

Parish Council Meeting Minutes

Monday 4th April 2016, 7.30pm

Present: Cllr D Griffiths, Cllr T Higham (arrived at 7.35pm), Cllr J Thornton, Cllr S Wigley and Cllr T Wood

In attendance: G Wright (Clerk),
WCC Cllr C Dibden and WCC Cllr V Weston (left at 7.45pm), HCC Cllr P Edgar and eight members 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 B Birdwood and Cllr M Thistlethwayte. 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

HCC Cllr Roger Huxstep submitted his apologies for absence prior to the meeting; no HCC report was received in his absence. HCC Cllr Peter Edgar (HCC Cllr with Schools portfolio) was in attendance at the meeting to report on agenda item 14a. (School Academies)

c. District Councillor

Winchester City Councillor (WCC) Caroline Dibden presented her report to the meeting as follows: -

Leisure Facilities in Winchester

WCC is continuing to evaluate various options for the future of leisure facilities in Winchester. The existing River Park Leisure Centre is now more than 40 years old, and in need of major repairs. Having looked at the cost and practicality of these, the Council's preference, if it is affordable and deliverable, would be a new leisure centre built at Bar End, on the edge of Winchester. This is supported by sports clubs and the University of Winchester, with whom we hope to work in partnership. If it isn't possible to build at Bar End, the Council will undertake a refurbishment of the existing leisure centre to extend its lifespan. Here is a link to some early thoughts for consultation: [Conceptual Overview Site Layout March 2016](#)

Station Approach

The Design Competition for the project to regenerate this area has commenced and five firms were originally shortlisted in a competition to choose the design team. Since the shortlist was announced three of the firms have had to withdraw from the competition and so there are now two firms in the running. The current shortlist is as follows:

[Design Engine Architects Ltd](#)

[Hopkins Architects Partnership LLP](#)

Local Plan Part 2 (areas excluding the SDNP)

At the end of March, the Council submitted Local Plan Part 2 to the Government so that it can be examined by an independent Planning Inspector. Local Plan Part 2 covers the allocation of smaller sites for development across the Winchester District (excluding the part that lies in the South Downs National Park), together with a suite of 'development management' policies which will be used to determine planning applications.

Family Cycle Ride Registration

Registration is now open for the Family Ride at Winchester Criterium & CycleFest 2016.

The Family Ride, in partnership with South Downs National Park, will take place on the circuit on Criterium day, Sunday 5 June, from 10am to 11am, leaving from the Broadway. The main competition part of the day commences afterwards at 11am until 6pm.

Sunday Times Award

The Council welcomed Winchester's top place in the Sunday Times' 'Best Places to Live in Britain 2016' (20 March).

Devolution

No new news – still all up in the air!

WCC Cllr Dibden said that although Hambledon wasn't currently included in Local Plan Part 2, Denmead was and that might impact upon Hambledon to some extent. WCC Cllr Vicki Weston also present at the meeting added that discussions regarding Devolution were still continuing for the Solent and the New Forest National Park areas. Cllr Weston also asked whether or not Hambledon PC wished to be involved in the Winchester Leisure Centre consultation; HPC Cllrs present said they thought the new Leisure Centre would be too remote to be used by Hambledon residents so did not wish to participate in the consultation, but would like Hambledon Parish to be considered in any share of funding available for Leisure activities. Cllr Weston left the meeting at 7.45pm.

3. Minutes from the previous meeting

- a. The minutes of the meeting held on 7th March 2016 were approved without amendment.

4. Planning

- a. Planning Applications as listed in Appendix A were considered, discussed and commented upon.
- b. Planning decisions as listed in Appendix B were noted.

5. Finance

- a. The financial report for the period ending 31st 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. Expenditure of up to £375 plus VAT (from unallocated reserves) was approved for specialised treatment of algae on the Tennis Court area (if required).
- d. Internal Audit arrangements (to be carried out on 29th April 2016 by *Do the Numbers Ltd*) and External Audit arrangements to be completed at a later date (by BDO) were noted.

6. Grants and Donations

This item was taken out of sequence at 8.10pm

- a. The Grant application from Hambledon Village Hall Management Committee (HVHMC) for £4,081 to replace Fire Exit Doors (as part of the HEEF project) was reconsidered. Further information had been provided by HVHMC prior to the meeting. The Chair of HVHMC addressed questions raised by HPC Councillors at the meeting. Following further discussion, it was resolved unanimously to approve a grant of £750 towards the cost of the project. (All remaining members of the Public left the meeting at 8.20pm).

ACTION: The Clerk

7. Transport and Highways

- a. The increasing number of Pot Holes occurring in Hambledon and the damage to cars resulting from them and action that should be taken by those affected was noted.

8. Footpaths

This item was taken out of sequence at 8pm.

- a. A member of the Public described the Conservation work that they had been undertaking and asked HPC to formally support a grant application to HCC to replace stiles with self-closing gates on Footpath 26 running through Rushmere Stud. Councillors unanimously approved this request and agreed to write to HCC. (A member of the public left the meeting at 8.05pm.)

ACTION: Cllrs Birdwood & Thistlethwayte

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. The update to the Hampshire Devolution website following the briefing session held by HCC on 1st March 2016 was noted.

11. Recreation and Play

- a. The proposed short-term funding arrangements for enabling the continuation of free Tennis coaching sessions to under 18's in Hambledon until 25th June 2016 was noted and agreed.

12. Pipe and Flooding Issues

- a. No new issues were reported.
- b. The paper '*Principles underlying the Flood Action Plan*' was agreed with a slight amendment. A vote of thanks was given to James King for his help with this paper.
- c. The reply to FAG's email of 29th January 2016 was agreed with amendments.

13. Village Defibrillator Procedure

- a. Clarification with the Ambulance Service was being still being sought regarding Hambledon's Defibrillator procedure and the appointment of volunteers, so a decision on this matter was deferred to a future meeting.

ACTION: Item deferred to a future meeting.

14. Community issues

The following two items (14.a & 14.b) were considered early in the meeting when all Cllrs and members of the Public were present.

a. HCC Cllr Edgar, HPC Cllrs present and members of the Public all expressed their serious concerns regarding Central Government's intention to make all Schools Academies by 2020. HCC Cllr Edgar said that it was HCC's policy to oppose Central Government's intentions; others present feared for the impact upon Hambledon school (a double outstanding school) and the Village as a whole.

b. HPC Cllrs present agreed to express their (and those present at the meeting) concerns to the local MP (George Hollingbery – email:George.hollingbery.mp@parliament.uk) over the impact of the Government's intention (stated above) on the village of Hambledon. Cllr Higham was asked to draft a letter to be sent to George Hollingbery MP.

ACTION: Cllr Higham

(HCC Cllr Edgar & 4 members of the public left the meeting at 8pm).

15. Correspondence

a. A letter from the Field Change Advisor of the Post Office dated 22nd March 2016 was noted.

b. The response from Southern Water regarding concerns raised regarding Bury Lodge Pumping Station was noted. Cllr Thornton agreed to prepare a draft response to Matthew Wright (CEO of Southern Water).

ACTION: Cllr Thornton

c. It was noted that the technical consultation on Planning changes ends on 15th April 2016.

d. The email from Dr Joe Cox of Portsmouth University regarding Hambledon Villagers participation in Landscape Watch, Hampshire was noted and discussed. Landscape Watch was a means whereby online crowd sourcing could be used to map changes in land use over a period of time. Cllr Thornton agreed to improve awareness by adding details to the Village email list.

ACTION: Cllr Thornton

e. An introductory email from Abby Sullivan, Community Engagement Ranger, HCC was noted. Some Cllrs did not appear to have received the email. The Clerk agreed to distribute to email to all HPC Cllrs.

ACTION: The Clerk

The meeting closed at 9.00pm.

Items to be considered at next meeting

- Matters arising
- Update on any progress made with Mobile Infrastructure Project (MIP)

Appendix A – Planning Applications & Appeals

Planning Applications

- i) **SDNP/16/01186/APNB - Rushmere Farm, Rushmere Lane, Hambledon, PO7 4SG – Proposed agricultural grain store – No objection.**
- ii) **SDNP/16/00931/FUL – Green Pastures, East Street, Hambledon, PO7 4RY – Conversion of the building named the pottery to a residential building – No particular objection to this application, but there do seem to be a number of issues which need to be clarified before coming to a judgement – (please see SDNPA Planning website for Parish Council's full response).**
- iii) **SDNP/16/00996/HOUS – Rushmere Farm Cottage, Rushmere Lane, Hambledon, PO7 4SG – Demolish rotunda and replace with enlarged version – No objection.**

- iv) **SDNP/16/01437/HOUS – Stables, Hambledon House, Speltham Hill, Hambledon, PO7 4RU** – Proposed two storey extensions to the cottage within the grounds of Hambledon House – **No documents supplied with the Planning Application, however, No objection, provided that the application is the same as that submitted in Pre Application documentation.**
- v) **SDNP/16/01342/TCA – Court House, East Street, Hambledon, PO7 4RX** – 1 no. Yew to fell; 1 no. Sycamore to fell – **Raise no objection.**
- vi) **SDNP/16/01328/HOUS – 2, Stewarts Green, Hambledon, PO7 4SU** – Erection of a two storey side extension, insertion of rear dormers and velux roof lights, replacement of existing rear UPVC conservatory with a single storey brick built garden room & the replacement of the front UPVC porch with a brick built enclosed porch with a pitched roof – **No objection.**

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

Planning Decisions

- i) **SDNP/15/05787/LIS – Greenfields, East Street, Hambledon, PO7 4RX** – Replacement of existing front entrance sliding sash window with 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 – **Application refused.**
- ii) **SDNP/15/06505/HOUS – 19, The Maltings, Hambledon, PO7 4AE** – Replace original metal gates with part wooden, part metal gates (Additional plans received 20.01.16) – **Application approved.**

Appendix C – Payments

Payments made in March 2016 (Financial Year 2015/16)

17/03/2016	BACS	Hambledon PCC	Grass cutting & Grounds Maintenance for The Glebe for 2015	420.00
17/03/2016	BACS	Claymart (Chris Martin)	Grounds Maintenance - Feb 2016 (incl addl Travel due to Pipe works)	105.00
17/03/2016	BACS	Clubnet Ltd	Ann. Fee for ClubNet Bookings System (£120) & Database Lite User Login (£175) both for period 1/4/16 to 31/3/17 incl. (VAT = £59.00)	354.00
17/03/2016	BACS	Kennett Carpentry Ltd	Completion of 'Snagging Work' for Tennis Court Area - providing & laying slabs.	380.00
24/03/2016	BACS	HALC	Training for Clerk - Annual Conference - 9/3/16 - £60 plus [VAT = £12.00] & Planning Framework - 15/3/16 - £35 plus [VAT = £7.00] Total = £95 plus [VAT = £19.00] = £114.00	114.00
24/03/2016	BACS	Taylor Robertson	Assistant Tennis Coach 27/2; 5/3;12/3 & 19/3	75.00
29/03/2016	BACS	Hambledon VH	Hall Hire - March 2016 (2hrs @ £10/hr)	20.00
29/03/2016	BACS	G Wright	March 2016 - Salary, Allowance & Expenses	534.32

Total Payments for March 2016

£2,002.32

Payments to be made in April 2016 (Financial Year 2016/17)

5/04/16	BACS	SLCC	Clerk's CPD CILCA Portfolio (4-day) – Taunton 30/3, 2/6, 25/8 & 22/9/16 - £250.00 (plus VAT = £50.00) = £300 in total	300.00
5/04/16	BACS	The Sportslocker	30 x Karakal Balls = £24.90 (plus VAT = £4.98) = £29.88 in total	29.88
5/04/16	BACS	Hampshire Playing Fields Association	Annual Membership Subs. For 2016/17 (Parish Council [Small] Fee	40.00

Total Payments for April 2016

£369.88

Total Payments for March 2016 and April 2016

£2,372.20

	Actual to 31-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	£52.94	-	-
VAT Reclaimed to date (prior years)	£8,696.95	-	-
	<u>£8,749.89</u>	<u>-</u>	<u>-</u>
Grants and Donations - see Schedule 1	£2,175.00	-	-
Total income	<u>£24,924.89</u>	<u>£14,000</u>	<u>178%</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)	£824.00	£1,500	55%
Glebe Land Maintenance (includes arrears incurred, but not paid in 2013 & also in 2014)	£1,570.80	£400	393%
Glebe Land Rent (includes prior yrs rent increase arrears)	£900.00	£600	150%
Section 137 (Christmas Tree & Wreath)	£30.00	£30	100%
	<u>£3,704.18</u>	<u>£2,780</u>	<u>133%</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	£5,474.04	£5,460	100%
HMRC Costs	£35.50	-	-
Clerk's Expenses	£252.35	£200	126%
Clerk's Training (excludes CILCA training costs)	£130.00	£100	130%
Administration - Clerk's Office	£598.08	£620	96%
	<u>£6,489.97</u>	<u>£6,380</u>	<u>102%</u>
Administration Costs			
Hall Hire	£425.00	£250	170%
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>£1,819.92</u>	<u>£1,780</u>	<u>102%</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>£13,866.58</u></u>	<u><u>£14,000</u></u>	<u><u>99%</u></u>

Expenditure from Earmarked Reserves

Village Signs - initial design costs	£300.00	-	-
CILCA 2015 - Registration costs	£250.00	-	-
Tot. PC Exp. (incl Ear. Reserves)	<u><u>£14,416.58</u></u>	<u><u>£14,000</u></u>	<u><u>103%</u></u>

Actual to	Annual	Actual-v-
31-Mar-16	Budget	Budget

Other Funded Expenditure

Tennis Coaching (£1650 - Grant from HIWCF; £2200 - Balance of HLF Grant b/f from FY 2014/15; £25 - Part of Tennis Camp Grant; £265 [of £425] Donations received = £160 remaining).

£4,140.00

Sports Equipment (funded from WCC Grant received in FY 2014/15)

£298.75

Reclaimable Expenditure

Sports Equipment (Open Space claim)

£198.70

Clubnet Fees (Open Space claim)

£295.00

Capital Projects - see Schedule 5 (Open Space claim)

£380.00

VAT to be reclaimed for payments in FY 15/16 (Claim for period 1/4/15 to 29/2/16 = £247.43, submitted on 22nd March 2016)

£325.43

Tot. Other & Reclaimable Exp.£5,637.88**Total Expenditure**£20,054.46**Net Income for year-to-date**£4,870.43**Assets**

Bank Balance - see Schedule 7

£24,691.89**Schedule 1 - Grants & Donations Rec'd**

Tennis Donations

£425.00

Tennis Camp Grant from Hambledon & Denmead Ed. Trust

£100.00

Tennis Grant from HIWCF

£1,650.00**Total Grants & Donations Received**£2,175.00**Sch. 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£1,126.00£2,20551%

Schedule 3 - Subscriptions

HALC	£311.00	£320	97%
HPFA	£40.00	£40	100%
CPRE	£36.00	£40	90%
Total Subscriptions Paid Out	£387.00	£400	97%

Schedule 5 - Capital Project Costs

Tennis Court 'Snagging' Work	£380.00
	<u>£380.00</u>

	Spent	Agreed Reserve	Unspent
Schedule 6 - Earmarked Reserves			
Village Design Statement		£1,350	£1,350
CILCA Training	£250.00	£500	£250
Parish Plan Actions		£2,000	£2,000
Flood Reserve (amount increased to £3,000 on 7/3/16)		£3,000	£3,000
Signs and Signposting	£300.00	£3,500	£3,200
Reprint Walk Book		£1,500	£1,500
	<u>£550.00</u>	<u>£11,850</u>	<u>£11,300</u>

Other Ring fenced funds

	Spent	Initial Sum	Unspent
HLF Grant for Tennis Coaching	£2,200.00	£2,200	£0

Schedule 7 - Bank Balance

Unity Trust Bank Account as at 1st March 2016	£24,691.89
less: Cheques & BACS Payments not reflected	£0.00
	<u>£24,691.89</u>

Report on the Finances**Income**

Bank interest of £12.32 was received during period 1st March to 31st March 2016 inclusive for final quarter of FY 2015/16.

Expenditure

Payments as listed for March 2016 in Appendix C of PC mtg agenda of 4th April 2016 have been included in the above report. As at 31st March 2016, only £160 of Tennis Coaching funding remains unspent. £75 of the Tennis Camp grant will be carried forward for use in FY 2016/17. All other sources of Tennis Coaching funds have now been spent, however, further Grants are being applied for and more donations have been promised. HMRC Costs of £35.50 should be refunded in FY 2016/17.

Open Spaces fund balance as at 29th February 2016 (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 31st March 2016.
Play = £1,926.74 Sport = £3,393.97 Total = £5,320.71

Geoff Wright, FMAAT, SILCM
 Parish Clerk & RFO
 3rd April 2016