



Parish Council Meeting Minutes

Minutes Monday 1st October 2012 7.30pm

Present	In attendance	Apologies
Cllr Mik Norman	E Billingham - Clerk	Cllr Coates
Cllr Dibden	Cllr Hindson	
Cllr Thornton	One member of the public	
Cllr Besly		
Cllr Higham		

Item	Subject	Action
134/12	<u>Apologies for absence and declarations of interest.</u>	
	All Parish Councillors were present. Cllr T Coates sent his apologies. The Police had not sent a report. There were no further declarations	
135/12	<u>To adjourn for public participation</u>	
	A member of the public attended the meeting.	
135.1/12	<u>To receive Police Report</u>	
	None	
135.2/12	<u>To receive the County Councillor's report.</u>	
	Cllr Hindson noted the following: Flood consultation – The councillor would look at maps to check areas noted. Cllr Hindson had been in conversation with Julie James (HCC) who had kept her up to date with developments. Cllr Hindson had been copied into the email correspondence with Highways dept (Derek Osborne) It was noted that he had not seen the letters to the public that were referred to in the emails. Cllr Hindson reported that the surface dressing procedure had been successful but there were a couple of	

Hambledon Parish Council 2012

	<p>areas that had not gone well. Areas due to be surface dressed were Speltham Hill on 5th October, Glidden 5th and 8th October and Church Lane 8th October.</p> <p>Cllr Hindson encouraged the council to keep in contact over the surface dressing scheme but that generally Operation Resilience was working well. It was being proactive and making rural highways more resilient.</p> <p>Meon Valley First Responders – The Councillor was pleased to see the council’s support.</p> <p>Lengthsman scheme – There had been some difficulties. There was a brief discussion over the issues and it was agreed that Councillor Hindson would be copied into any correspondence.</p> <p>Adult Care. – The HCC had spent £45 million in care partnerships. WCC upgrading shelter housing for 24 hour care and looking for new sites. The Councillor had been involved in the closure of three homes that were out of date and unable to give care needed. The HCC were adding six more rooms to West Home for both residential and nursing care. The councillor was satisfied that these moves would provide sufficient capacity.</p> <p>Village Agent scheme – Volunteers trained by Age Concern. Recruitment going well. Anyone interested were urged to contact Age Concern.</p> <p>Broadband – The councillor made a renewed request to remind residents to sign up to faster broadband.</p> <p>Devolved budgets had been increased to support local organisations – additional £5000 for last six months of the year.</p> <p>Attended launch of Hitting the Cold Spots supporting elderly to keep warm this winter. Contact staywarm@environmentcentre.com or 0800 804 8601.</p> <p>County Council election – Councillor Hindson noted that she would be retiring at the next election and the new Conservative candidate would be Roger Huxstep (City Councillor for Shedfield.)</p> <p>The Council wished to note the amazing work that Councillor Hindson had done for Hambledon and outstanding service to the area.</p>	
135.3/12	<u>To receive the District Councillor’s report.</u>	
	Not present.	
136/12	<u>To approve the Minutes of the meeting held on 3rd Sept 2012</u>	
	Agreed as a true record and signed.	
137/12	<u>Matters arising from these minutes</u>	
	<p><u>Items Carried Forward from previous meetings:</u></p> <p>Item 80.5/12 – Amendments to the grant application form. ACTION: Cllr Thornton would make necessary changes and forward to Cllr Norman to convert to a writeable PDF. – This would be carried forward.</p> <p>Item 85.3/12 – Oak tree – Plaque for Oak tree and specification from Woodland Trust ACTION – Cllr Besly and Thornton to draft wording.</p> <p>The plaque wording would be carried forward. Cllr Besly would make</p>	<p>Cllr Thornton</p> <p>Cllr Besly and Cllr</p>

Hambledon Parish Council 2012

	<p>arrangements to plant the tree.</p> <p>Item 126.3/12 - MVFR Cheque to be signed at this meeting.</p> <p>Item 126.6/12 - Pension arrangements – AGREED that the contract would be signed and agreed the 3% Pension contribution.</p> <p>Item 126.8/12 - Maps – Cllr Norman</p> <p>Item 128.1/12 - Play area – Nail removed.</p> <p>Item 132/12 - Dogs – Article had been placed in the Hambledonian</p>	<p>Thornton</p> <p>Cllr Norman</p>
138/12	<u>Planning Applications and Decisions.</u>	
138.1/12	<p><u>Matters arising from previous planning:</u></p> <p>SDNP/12/01400 house and SDNP/12/00967/LIS The Lambing Yard, Windmill Down Farm. HCC/12/0713</p> <p>Item 113.1/12 Meeting at SDNP – 13th September 2012. There was concern about hours, damage to verge, noise and other aspects. Cllr Dibden to attend and report.</p> <p>Lambing Yard– Cllr Dibden had spoken at the meeting and other residents had also had the opportunity to speak. Permission was granted for five years. Camera would be installed to monitor damage to the road. The council would log and monitor situation. There was a provision over vehicle movements. Cllr Dibden to summarise the decision for distribution.</p>	Cllr Dibden
138.2/12	<p><u>To receive planning applications from Winchester City Council and agree response</u></p> <p><u>SDNP/12/01863/LIS Myrtle Bank East Street Hambledon Waterlooville PO7 4RX</u></p> <p>Deadline: Fri 5 Oct 2012</p> <p>Internal alterations; addition of an partition wall across the large landing to create an additional room (bathroom)</p> <p>AGREED no objection</p> <p><u>SDNP/12/02124/HOUS Barn House West Street Hambledon Waterlooville Hampshire PO7 4SN</u></p> <p>_Deadline: 15 Oct 2012</p> <p>Alterations to garage structure to create office/studio space at first floor level</p> <p>AGREED no objection</p>	
138.3/12	<u>To receive planning appeals notification</u>	
	None	
138.4/12	<u>Update on Enforcement Issues</u>	
	Hayloft – Enforcement had visited the site and responded. Enforcement in place.	

Hambledon Parish Council 2012

	<p>The reply from N March, WCC was as follows:</p> <p>I have now had the opportunity to visit the site to view the development under construction and meet the owner / architect to discuss the issues raised by the Parish Council. I have also taken advice from the Historic Environment Team Leader, Alison Davidson.</p> <p>The footprint of the new bin store had to be reduced due to a problem with the roof pitch and door heights. As a consequence, the internal layout of the gas bottle / bin store has been changed. I have advised the owner that this will need to be dealt with through the submission of a fresh Listed Building Consent application and possibly a Non Material Minor Amendment application. It should be noted that provision is still being made for the storage of 10 bins (2 for each of the 5 flats) within the store buildings, albeit some of the bins will need to be accessed in a slightly different way. However, my understanding is that this is still better than the previous arrangement, where bins had to be manoeuvred about and there was an informal agreement between residents to fill up one bin at time.</p> <p>Regarding the materials, the owner advised that it was very difficult to get a perfect match to the existing varied brickwork (do you match the hayloft or the existing gas bottle / bin store?). The existing brickwork would seem to have been painted over at some point (with lime wash?) which has then been scrapped off, so the overall effect is extremely difficult to mimic. The owner therefore plumped for a high quality handmade orange coloured brick, which had to be of imperial size. There are examples of the brick in the existing brickwork. Rather than keying in the new brickwork to the existing, which would have looked a bit odd, the owner choose to keep the new brickwork separate, which he advised made it clear that this was a new addition to an old existing structure. Alison Davidson is happy with this approach. She advised that the upper airbricks could have been positioned more sympathetically; however, it was not something that she was particularly concerned about. Being a bin and gas bottle store, it is appropriate for the building to be ventilated. We have asked for the exposed timber roof joists and fascia board to be painted / stained dark brown / black to match the existing.</p> <p>The enforcement case will therefore need to remain open until the changes to the footprint and layout have been regularised, however, no action is proposed to be taken over the materials used or the method of construction.</p> <p>St Peters Farm – Neil March response. Cllr Dibden. To note that the council understand there are outstanding legal issues.</p>	
138.5/12	<u>To receive application decisions</u>	
	<p>Manor Farm – Wall. There was some discussion about the work of the building of the wall to match original materials and design.</p> <p>There was some discussion over inconsistencies over planning decisions. An example of the conservatory at Hunters Cottage was noted. The decision had been made stating that the house was not in the conservation area and it was within the area. Also the Manor Farm wall was inconsistent with the original design.</p> <p>AGREED to write a letter to Simon Finch to address the inconsistencies. Cllr D and Cllr Thornton.</p>	Cllr Dibden and Cllr Thornton
139/12	<u>Finance and Parish Council management.</u>	
139.1/12	<p><u>To approve payments.</u></p> <p>HAMBLEDON PARISH COUNCIL PAYMENTS -Oct 2012</p> <p>Kennet Carpentry £1,060</p>	

Hambledon Parish Council 2012

	<p>C Martin/Claymart £100</p> <p>BACS PAYMENTS</p> <p>England Basketball Association 40211 £442</p> <p>Sutcliffe Play £236</p> <p>PAYMENTS – Standing Order</p> <p>E Billingham – Clerk Sept 2012 £xxx</p> <p>Bank Balance - £22,124.16</p> <p>Available balance after uncleared cheques £18,862.42</p> <p>Amount to be claimed from Open Space £8 529.13</p> <p>Balance in Open Space (31Aug12)</p> <p>Play</p> <table> <tr> <td>10,410.79</td> <td>Sport</td> </tr> <tr> <td>17,748.37</td> <td>Total 28,159.16</td> </tr> </table>	10,410.79	Sport	17,748.37	Total 28,159.16	
10,410.79	Sport					
17,748.37	Total 28,159.16					
139.2/12	<p><u>To agree to the purchase of basketball net and equipment to the value of £442.00 from England Basketball Association.</u></p> <p><u>To agree to the purchase of swings to the value of £236 plus VAT from Sutcliffe Play.</u></p>					
	<p>It was noted that the basketball net had been ordered as a replacement as the old one was rotten and needed replacement.</p> <p>Swing replacements were ordered due to them being broken and rotting. The seats had become cracked and fractured.</p> <p>This will be claimed from the Open Spaces Fund.</p> <p>Approved.</p>					
139.3/12	<u>To review expenditure versus budget update for Oct. 2012</u>					
	Expenditure for FY 12/13 is on track with the budget.					
139.4/12	<u>Grant applications:</u>					
	<p>Item 127.3/12 To discuss the correspondence regarding the Village Hall shutters grant application</p> <p>The council had taken advice from the Auditor and HALC. It was still felt by some councilors to be a retrospective application and all the council considered that there were sufficient reserves available to the Village Hall.</p> <p>The council felt that after seeking advise that the decision should remain and they were comfortable with this advice but recognize that the VH would be unhappy with the decision.</p> <p>It was noted that the decision had been made in the Sept 2012 meeting and that procedure and rules state that it cannot be revisited for six months.</p> <p>There was some discussion about the background and decision.</p>					

Hambledon Parish Council 2012

	<p>It was agreed that the Village Hall reserves were large and that this was the main issue for refusal.</p> <p>The Chair and the Clerk would be meeting with the VH to discuss the remit of the Village Hall committee and the Council.</p> <p>The Chair had offered to personally assist the Village Hall to seek external funding if they wished.</p>	
139.5/12	<p><u>Clerk Employment</u></p> <p>Matter arising:</p> <p>Item 114.6 – To consider pension requirements for Clerk</p>	
	<p><u>Approved.</u></p>	
139.6/12	<p><u>Website</u></p> <p>Item 127.7/12 – Update</p>	
	<p>There was some discussion about a new website and the Clerk would seek costing from website developers.</p> <p>The Council would need to agree a strategy and management of the website and whether to involve other village organisations to have space within the website.</p> <p>There was some discussion regarding the financial implication of setting up the sites, maintaining the site and hours of the Clerk or a volunteer to run the site.</p> <p>AGREED – Clerk to seek quotes and send website links to Councillors .</p> <p>Council to develop a strategy paper.</p> <p>The aim would be to implement a new website by April 2013.</p>	Clerk
<u>139.7</u>	<p><u>To discuss and agree actions regarding Parish Council vacancy.</u></p>	
	<p>Currently two vacancies.</p> <p>Clerk to put up the notice again. ACTION and shop and pub.</p> <p>It was mentioned at the APM and in the Hambledonian. Councillors to consider ideas. It was suggested to make a list of roles and talents of current councillors and to note the shortfall.</p>	Clerk
139.8	<p><u>To consider items for The News</u></p>	
	<p>Portsmouth Evening News and Hampshire Chronicle – seeking news from Villages within its area.</p> <p>It was noted that Lotts Store had written to the News stating the importance of small shops.</p> <p>ACTION Councillors to write to the Clerk.</p>	All Cllrs

Hambledon Parish Council 2012

140/12	<u>Village Maintenance</u>	
140.1/12	<u>Lengthsman Update</u> Item 128.1 – <u>Update from lead Council</u>	
	Update – The appointed contractor had employed a team manager to run the scheme. A work sheet had been sent with the work checked off but with no dates included or verification. The lengthsman had not contacted the Council prior to works as requested. It was noted that the council needed to ensure work was completed hence the required meeting beforehand Clerk to email HCC Highways to ask for a schedule of works to avoid overlap.	Clerk
140.2/12	<u>Village Maintenance Contractor</u> Item 128.1 - <u>To discuss the village maintenance contractor role and agree the way forward after October 2012</u> Item 128.1 – Glebe land mowing	
	The Council had written and terminated J Blackman’s contract which included the grass cutting at the Village Hall and Glebe Land and Village Hall maintenance. AGREED to proceed on an ad hoc basis with C Martin until new financial year.	
140.3/12	<u>Village Hall Maintenance update</u> Item 128.3 – <u>Meeting of all parties to discuss Village Hall grounds maintenance</u>	
	Meeting on October 10th.	
141/12	<u>Flood Action Group</u>	
	The FAG had been monitoring the situation closely. Levels had gone down so it was agreed that there would be no village meeting. ACTION Chair will distribute the Flood Action Plan.	Cllr Norman
142/12	<u>Play Areas</u>	
142.1/12	<u>Play inspection –</u> Item 87.1/12 – Play Inspection action – Removal of nail in the play equipment. – Cllr Besly	
	Complete	
142.2/12	<u>Update on Village Hall Play area Refurbishment</u>	
	All new equipment had been installed and was deemed a success. Work to be completed included the lines on the wall of basketball area, cracks on the decking of play area and installation of the swing seats.	
143/12	<u>Footpaths</u>	
143.1/12	Item 117/12 and Item 130/12– Green Lane Footpath – Update Wayfarer’s footpath was still blocked.	
	It was agreed that the Clerk would write to the land owner.	Clerk
144/12	<u>Highways</u>	
144.1/12	<u>Update on SLR</u> To agree next steps regarding the SLR	

Hambledon Parish Council 2012

	<p>AGREED to take down the SLR.</p> <p>ACTION Cllr Besly would approach Mr. Blackman and obtain the key and charger.</p>	Cllr Besly
144.2/12	<u>Item 110.2/12 – Report on state of road – Cllr Thornton. Cllr Hindson to update on this feedback to HCC.</u>	
	Discussed earlier in the meeting.	
144.3/12	<u>To discuss and update on the HCC Highways response to Signs audit</u>	
	<p>Cllr Thornton had emailed the Council about signs audit and Shared spaces.</p> <p>Feel that sign de-cluttering a different issue to shared space.</p> <p>AGREED to seek a response to the email sent on 2nd September</p> <p>There was some concern over the safety of the traffic calming island at Stewarts Green accident. Cllr Thornton write to HCC.</p>	Cllr Thornton
144.4/12	<p><u>To discuss Parish provision of Salt Bins</u></p> <p><u>Item 131.3/12 – Update on request for Salt bins.</u></p>	
	<p>Chair had requested these items. The Chair had agreed a location with the PCC and now awaiting survey from the HCC. It had been agreed with the PCC that a salt bin would be located in the church entrance cut into the bank if HCC could not locate on the highway.</p> <p>Cllr Norman to write to HCC and ask if the council can buy its own bin and whether the county would fill it.</p>	Cllr Norman
144.5/12	<p><u>To discuss the road resurfacing and agree a response to HCC Highways</u></p> <p><u>Item 131. 4/12 Cllr Thornton to update on the collating of data and response from all parties.</u></p>	
	As above	
145/12	<p><u>Parish Plan</u></p> <p><u>To agree a Parish Council response.</u></p>	
	<p>Sub group met (Cllrs Norman & Dibden) and summarized the points in the Parish Plan.</p> <p>Cllr Dibden highlighted areas. It was noted that some areas highlighted were not PC duties. Cllr Dibden had collated areas of responsibility. It was felt that the PC could suggest some sections to be reworded.</p> <p>It was noted that were areas that were rightly PC matters and that the council would then address these.</p> <p>Cllr Dibden to circulate.</p>	Cllr Dibden
146/12	<u>Correspondence</u>	

Hambledon Parish Council 2012

	<p>1.Planning Coach Trip organised by WCC– Cllr Dibden would look at availability.</p> <p>2.Post Office closure – The Chair had written to the CEO of the Post Office to seek clarity. There had been no statement by the PO since the closure and no indication how long the audit would take.</p> <p>It was agreed that it was a critical service and there was concern over pensioners etc.</p> <p>3. Parish Council Audit – It was noted that Audit of had been approved. The Clerk and Cllr Higham would arrange a date for accounts to be viewed.</p> <p>4. HALC AGM – 27th October 2012 10.30 – 13.00 Cllr Norman.</p>	
147/12	Date and time of next meeting and items for the next agenda.	
	5 th November 2012	