

## Council Meeting 11<sup>th</sup> October 2021

### Minutes

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

Meeting held at the Roy Underdown Pavilion, Baron Road, Hamble.

#### Present

Members: Cllr Cohen, Cllr Cross, Cllr Jones, Cllr Lehneis, Cllr Nicholson, Cllr Ryan, Cllr Thompson and Cllr Underdown

Staff: Clerk, Projects Manager and Communications lead

1. Welcome – Chair welcomed all present including four members of the public.
  - a. Apologies – Cllr Hand, Cllr Dann, Cllr Palmer and Cllr Rolfe
  - b. Declarations of interest – none
  - c. Minutes of 13<sup>th</sup> September 2021

**Proposed: Cllr Underdown**

**Seconded: Cllr Nicholson**

**Minutes of the Meeting held on the 13<sup>th</sup> September 2021 were approved subject to two changes – typo and formatting.**

2. Public participation – Four residents from Gardham Avenue attended to present the issues outlined in the petition to HPC. Key issues included the number of older people living in Grantham Avenue, the number of disabled spaces (some of which were not being used correctly), people from the wider area using it for short- and long-term parking (there were a variety of reasons for this), anti-social parking on the curb and an inability for people to park when visiting whether it is family, friends, deliveries, social and care visits or emergency vehicles.
3. Grantham Avenue Petition  
In response to the petition and the issues raised Council agreed the following:
  - Forward the petition to EBC and request that they consider it.

Signed

Date

- Work with residents to compile a dossier to show the exceptional nature of the road.
- Establish where the Coach Road estate survey has got too and recommendations for Grantham Avenue.
- To provide a briefing note back to Council setting out the responsibilities between EBC and HCC, the differing powers and any delegation in them under agency terms.
- Set out the resident parking permit criteria and any possible exceptions.
- Create a media campaign asking people to be a good car neighbour and park considerately.
- Ask EBC to contact shop owners and their staff to ask them to park elsewhere (could be Mount Pleasant).
- Ask HCC to install dropped kerbs for residents free of charge or discounted given the exceptional circumstances.
- Ask for more Street enforcement.

#### 4. Projects

The Councils considered a variety of issues.

- a) **Proposed: Cllr Underdown                      Seconded: Cllr Ryan**  
**Removal and replacement of 5 Velux window was agreed under delegation to the Chair of Asset Management and the Clerk subject to the quote being less than £12,000**
- b) To note that an expression of interest has been issued for the enabling works at the Foreshore for the bench replacement programme in line with Financial Regulations
- c) To seek public views via the newsletter about the permanent closure of the pathway at Hamble Allotments given the feedback from allotment holders on the proposal.
- d) **Proposed: Cllr Underdown                      Seconded: Cllr Ryan and all**  
**agreed to approve the additional premium business license at a cost of £15.10 + £3.90 per month plus cloud Setup and Configuration (2-5 users) of Rialtas Business Solutions (RBS) Software including VPN / RDP, firewall, and virtual server at a cost of £444.00.**  
 Also requested that we look at a digital strategy for engagement prior to engaging in further work on the virtual meetings..
- e) To note the issues raised in the survey regarding the 365 migration.
- f) Approve the leasing of 4 laptops for those councillors with an identified need. The costs to be confirmed. Also the Clerk is to seek advice on issues related to the use of personal devices for Council work and issues linked to disclosure and confidentiality.

g) It was agreed to consult the community using the variety of formats, on whether we have a Parish Newsletter or a Village Magazine (or either), and include businesses in the survey. Questions to be circulated to councillors before publication.

5. The Council noted the performance information.

6. Terms of Reference of the Crime Reduction and Community Safety Working Group

**Proposed: Cllr Underdown      Seconded: Cllr Cross and all agreed the Terms of Reference for the Crime Reduction and Community Safety Working Group.**

**Proposed: Cllr Underdown      Seconded: Cllr Cohen and all agreed to revise the membership of the Waste and Recycling Group to include Cllr Lehneis**

Personnel Working Group

**Proposed: Cllr Underdown      Seconded: Cllr Cross and all approved the recommendations listed 6a-f below**

- a) To amend the Standing Orders to include that in the absence of the Proper Officer or a designated member of staff that the Vice Chair would perform the role.
- b) To approve the appraisal and performance management policy and form including the requirement for a second councillor to be involved in the Clerks appraisal. It was agreed this would be Cllr Underdown.
- c) To approve the variation of hours for the Projects Manager to twenty hours per week.
- d) To approve the Accounts Assistant's role profile
- e) To approve the redesignation of £5000 reserves held in the EMR for valuations to the training budget. The transfer of money to the training budget will take place at the year end.
- f) To approve the National Employers Pay award of 1.75% for all staff backdated to 1<sup>st</sup> April 2021.

7. Assets Report

**It was Proposed: Cllr Nicholson      Seconded Cllr Thompson and all agreed items 7a-d below**

- a) To reintroduce a regular weekly clean of the pavilion changing rooms at the cost outlined in the attached quote from Domestic Darlings dated 4<sup>th</sup> October 2021.

- b) To agree the purchase of planters and planting for the Foreshore to be funded via the S106 funding
- c) Establish a budget for 2022/23 of £6000 to cover the purchase of more planters and to enable the annual purchase of bulbs.
- d) Approve remote access to the RUP CCTV system at a cost of £ 195.00 plus vat

9. AGAR

**Proposed: Cllr Cohen                      Seconded: Cllr Ryan and all noted the conclusion of the 2020/21 audit of our accounts without any exceptions.**

10. Bank reconciliations and payments list

The Chair signed the bank reconciliations for September for the following sums:

Premium Account	£ 140,746.80
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Business Current Account and Cash Book	£ 132,101.33
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Proposed: Cllr Jones                      Seconded Cllr Cross and all approved the payment list attached to these minutes.

Council noted the second precept tranche £121,136.00 and the loan statement from EBC which showed an opening balance of £120,138.28 plus Interest at 0.50% from 01/04/21 to 30/09/21 of £301.17 giving a final balance of £120,439.45

11. No queries were raised with the monthly reports circulated to members.

12. The Delegated decision from the Planning Committee for 13 Satchell Lane was noted.

13. Accidents and Incidents – the latest item was noted.

Meeting ended at 21.07.