



3 Briarwood Close
Fareham
Hampshire
PO16 0PS

www.hambledon-pc.gov.uk

Tel: 0755 7118073
Email: clerkhambledon@gmail.com

Parish Council Meeting Minutes

Monday 7th March 2016, 7.30pm

Present: Cllr B Birdwood, Cllr D Griffiths, Cllr T Higham, Cllr M Thistlethwayte, Cllr J Thornton and Cllr T Wood

In attendance: G Wright (Clerk),
Cllr F Pearson and Cllr L Gemmell (WCC), Cllr R Huxstep (HCC) – [from 8.40pm], Mr J Jarvie and Mr N Mason (Hambledon Flood Action Group – items 14.1 and 15.1) and one member of the Public.

Chair of Meeting: Cllr J Thornton

Clerk for Meeting: G Wright

1. Apologies for absence and declarations of interest

Apologies for absence were accepted from Cllr S Wigley.
There were no declarations of interest.

2. Public participation

The Chairman opened the meeting for public participation.

a. The Police

PCSO Owen Reeves submitted his apologies for absence prior to the meeting;
no Police report was received in his absence.

b. The County Councillor

Hampshire County Councillor (HCC) for Meon Valley Division, Roger Huxstep arrived at 8.40pm.
HCC Cllr Huxstep gave a summary report on the following current HCC matters later in the meeting (after the conclusion of agenda item 14):

Devolution – [matter already covered in District Councillor's report and in agenda item 10].

Full Council meeting of 18th Feb 2016 & HCC Council Tax for 2016/17– At the HCC meeting the Budget for 2016/17 was agreed. As a result, the HCC element of Council Tax would rise by 3.99% per annum (of which 2% was specifically for adults' social care); this equated to an increase of £41.40 per annum for a Band D Council Tax payer, and one of the lowest increases in the Country.

District Councillor

Winchester City Councillor (WCC) Caroline Dibden had sent her apologies for absence prior to the meeting and submitted the following report prior to the meeting:

A brief update on some issues:

***Devolution:** in a rather shocking recent announcement, DCLG has said it is talking to the South Hampshire authorities about a separate Devolution arrangement. Neither HCC nor WCC had been aware of this in advance. As I know more I will pass it on.*

***Council Tax;** as the grant from central government was cut by a very significant amount this year, WCC have decided that we unfortunately do need to raise council tax. It will rise by less than £5 per year for a Band D property. Even with this raise, funds will be very stretched, and WCC will continue to use their assets to generate as much revenue as possible, as well as improving the environment at the same time. The developments at Silver Hill and Station Approach are part of this strategy.*

***Housing;** there are also significant and uncertain changes to housing legislation and this affects the income that WCC will receive from council rents. Amongst the changes from government, there is a 1% reduction in council rent for the next few years. Whilst good for tenants, it does mean that over the period this adds up to several million pounds less to build new council houses across the district. So the budget has had to be stretched accordingly, and WCC has decided to increase the rent on its garages. There are also proposals from government to extend the right to buy to affordable rural exception sites. WCC is lobbying against this proposal as we have concerns it will reduce the stock of affordable rural houses available to rent in perpetuity, and may make it less easy to find available sites.*

On a related matter, in order to prevent the closure of a facility for vulnerable people in Winchester, WCC have agreed to purchase the property and continue to operate it.

The phone cabinet mentioned by Tony [Cllr Higham] was in the hands of BT Openreach to carry out a feasibility study to confirm it could be moved, so WCC were not leading but since the Methodist Chapel asked the PC for an update, I have heard from them that BT are content and the cabinet should be moved soon. I do not think the PC needs to do anything.

Re business rates etc; Kate Cloud [WCC] has been in touch with the pub, as with Lotts, and People's Market are aware. I will ask Kate to ensure she keeps in touch with Georgie as the impact of the roadworks moving into the village centre becomes clearer. A decision on business rates is not at the discretion of Councillors and is actually confidential to the parties involved.

WCC Cllr Frank Pearson (currently Ward Cllr for Swanmore and Newtown) and WCC Cllr Linda Gemmell (currently Ward Cllr for Shedfield) were both present at the meeting.

3. Minutes from the previous meeting

- a. The minutes of the meeting held on 1st February 2016 were approved without amendment.

4. Planning

- a. Planning Applications as listed in Appendix A were considered and discussed.
- b. Planning decisions as listed in Appendix B were noted.
- c. It was **Resolved to: Formally endorse the proposal that 'Hambleton Parish Council seeks a meeting with Hampshire County Council and South Downs National Park [the officials in charge of Waste] to discuss enforcement issues in the Alsoils Ltd case'.**

5. Finance

- a. The financial report for the period ending 1st March 2016 was received and approved unanimously; the report can be found at the end of the minutes.
- b. Payments as listed in Appendix C were approved.
- c. An increase in the level of earmarked Flood reserves of £1,000 was approved unanimously, increasing the sum from £2,000 to £3,000.

ACTION: The Clerk.

6. Grants and Donations

- a. A Grant application from Hambledon Village Hall Management Committee (HVHMC) for £4,081 to replace Fire Exit Doors was considered. Following discussion, it was agreed to request further information from HVHMC and defer making a decision on the grant application until a later meeting.

ACTION: The Clerk

7. Transport and Highways

- a. Cllr Wood reported that a quote had been requested for the cost of producing a Church/School sign but a response was still awaited.

ACTION: Cllr Wood

- b. Cllr Thornton gave an update regarding Finger posts stating some needed repairing, others needed replacing and that he was still trying to tie down a date to discuss the matter with HCC and WCC.

ACTION: Cllr Thornton

- c. A working group (WG) was formed, consisting of Cllrs Birdwood, Thistlethwayte and Wood to recommend how to proceed with new village signs, with the aim of having something in place for the Annual General Meeting of the Parish Council in May.

ACTION: Cllrs Birdwood, Thistlethwayte and Wood

8. Footpaths

- a. Cllr Griffiths agreed to investigate an allegation that the upper part of the footpath beside the Green Man (near the Horse field) had been ploughed and then report back.

ACTION: Cllr Griffiths

- b. Cllr Birdwood agreed to inform HCC that the footpath sign in Glidden was rotted, down and required repair/replacement.

ACTION: Cllr Birdwood

9. Business Support

- a. Other than the matter of potential Business Rate relief for disruption to trade during the Pipe work, no further issues were reported.

10. Hampshire and Isle of Wight Devolution (HIOW)

- a. Cllr Griffiths reported on the HIOW briefing session held by HCC on 1st March 2016; he said that South Hants Authorities were putting in a rival devolution bid but nothing had been discussed at the event. WCC Cllr Pearson added to the information given by Cllr Griffiths.

11. Recreation and Play

- a. It was noted that inspections of the Play Areas at the Village Hall and Stewarts Green would be carried out during April 2016.
- b. Cllr Higham said that the 'snagging' work to the Tennis Court area had now been completed.

12. Village Maintenance and Lengthsman

- a. It was agreed that the work carried out in the Village by the Lengthsman during 2015/16 had been helpful and that a similar programme for 2016/17 would be requested, with an additional request for sign washing to be carried out as well.

ACTION: The Clerk/Contractors for The Lengthsman

13. Annual Parish Meeting (APM)

- a. It was noted that the Annual Parish Meeting (Parish Assembly for the electorate of Hambledon Parish) would be held at 7.30pm on Thursday 19th May 2016.
- b. Items for the agenda, guest speakers and other arrangements for the APM were considered.

ACTION: All

HCC Cllr R Huxstep arrived at 8.40pm

14. Pipe and Flooding issues

- a. Following a lengthy, and at times heated discussion, and after a majority vote (4:2 in favour), it was **Resolved: to endorse Issue 1A of the draft Flood Action Plan as communicated by Neil Mason [on behalf of the Flood Action Group (FAG)] on 29th January 2016 and to issue it as version 2.0.**
- b. Following debate and, after a majority vote (5:1 in favour), it was **Resolved: to appoint Cllr Tom Wood to the Flood working group as HPC representative on the FAG; if and when required.**

15. Correspondence

- a. The email from Neil Mason regarding the FAP was noted. Cllr Thornton agreed to draft a response and circulate it to HPC.
ACTION: Cllr Thornton
- b. The correspondence and sample 'medal' received from Tower Mint Ltd was noted.
- c. The correspondence and request received from Janet Harrison (Chair, Hambledon Village Hall Management Committee) for HPC to take over the maintenance of the Village Hall Car Park was considered. It was **Resolved: Not to take over the maintenance of the Village Hall Car Park, but to look sympathetically at requests for reasonable maintenance.**
ACTION: The Clerk
- d. Correspondence received from Mr Rolfe regarding foul sewers between Hambledon and Denmead was noted. It was agreed that HPC should write a letter to Matthew Wright, CEO of Southern Water. Cllr Higham agreed to draft a letter for consideration.
ACTION: Cllr Higham
- e. The response from HCC and their publication of HCC Walking Strategy was noted. WCC Cllr Pearson requested that HPC sent their comments to Simon Finch at WCC as they were developing their own Walking Strategy.
ACTION: The Clerk
- f. The publication of South Downs National Park (SDNP) Local Plan Newsletter was noted.
- g. Correspondence received from Marcus Nash regarding the temporary footpath between Stewarts Green and the School was noted. Cllr Thornton thanked Marcus for his constructive suggestion and agreed to contact Mildren/HCC regarding the matter.
ACTION: Cllr Thornton

The meeting closed at 9.40pm.

Appendix A – Planning Applications & Appeals

Planning Applications

- i) **SDNP/15/05787/LIS – Greenfields, East Street, Hambledon, Hampshire, PO7 4RX – Replacement of existing front entrance sliding sash window with a wooden window.**

There would be lambs tongue moulding with rebate to 6.4mm to take laminated clear glass. New ropes, pulleys and weights would be fitted. - **No objection.**

- ii) **SDNP/16/00560/FUL - Glidden Farm, Glidden Lane, Hambledon, Hampshire, PO7 4SD -** Change of use from Agricultural to B2 Industrial. – **No objection.**
- iii) **SDNP/16/00803/HOUS & SDNP/16/00804/LIS - Park House, East Street, Hambledon, Hampshire, PO7 4SB -** Replacement of modern sash windows to the south elevation, re- instalment of window to the north elevation, re-organisation of external drainage and internal alterations. (AFFECTS THE SETTING OF A LISTED BUILDING). – **No objection.**
- iv) **SDNP/16/00760/LIS - Knights Corner, West Street, Hambledon, Hampshire, PO7 4RW -** External decoration. **No objection.**

Appendix B – Planning - Decisions and Enforcements/Potential Enforcements Decisions

Planning Decisions

- i) **SDNP/15/06351/FUL – Homedown, Green Lane, Hambledon, PO7 4SY –** Conversion of redundant stables to one-bedroom holiday let property. (Amended site plan received 02.02.16) – **Approved - (9th Feb 2016).**

Appendix C – Payments

Payments made in February 2016

05/02/2016	BACS	Claymart (Chris Martin)	Grounds Maintenance - Jan 2016 (incl addl Travel); Moss Clearance from VH Netball Court & Equipment Hire from Beaver Tool Hire (£18.77 VAT)	245.00
05/02/2016	BACS	Hambledon VH	Hall Hire - Jan 2016	20.00
12/02/2016	BACS	Taylor Robertson	Asst Tennis Coach 16/1/16 to 6/2/16	75.00
29/02/2016	BACS	James Craven	Tennis Coach 2/1/16 to 30/1/16	350.00
29/02/2016	BACS	G Wright	Feb 2016 - Salary, Allowance & Expenses	505.17
29/02/2016	BACS	G Wright	CILCA 2015 - Re-imburement of Registration Fee paid to SLCC	250.00
29/02/2016	BACS	Hambledon VH	Hall Hire - Feb 2016	20.00
29/02/2016	BACS	James Craven	Tennis Coach 6/2/16 to 27/2/16	280.00

Total Payments for February 2016

£1,745.17

	Actual to 01-Mar-16	Annual Budget	Actual-v- Budget
RECEIPTS			
Precept	£13,278.18	£13,278	100%
Council Tax Support (CTS) Grant	£721.82	£722	100%
	<u>£14,000.00</u>	<u>£14,000</u>	<u>100%</u>
Other Income	-	-	-
Bank Interest	£40.62	-	-
VAT Reclaimed to date (prior years)	£8,696.95	-	-
	<u>£8,737.57</u>	<u>-</u>	<u>-</u>
Grants and Donations - see Schedule 1	£2,075.00	-	-
Total income	<u>£24,812.57</u>	<u>£14,000</u>	<u>177%</u>

PAYMENTS

Parish Council Funded Expenditure			
Grants and Donations - see Schedule 2	<u>£1,126.00</u>	<u>£2,205</u>	<u>51%</u>
Village Maintenance Costs			
Village Hall (VH) & Stewarts Green (SG) - Playground Maintenance & Inspections	£379.38	£250	152%
Parish Maintenance (includes VH Grass & Grounds)	£719.00	£1,500	48%
Lengthsman	-	-	-
Glebe Land Maintenance (includes arrears incurred, but not paid in 2013 & also in 2014)	£1,150.80	£400	288%
Glebe Land Rent (includes prior yrs rent increase arrears)	£900.00	£600	150%
Section 137 (Christmas Tree & Wreath)	£30.00	£30	100%
	<u>£3,179.18</u>	<u>£2,780</u>	<u>114%</u>
Publication Costs			
Website (costs include 2 yrly Web hosting fee payable in 2015)	£605.00	£480	126%
	<u>£605.00</u>	<u>£480</u>	<u>126%</u>
Salaries and Associated Costs			
Net Salaries	£5,017.87	£5,460	92%
HMRC Costs	£35.50	-	-
Clerk's Expenses	£214.20	£200	107%
Clerk's Training (excludes CiLCA training costs)	£35.00	£100	35%
Administration - Clerk's Office	£558.08	£620	90%
	<u>£5,860.65</u>	<u>£6,380</u>	<u>92%</u>
Administration Costs			
Hall Hire	£405.00	£250	162%
Insurance Premium	£497.82	£500	100%
Audit - Internal	£235.00	£320	73%
Audit - External	£200.00	£310	65%
Subscriptions - see Schedule 3	£387.00	£400	97%
Election Expenses (incurred in 2014 but paid in 2015)	£75.10	-	-
	<u>£1,799.92</u>	<u>£1,780</u>	<u>101%</u>
Councillors and Meeting Costs			
APM	£121.51	£125	97%
Councillors' Expenses	-	£50	-

Councillors' Training	-	£200	-
	<u>£121.51</u>	<u>£375</u>	<u>32%</u>
Total Parish Council Expenditure	<u><u>£12,692.26</u></u>	<u><u>£14,000</u></u>	<u><u>91%</u></u>
Expenditure from Earmarked Reserves			
Village Signs	£300.00	-	-
CILCA 2015 Registration costs	£250.00	-	-
Total Parish Council Expenditure (incl Ear. Reserves)	<u><u>£13,242.26</u></u>	<u><u>£14,000</u></u>	<u><u>95%</u></u>
	Actual to	Annual	Actual-v-
	01-Mar-16	Budget	Budget
Other Funded Expenditure			
Tennis Coaching	£4,065.00		
Reclaimable Expenditure			
Sports Equipment	£497.45		
Flood Costs - see Schedule 4	-		
Capital Projects - see Schedule 5	-		
VAT to be reclaimed for payments in FY 15/16	£247.43		
Total Other Funded & Reclaimable Expenditure	<u><u>£4,809.88</u></u>		
Total Expenditure	<u><u>£18,052.14</u></u>		
Net Income for the year to date	<u><u>£6,760.43</u></u>		
Assets			
Bank Balance - see Schedule 7	<u><u>£26,681.89</u></u>		
Schedule 1 - Grants & Donations Received			
Tennis Donations	£325.00	-	
Tennis Camp Grant from Hambledon & Denmead Ed. Trust	£100.00	-	
Tennis Grant from HIWCF	<u>£1,650.00</u>		
Total Grants & Donations Received	<u><u>£2,075.00</u></u>		
Schedule 2 - Grants & Donations Paid Out			
Royal British Legion - VJ Day -75th Anniversary - (Village Hall Hire costs)	£126.00	-	
South Central Ambulance League of Friends (1st Aid & Defib training event)	£100.00	-	
Home Start Meon Valley 2015	£500.00		
Hambledon PCC (Bell Ropes for St Peter & St Paul Church)	£400.00		
Total Grants & Donations Paid Out	<u><u>£1,126.00</u></u>	<u><u>£2,205</u></u>	<u><u>51%</u></u>
Schedule 3 - Subscriptions			
HALC	£311.00	£320	97%
HPFA	£40.00	£40	100%
CPRE	£36.00	£40	90%
Total Subscriptions Paid Out	<u><u>£387.00</u></u>	<u><u>£400</u></u>	<u><u>97%</u></u>
Schedule 4 - Flood Costs			
Unallocated	-		
	<u><u>-</u></u>		
Schedule 5 - Capital Project Costs			

Unallocated	-		
	-		
	-		
Schedule 6 - Earmarked Reserves	<u>Spent</u>	<u>Initial Sum</u>	<u>Unspent</u>
Village Design Statement		£1,350	£1,350
CiLCA Training	£250.00	£500	£250
Parish Plan Actions		£2,000	£2,000
Flood Reserve		£2,000	£2,000
Signs and Signposting	£300.00	£3,500	£3,200
Reprint Walk Book		£1,500	£1,500
	<u>£550.00</u>	<u>£10,850</u>	<u>£10,300</u>
Other Ring fenced funds	<u>Spent</u>	<u>Initial Sum</u>	<u>Unspent</u>
HLF Grant for Tennis Coaching	£2,200.00	£2,200	£0
	<u>£2,200.00</u>	<u>£2,200</u>	<u>£0</u>
Schedule 7 - Bank Balance			
Unity Trust Bank Account as at 1st March 2016	£26,681.89		
less: Cheques & BACS Payments not reflected	£0.00		
	<u>£26,681.89</u>		

Report on the Finances**Income**

No income has been received during the period 1st Feb 2016 to 1st March 2016 inclusive.

Expenditure

Payments as listed in Appendix C of the Agenda for PC mtg of 7/3/16 have been included in the above report.

Currently only £135 of Tennis Coaching funding remains available to spend.

Open Spaces fund balance as at 30th September 2015 (figures not included above)

These funds are held by WCC on behalf of HPC for specific expenditure on defined and permitted Play and Sport schemes.

No further funding update has been received from WCC as at 1st March 2016.

Play = £1,926.74 Sport = £3,393.97 Total = £5,320.71

Geoff Wright
Parish Clerk & RFO
1st March 2016