

## HAMBLE-LE-RICE PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 14<sup>th</sup> MARCH 2016 AT THE ROY UNDERDOWN PAVILION, COLLEGE PLAYING FIELDS, BARON ROAD, HAMBLE-LE-RICE AT 7.30 PM

#### **Present**

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

#### **In Attendance**

Brendan Gibbs – Clerk to the Council  
Jacqueline Panakis – Minutes Secretary  
Liam Dobbin – Member of the Public  
Phil Beach – Member of the Public  
1 more Member of the Public

Before the start of the meeting, a minute's silence was held for Mr David Dawes, who died recently, in recognition of all the work he had done for the Parish.

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

84/31/16 Apologies had been received from Cllr M Cross.

#### **Declaration of Interest**

85/31/16 Cllr Lear declared an interest in Planning. Cllr Angela Fish declared an interest in the Foreshore. Cllr Hamel declared an interest in Planning, and dispensations relating to the Foreshore and Dinghy Park. Cllr Underdown declared dispensations relating to the Foreshore and Dinghy Park. Cllr Pepper declared an interest in the Hamble Club Football Club. Cllr Clive Fish declared an interest in the Foreshore and Dinghy Park. Cllr Hand declared a dispensation relating to the Foreshore and membership of the Royal Southern Yacht Club. Cllr Atkinson declared an interest in an item of correspondence listed in the agenda.

#### **To Accept the Minutes of the Council Meeting held on 22<sup>nd</sup> February 2016**

86/31/16 Cllr C Fish proposed, Cllr Pepper seconded and IT WAS RESOLVED that the minutes of the meeting held on 22<sup>nd</sup> February was a correct record and was then signed by the Chairman.

#### **Public Session**

87/31/16 Mr Liam Dobbin spoke to the Council about his company's plans to move his company from Ensign Park to Capstan House in the village centre. He was keen to speak to the Council before approaching

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Eastleigh Borough Council for permission for a change of use for the building (now retail premises). As a specialist in yacht recruitment, the company felt that the village centre was an appropriate place to be based plus there was access to good broadband speeds in the village. The property was previously a retail outlet that the Company planned to convert the ground floor premises to office space. Upstairs would remain as two separate apartments. Cllr Underdown asked about car parking for employees? The Company had contact with the Commodore of the RAF Yacht Club and an agreement had been reached to rent some parking places there. The public car park would be used when extra space was required. Capstan House required some renovation work and Mr Dobbin assured the Council that this would be done sensitively and in line with the character of the village. In principal, the Council had no objections to Mr Dobbin's plans and mentioned that the premises had previously been used as office space.

*Mr Dobbin and another member of the public left at 7.43 pm.*

**88/31/2016 Foreshore Toilets** Mr Beach referred to the Parish Council meeting of 8<sup>th</sup> February when it was agreed that portable toilet facilities would be installed on the foreshore before school half term. The toilets were installed as agreed, but removed immediately after half term week. Last weekend there was a lot of visitors to the foreshore and consequently there were no toilet facilities for them. Mr Beach was under the impression that the Council had decided that these toilets would remain in situ until the new permanent facilities were open. He requested that they be re-instated as soon as possible. The Council agreed with Mr Beach that the previous resolution required the toilets to be re-instated. The Clerk said that he could have them re-instated within 3-7 days. **CLERK**

### **Planning and Development Control**

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

**89/31/16** *F/16/77973 Two storey rear extension and new 2 m high boundary wall at 4 Barton Drive, Hamble-Le-Rice, Southampton SO31 4RE.*

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

**90/31/16** *C/16/78067 26 Crowsport, Hamble-Le-Rice, Southampton. Single storey extension, addition of parapet walls to roof, replacement external staircase, alteration to ground level to create raised patio and elevational alterations including alterations to fenestration and addition of render.*

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

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

**91/31/16** There were none to report.

### **Finance**

**92/31/16** To receive orders for Payment March 2016. The list of orders for payment was circulated at the start of the meeting. Councillors asked that this information be circulated with the main body of papers before any future meeting. Cllr Atkinson proposed, and Cllr Pepper, all agreed and IT WAS RESOLVED that the orders for payment were accepted.

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**93/31/16** Budget and Charges 2016-17. A revised budget was presented to the Council for consideration. Items of note were highlighted in the document and brought to the attention of the Council. Some councillors noted that a few budget amounts were in excess of the spending over the previous two years and queried why this was the case. Some budget headings had been increased due to new commitments in the forthcoming financial year. '4002 Pension Costs' had increased due to the fact that as from June this year all employees will have to be automatically enrolled into the pension scheme: at present three employees were not enrolled. '4110 Professional Fees' and '4111 Legal Fees' - there is provision in the budget should professional or legal advice is required. '4010 Staff Training' - this budget had been increased as the Council now has two new employees. '4100 Cleaning' - this budget had been increased as there will be additional cleaning responsibilities for the foreshore toilets, once they are opened. '4285 Other LGA Grants' - the Clerk explained what this was for and following discussion it was decided this would be removed from the budget. Following a question regarding line '4380 Repairs and Maintenance' it was explained that this line was for maintenance and refurbishment of the Roy Underdown Pavilion.

With regard to income, Cllr Davies suggested that the Council considered increasing the cost of a Dinghy Park Permit. The following Councillors declared a pecuniary interest in this item and left the meeting: Cllrs Underdown, A Fish, Hand; C Fish; and Hamel. As the Chairman had left, Cllr Davies was elected as temporary Chairman whilst this item was being discussed. The Clerk read out a letter from the Cllr Underdown, giving his personal opinion opposing an increase in the charges at the Dinghy Park. The charge had not been increased since February 2014, and was, in any event, a very reasonable charge. It was suggested, as there had been no increase in the charge since February 2014 that a 5% increase would be appropriate and reasonable. In terms of administration, it was sensible to increase the charges every 2-3 years, rather than every year. It was agreed that a 45% discount would be applied to dinghy park permit costs for children under 16 years. Mudland moorings were also discussed, however, as the arrangements there were historical and tended to be inconsistent for those using it, this would be considered separately at the next meeting.

**CLERK**

Cllr Venables proposed, and Cllr Cohen seconded, all agreed and IT WAS RESOLVED that the Dinghy Park moorings cost would be subject to a 5% increase; a 45% discount on this would be applied to under 16 year olds, with effect from February 2017.

**CLERK**

Councillors felt that some budget lines for the forthcoming financial year had been overstated, especially when compared to the actual spend in the preceding two years. This appeared to make the budget unrealistic. Councillors agreed to e-mail the Clerk with any specific adjustments required and the Clerk was asked to prepare a revised budget before the last meeting of the Council scheduled for April 25<sup>th</sup>.

**CLERK**

### **To Receive an Interim Internal Audit report for the Period October 2015 to January 2016**

**94/31/16** The Clerk highlighted that the report had recommended the purchase of a new Car Park Ticket Machine because it continued to show regular income discrepancies from the summary ticket counter issued by the machine. The machine received regular maintenance and recently had a software upgrade, however, this problem had continued. The cost of replacing the machine is approximately £9,000. The discrepancy in income amounted to about £250 pa. Councillors asked whether this was a notional cost, or whether the machine miscounted: it was thought the latter was the problem. As Eastleigh Borough Council used the same machines, the Clerk was asked to approach them to ascertain whether they suffered similar problems. The Council felt that it was uneconomical to purchase a new machine for, what amounted to, a £6 per week discrepancy. Cllr Pepper proposed, and Cllr Atkinson seconded, all agreed and IT WAS RESOLVED that the Interim Internal Audit report for the period October 2015 to January 2016 was accepted.

**CLERK**

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

**Hamble Lifeboat Station Construction Project**

**52/21/15** Southern Water had served a notice, under the Water Industry Act 1991, on the Parish Council concerning a leak on the supply pipe to Hamble Lifeboat Station. The mains stop cock had now been turned off to prevent this water loss. There had been no leak whilst the previous toilets were standing and it was therefore presumed that the damage occurred either during their demolition or when the Lifeboat Station contractors took over and broke up the toilet’s foundation slab. The supply to the toilets was turned off when the block was demolished; however the contractors at the Lifeboat station turned it back on several times whilst they were working there. The Clerk had met with Steve Emery regarding this problem. The bill from Southern Water was seven times bigger than normal. The Council asked why it took so long to notice the leak. The water was emptying straight into the drains; consequently the leak was not apparent. The water has to be turned on to accommodate the temporary toilets.

It was agreed that the leak had to be repaired and the Clerk was authorised to make the necessary arrangements. It was suggested that the Council’s insurance would cover the expenses that this problem had incurred and the Clerk agreed to contact the Council’s insurers about this. **CLERK**

As the present Council’s term of office would cease from the end of April, Cllr Underdown proposed that they made it very clear to the incoming Council their requirements of the Hamble Lifeboat Trustees. The Council had granted £70,000 to the project and it was important that they received a report from the Trustees as to how their grant had been used: this was a normal requirement for organisations providing grants.

Cllr Underdown proposed, and Cllr C Fish seconded, all agreed and **IT WAS RESOLVED** that the Council asked the Lifeboat Station Trustees for an interim report to coincide with the end of the term of office for the present Council, to be available for the Parish Council meeting on 25<sup>th</sup> April, and in addition a final report at the completion of the project to justify their efficiency of spending, in particular: (1) Details of spending, with itemised costs; (2) what are the benefits to Hamble Parish Council and its residents as a result of the grant given, and (3) a statement of value for money. **CLERK**

*Mr Beach left at 9.24 pm.*

**Grant Application – Eastleigh Men’s shed**

**95/31/16** The Council had received an application for a grant amounting to £500 from Eastleigh Men’s shed. Hamble Parish Council had originally contributed £500 towards the set-up of the Shed, and other local Parish Councils had only contributed £250. Cllr Atkinson proposed that the amount of the grant agreed should be £250 only.

Cllr Atkinson proposed, and Cllr Hand seconded, 5 votes for the amendment and 3 votes against, and **IT WAS RESOLVED** that Eastleigh Men’s Shed be granted £250. **CLERK**

**Reports from the Clerk**

**239/81/12** Hamble Le Rice Parish Council Secure Storage: no further information.

**205/61/13** Path from Well Lane to Marina Drive: no further information.

**111/32/15** EBC Developer Contribution: The Chairman said an email from EBC had been received regarding a proposal to allocate £83,000 from Developers Contributions and the Parish Council was being asked to contribute towards the work at Coronation Parade, however, it was not clear what this would be spent on. Cllr Hamel said that it would not be to improve parking as there were insufficient funds at present to achieve this. The Clerk was asked to speak to Diccon Bright at EBC to request a broad outline of what a further contribution would be used for. **CLERK**

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- 237/71/15 Public Art at the Hamble Foreshore: this item was deferred.  
275/71/15 Hamble Footpath 5: no further information.  
330/91/15 The Well Lane Footpath Spur: this item was deferred.  
463/121/15 The Local Authority Property Fund: this item was deferred.  
464/121/15 Westfield Common Information Boards – Still awaiting delivery and installation.  
35/12/16 Public Access and art at Oyster Quay: the signs have been removed. Clerk to contact Diccon Bright about installation of finger post to indicate where the art is located. **CLERK**

**To receive Reports from Borough and County Councillors**

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

**From Eastleigh Borough Council**

- 96/31/16 HYPE Steering Group correspondence and meeting information. A 6 month report had been presented, but this has already been seen by the Council. There was a meeting on 10<sup>th</sup> March but no subsequent paper work is yet available.  
97/31/16 The date of the Mayor's visit to the foreshore has been changed to 23<sup>rd</sup> March.

**From Hampshire County Council**

- 98/31/16 There was a meeting of the River Hamble Harbour Board Management Committee on 11<sup>th</sup> March: no information about this has been received.

**Other Correspondence**

- 99/31/16 Marine Developments Ltd – invitation to meet to discuss common interests. This was noted.  
100/31/16 Letter from Parishioner asking about Hamble Lifeboat Station project. This was noted. The Clerk was asked whether he kept a separate file of all the documents, specifications, plans, correspondence, e-mails, decisions, etc pertaining to the new public toilets. At present there was no such file: the Council requested that, owing to the complexity of regarding the construction of the new toilets, that the Clerk create one. **CLERK**  
101/31/16 Letter from Parishioner asking about the new Vaping shop in the High Street. This was noted.  
102/31/16 Letter from a company keen to establish a Hamble to Cowes ferry service. This was noted.

**Exempt Business**

- 103/31/16 The Chairman proposed, and all agreed and IT WAS RESOLVED that in view of the confidential nature of the business to be discussed the public and press be excluded.

The matters to be discussed were as follows:

- The Hamble Club Football Club Lease.  
Provision of a Trip Boat at the Hamble Foreshore.  
Hamble Lifeboat Station Construction project.  
The Parish Council staff appraisal process – to receive a report from Cllr Hand.

*The meeting closed at 9.47 pm*

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