that since the chairman of the council must preside at all council meetings which he attends, he must if present preside at the election of his successor (who may, following re-election, be himself). As chairman, he has, as well as his ordinary vote, a casting vote, in the event of a tie between candidates for his post and he must exercise the latter. Section 15 of the 1972 Act provides, where following an ordinary election, the chairman ceases to be a councillor he nevertheless remains chairman of the council until his successor takes office. If present at the annual council

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meeting he must preside at the election of his successor but has only a casting vote. As soon as his successor is elected, he vacates office and can no longer participate as a councillor in the meeting.

32. Upon election to the office of the chairman of a local council, the councillor must sign a declaration of his acceptance of that office, in the presence of another councillor or the clerk. The chairman's declaration of acceptance of office must be delivered at the meeting at which he is elected or, if permitted by the council, before or at a later meeting fixed by the council. Failure to deliver the signed declaration at the due time results in automatic vacation of office of chairman. A chairman is elected annually and therefore a declaration must be made every year by whoever is elected as chairman – see section 83(4) (a) of the 1972 Act.

Vice-chairman

33. Section 15(6) and 34(6) of the 1972 Act provides that a council may but need not elect a vice-chairman.

34. A councillor elected to the office of vice-chairman does not have to sign and deliver a declaration of acceptance of that office (although he must deliver his signed acceptance of office as a councillor (see paragraph 17 above)).

Other Legal Topic Notes (LTNs) relevant to this subject:

LTN	Title	Relevance
2	The chairman of local councils	Explains the election process of the chairman at the annual meeting.
7	Non-councillor members of committees	Sets out the powers of councils to appoint non-members to committees.
80	Members' conduct and the registration and disclosure of their interests (England)	Explains the provisions of the Localism Act 2011.

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HAMBLE
PARISH
COUNCIL

Report to: Council by the Chair of Personnel Committee

Proposed changes arising from the Corona Virus lock down and staff absences.

13th July 2020

BACKGROUND
Parish councils are strange beasts in the public sector world. They get involved in a huge range of activities, from what may truly be described as 'parochial' - which are often of the greatest importance to the parishioners, not the responsibility of the parish council and very time consuming to resolve - to the strategic, where the engagement is often with highly qualified specialists and there are major issues involved which are likely to have significant long term impact on the parish. This is in addition to the statutory duties laid on parish councils which can be onerous as they have not been updated to reflect current practices in other sectors. They are also the 'first port of call' for many parishioners who have queries about public issues. Responding to these demands calls for a wide range of skills and knowledge. The introduction of environmental, health and safety and other statutory requirements has also increased the workload in recent years.

Currently the council is experiencing several staff absences which is needing to be managed set against the increase in work coming from the coronavirus pandemic which includes,

- setting up systems to ensure home working and virtual meetings eg phones, computers etc
- increased time required to contact people to resolve issues
- provision of additional requirements eg hand sanitisers, PPE, additional rubbish collections, signage etc
  preparation of additional risk assessments and embedding new working practices such as spraying down facilities, more inspections
- changes to working methods.
- Dealing with complaints/enquiries about adherence to social distancing and lock down guidance
- Extended period of public use in key locations especially the Foreshore
- Additional meetings – Weekly Operations Meeting, Corona Virus WG

The above list is not comprehensive merely illustrative. This puts significant pressure on the staff and it is important that we ensure the resilience of the organisation, particularly for the next six months.

In view of this I propose the following measures that should remain in place until the end of the year. The position would be formally reviewed at the November council meeting but monitored in the meantime. I consider that the proposed measures are in line with current government guidelines and it would be better to have some certainty for members, staff and parishioners. It will also enable us to give a clear message to parishioners, reduce the potential for unnecessary work and provide some reassurance to staff.

Recommendations

- Staff should continue to work from home following government advice - remote working should continue although office cover will need to be balanced against this.
- Temporary member of staff should be retained (if possible) to help cope with any backlog of work resulting from staff absences and will be reviewed in September.
- Staff will seek to deal with telephone and email enquiries but will offer appointments where a face to face meeting is needed.
- Changes to the office to enable public access will be deferred until autumn when guidelines may have changed. Delaying the admission of the public will also address staff concerns. educe the work required to make it conform to changing Council and committee meetings continue to be held virtually
- Reduce grounds maintenance such as grass cutting, rubbish clearance linked to the rewilding project
- Employ contractors where necessary to supplement the grounds team eg grass cutting to enable additional litter collection
- Clock permits : Permits issued this year should be valid until the end of 2021 (added benefit of a gift to parishioners and businesses at this difficult time)
- Dinghy park : No reallocation of spaces unless needed for operational reasons
- Priorities for staff to be agreed taking us up to the new year. New ideas or initiatives should be considered against this list – one in one out.
- Agree a strategy for communicating to residents including the magazine, social media and other options.

HAMBLE
PARISH
COUNCIL

Report to: Council
Communications Working Group
13th July 2020

The Group has met several times since the last Council meeting and is making a series of recommendations regarding communication with residents and the community.

Social Media Policy

It was felt that there was a need for a social media policy that creates a framework for staff and councillors in their social media interactions. The policy should help to clarify how to deal with issues that arise from social media as well as when the council should respond to issues and when it will use it for its own purposes. In addition, it will provide guidance on how members can respond and what can and can't be said on behalf of the council.

Newssheet

The group has reflected on the feedback from residents on the last newssheet. Generally, the feedback was positive about a clearer and more concise format although there were reservations raised about the loss of space for community groups, useful numbers, upcoming events and advertising.

Given the ongoing staffing pressures and the need to review aspects of the magazine production the group recommends that the Council moves to a double sheet 8-page news sheet, which is double the size of the last edition, and is produced externally.

Delivery
A resident has indicated that they are willing to do the delivery on the current terms of £330.00 per issue. The detail is currently being discussed.

Format
Front page Chair's update, 2-3 pages for council news, 4 pages for (reduced) community news and advertising – target revenue £850 per issue / £8500 pa.

The next edition is unlikely to contain advertising but if the concept is agreed this can be explored for later editions.

It was felt on balance that this provided the best of both worlds (condensed and interesting content, but space for community news and the opportunity to generate revenue from advertising space).

There were some concerns about how the community groups might react, but I strongly feel we should encourage a more diverse range of groups to feature, which means less space for each group, or less frequent mentions. They should provide photos of past activity with max 100 words summary / invite to their next event; no long report format contributions. A report is very retrospective and probably only of interest to members, I do feel that we would all benefit more from proactively encouraging future participation instead.

Costs

At present advertising revenues are approximately £12,000 per year. This does not cover the full cost of the production, print and delivery and the council subsidies this to the amount of approximately £2,000 pa.

With the increased cost of outsourcing print and production, by retaining the existing Village Magazine format and assuming a consistent advertising revenue, the council subsidy would increase to approx. £3,200 pa.

The single newssheet, whilst cheaper to produce and print, doesn't offer any advertising space and therefore would require a 100% council subsidy of £6,500pa.

With a reduced target advertising revenue of just £850 per month, the proposed double newssheet would require a subsidy of £1750 pa (less than the current amount).

Recommendations

To draft a social media policy setting out the Council's approach to this form of communication and providing advice to members on how best to use it.

To consider the proposals from the Communication Working Group on future village publications moving to an 8 page news sheet that is designed and printed

externally. The delivery arrangements will also change but will continue to cost £330.00 per delivery.

Clerk - Hamble Parish Council

From: Cross, Cllr Malcolm <Malcolm.Cross@eastleigh.gov.uk>
Sent: 06 July 2020 14:20
To: Clerk - Hamble Parish Council
Subject: Re: Agenda for Council

Hi

Well we have had progress. The first meeting went through the thoughts of how to proceed.
We had a second meeting which included the Doctors Surgery which was very informative, gave us some information that we can use in the village magazine for the residents information.
We have had now had contact with Radian they interested and gave me via email of there response to be review at the next meeting.
The LAC area manager Julie is looking into what 106 agreements monies we have for the memorial for the volunteers from the village.
Also asked if we or can she look into Parking in the square about reduced fees or free parking for a longer period I hope to have information soon on this.

I hope this is ok.

Regards

Malcolm

Sent from my iPad

On 6 Jul 2020, at 13:34, Clerk - Hamble Parish Council <clerk@hamblepc.org.uk> wrote:
/

> <image001.gif>
> And Good afternoon
>
> I putting the agenda for next week to bed and need to know if you want something included on the agenda from the Corona virus working group. There ought a short report setting out some of the findings so far such as asking the community via the bullentin how they want to mark the pandemic? Have any other items been agreed and that need Councils agreement to?

If I could have something as an indication by tomorrow after AMC I would appreciate it and if the report could be with me by Thursday morning that would be great.

thanks

Amanda
Clerk at Hamble Parish Council
02380453422

HAMBLE
PARISH
COUNCIL

Report to: Council
Delegated Decisions for noting
13th July 2020

Introduction

Under Standing Orders, decisions can be made by the Clerk in consultation with the Chair of the Council or the relevant Committee when needed.

A number of decisions were taken following the governments Coronavirus regulations. These included the following:

Reopening of the Councils Play area – government guidance advised that the councils play areas could be reopened from the 4th July 2020. In opening the play areas a full inspection of the play areas has been carried out, a risk assessment carried out and a number of new processes introduced including daily sprays of key equipment and installation of hand santisers. The cost of the hand santisers for play areas, the office, toilets and the Pavilion came to £1420.89.

The contract that was held with SHB for the hire of the truck has been novated Enterprise Rent-A-Car and signed. Under our Financial Regulations all new contracts should be approved.

Resolves to:

To note the decisions taken under delegated authority