



## Parish Council Meeting Minutes

Minutes Monday 3rd September 7.30pm

Present	In attendance	Apologies
Cllr Mik Norman	E Billingham - Clerk	Cllr Tony Higham
Cllr Dibden	Cllr Hindson	Cllr Coates
Cllr Thornton		
Cllr Besly	PC Amey	

Item	Subject	Action
<b>122/12</b>	<b>Apologies for absence and declarations of interest.</b>	
	Apologies were received from Cllr Tony Higham and Cllr Tony Coates. Declaration of Interest – Standing declaration from Cllr Besly - Wife works at the Vineyard. There were no other declarations of interest.	
<b>123/12</b>	<b>To adjourn for public participation</b>	
	There were no members of the public present.	
<b>123.1/12</b>	<b>To receive Police Report</b>	
	PC Amey attended the meeting and noted the following incidents:  Littering – Hog Lane - Vehicle details were being sought.  Burglary non dwelling – burglary from a non-secure shed at a house on the B1250.  Horse injuries – There had been a spate of injuries to horses in the Meon Valley but it was reported to have dropped off. A man had been stopped and spoken to in a field in Pitt Lane and there had been no further incidents.  Scams to be aware of were:	

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	<p>Email or phone call apparently from Microsoft.</p> <p>Gentleman claiming to be police officer – offering advertising space within police magazine.</p> <p>Trading Standards Scams bulletin would be forwarded to the Clerk. These details had been forwarded to Neighbourhood Watch.</p>	
<b>110.2/12</b>	<b>To receive the County Councillor's report.</b>	
	<p>Cllr Hindson noted that there had been no County Council meetings in August.</p> <p>Cllr Hindson noted that she had forwarded Highways concerns to Peter Eades and HCC Highways. There was some discussion regarding the road surface. It was hoped that there could be a reduction level in certain areas. It was hoped that there could be a meeting of all parties regarding the road surfacing and signage.</p> <p>An article relating to contact details for Adult and Children Services and other HCC depts. had been sent to all Parish Magazines. This would be forwarded to the Clerk.</p> <p>Flood Action Group. Cllr Hindson reported that she was following the emails and progress of the FAG and urged anyone needing any help to contact her.</p> <p>A £500 grant had been awarded to the Arts Society for the new curtains.</p>	
<b>123.3/12</b>	<b>To receive the District Councillor's report.</b>	
	<p>Report was sent prior to the meeting.</p> <p>Cllr Coates was absent from the meeting.</p>	
<b>124.1/12</b>	<b>To approve the Minutes of the meeting held on 2012</b>	
	Signed as a true record.	Clerk
<b>124.2/12</b>	<p><b>Matters arising from these minutes</b></p> <p>Item 110.2/12 – Cllr Hindson – newsletter article regarding footpaths. – Covered within her report.</p> <p>Item 110.3/12 – Changes with Pecuniary Interest – New Code of Conduct training. Clerk to report dates of any training and any changes.</p> <p>Item 111.1/12 – Marston's letter was copied to councillors</p> <p>Items carried forward from previous meetings:</p> <p>Item 96.1/12 – Community Speed Watch posters –These had been distributed to the two shops but supplies remained. Poster would be placed in the Council notice board. ACTION: Cllr Dibden to place within the Dr surgery.</p>	Cllr Dibden and Cllr Norman

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	<p>Chair to check the shops.</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.</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>Item 103/12 – Jubilee celebrations – Thank you letter – Cllr Higham to place on the notice board.</p>	<p>Cllr Thornton and Cllr Norman</p> <p>Cllr Thornton and Cllr Besly</p>
<b>125/12</b>	<b>Planning Applications and Decisions.</b>	
125.1/12	<b>To note any previous actions</b>	
	<p>Item 100.1/12 Barn at the George – 09/00473/LIS</p> <p>ACTION: Cllr Thornton to write letter regarding concern over the planning requirements.</p> <p>COMPLETE – Letters have gone to the Planning Dept. Enforcement investigating.</p> <p>Item 100.2/12 Prestfield Stud, Menslands Lane –12/00027/ENF - Cllr Dibden to write letter</p> <p>COMPLETE – Letter sent</p> <p>Item 100.2/12 Meadow Stables, Habens Lane – 08/02837/FUL. – Cllr Dibden to write letter</p> <p>COMPLETE – CD felt that as the contravention occurred in 2008 with no enforcement action taken the site should be kept on a watching brief at this stage.</p> <p>Item 113.2/12SDNP/12/00865/HOUS and SDNP/12/00866/LIS Blenheim, East Street, Hambledon PO7 4RX- Cllr Dibden and Cllr Thornton to recommend.</p> <p>COMPLETE Site meeting and letter written</p> <p>Ref SDNP/12/01156/HOUS Hunters Cottage – Replace timber frame conservatory with UPVC</p> <p>COMPLETE – Letter written</p> <p>SDNP/12/01400 HOUS and SDNP/12/00967/LIS Manor Farm house – Wall –</p> <p>Listed building application and planning application received at separate times.The council had written and noted the details of the wall should be the same as the original wall.</p> <p>SDNP/12/01400 house and SDNP/12/00967/LIS The Lambing Yard, Windmill Down Farm. HCC/12/0713</p> <p>Meeting at SDNP – 13<sup>th</sup> September 2012. There was concern about hours,</p>	<p>Cllr Dibden</p>

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	<p>damage to verge, noise and other aspects.</p> <p>ACTION - that Cllr Dibden would attend as Parish Council representative. CD to register</p>	
125.2/12	<p><b>To receive planning applications from Winchester City Council and agree response</b></p>	
	<p><u>Ref. No: SDNP/12/01811/DCOND   Received: Wed 22 Aug 2012   Validated: Wed 29 Aug 2012   Status: Pending Consideration</u></p> <p>Replacement of Doors and Windows - CONDITIONS 2 and 3</p> <p>Peartree Cottage Green Lane Hambledon Waterlooville PO7 4SS</p> <p><u>Ref. No: SDNP/12/01614/TCA   Received: Mon 06 Aug 2012   Validated: Mon 06 Aug 2012   Status: Pending Consideration</u></p> <p>1no. Hornbeam reduce crown all over by 2m. 1no. Copper Beech reduce crown over by 2m.</p> <p>The Cottage West Street Hambledon Waterlooville Hampshire PO7 4SN</p> <p><u>Ref. No: SDNP/12/01899/TCA   Received date: Thu 30 Aug 2012   Status: Pending Consideration   Case Type: Planning Application</u></p> <p>1no. Sycamore - Crown lift over toilet block to give 3m clearance, remove deadwood and sever and clear ivy. - Hambledon Infant School Church Lane Hambledon Waterlooville Hampshire PO7 4RT</p> <p>AGREED No objection</p> <p><u>Application to divert footpath at Chidham farm</u></p> <p>AGREED to respond with no objection but to note that the council did not recall this being mentioned at any prior meeting.</p>	
125.3/12	<p><b>To receive planning appeals notification</b></p>	
	<p><b>None</b></p>	
125.4/12	<p><b><u>Update on Enforcement Issues</u></b></p>	
	<p>Item 113.3/12 - <u>11/00292/SWKS and APP/L1765/C/12/2176875: Prestfield Stud, Menslands Lane, Hambledon (applicant Barry Peach) – No further update</u></p> <p>Item 113.3/12 - <u>12/00079/SWKS: St Peters Farm, Church Lane, Hambledon – No further update</u></p>	
126.5/12	<p><b><u>To receive application decisions</u></b></p>	
	<p>Item 113.2/12 - <u>SDNP/12/00865/HOUS and SDNP/12/00866/LIS Blenheim, East Street –Permission granted</u></p> <p>Item 113.2/12 - : <u>SDNP/12/01811/HOUS Peartree Cottage –Permission</u></p>	

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	granted																																		
<b>126/12</b>	<b>Finance and Parish Council Management.</b>																																		
<b>126.1/12</b>	<b>To approve order for payment</b>																																		
	<p><b>HAMBLEDON PARISH COUNCIL PAYMENTS -SEPT2012</b></p> <table border="1"> <thead> <tr> <th><u>TO WHOM PAID</u></th> <th><u>Invoice/Ref</u></th> <th><u>VAT</u></th> </tr> <tr> <th><u>number</u></th> <th><u>TOTAL</u></th> <th><u>CHQ NO.</u></th> </tr> </thead> <tbody> <tr> <td colspan="3">CHEQUE PAYMENTS</td> </tr> <tr> <td>HPFA Subs</td> <td>£40.00</td> <td>009</td> </tr> <tr> <td>PDC Hambledonian ad – Tennis courts</td> <td>£29.50</td> <td>010</td> </tr> <tr> <td>Came and Co. Insurance – additional</td> <td>£25.00</td> <td>011</td> </tr> <tr> <td>Playdale Village Hall area</td> <td>£3180.80</td> <td>012</td> </tr> <tr> <td>Smith Brothers Village hall area</td> <td>£840.24</td> <td>013</td> </tr> <tr> <td colspan="3">PAYMENTS – Standing Order</td> </tr> <tr> <td>E Billingham – Clerk August 2012</td> <td>xxxx</td> <td></td> </tr> <tr> <td>E Billingham – Clerk Sept 2012</td> <td>xxxx</td> <td></td> </tr> </tbody> </table>	<u>TO WHOM PAID</u>	<u>Invoice/Ref</u>	<u>VAT</u>	<u>number</u>	<u>TOTAL</u>	<u>CHQ NO.</u>	CHEQUE PAYMENTS			HPFA Subs	£40.00	009	PDC Hambledonian ad – Tennis courts	£29.50	010	Came and Co. Insurance – additional	£25.00	011	Playdale Village Hall area	£3180.80	012	Smith Brothers Village hall area	£840.24	013	PAYMENTS – Standing Order			E Billingham – Clerk August 2012	xxxx		E Billingham – Clerk Sept 2012	xxxx		
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<b>126.2/12</b>	<b>To review expenditure versus budget update for Sept. 2012</b>																																		
	<b>Agreed and noted that expenditure was on track.</b>																																		
<b>126.3/12</b>	<p><u>Grant applications:</u></p> <p><u>Item 114.4/12 – Art Society Grant Application update – Cllr Norman</u></p> <p><u>To consider the following applications:</u></p> <p><u>Village Hall shutters grant application</u></p> <p><u>Meon Valley First Responders application</u></p>																																		
	<p>Art Society – As £500 grant money was approved from County Councilor devolved funds, the call on PC funds was agreed to be extraneous and the grant application will no longer be considered.</p> <p>Village Hall shutters grant application – There was some discussion over the application. Agreed that there should be no retrospective applications and this will be made clearer in the application form. See ACTION on Item 80.5/12. AGREED To turn down the application. Letter to explain that the reasons for refusal were that there should be no retrospective applications and that the Village Hall had sufficient reserves.</p> <p>Meon Valley First Responders – Aim of group was to have a First Responder in Hambledon. AGREED to grant £250 this year and Cllr Norman to help the group source additional funding elsewhere. To ask them to reapply for new financial year and to appoint someone within Hambledon. The council offered to display notices seeking volunteers.</p>	<p>Clerk and Cllr Norman</p> <p>Cllr Norman</p>																																	
<b>126.4/12</b>	<b>Funding for Tennis Court Proposal</b>																																		
	<p>Item 114.4/12 – Tennis Court questionnaire and grant applications – Cllr Higham</p> <p>Application for Inspired Facilities grant and HPFA grant had been made by Cllr</p>																																		

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	Higham.	
<b>126.5/12</b>	<u>Policies:</u> <u>Expenses</u> <u>Health and Safety</u> <u>Diversity and Equality</u> <u>Complaints Procedure</u> <u>Grievance and Disciplinary Procedure</u>	
	APPROVED. Thanks to Cllr Dibden ACTION Check - Expenses Policy – to confirm the Chairs allowance.	
<b>126.6/12</b>	<u>Clerks Employment Contract</u> <u>Item 114.6 – To consider pension requirements for Clerk</u>	
	AGREED to approve that the Clerk be part of the LGPS with a contribution of 3% from the Parish Council.  ACTION – Cllr Norman to investigate further.  APPROVED. Parish Toolkit Pension policy.  APPROVED for the contract to be signed.	Cllr Norman
<b>126.7/12</b>	<u>Website</u>	
	AGREED to seek a new website to be run by the Parish Council  ACTION Clerk to inform current webmaster that there would be a new website and thank him for the work on the current website and ask that he upload minutes and information until such time that the council have a replacement in place.	Clerk
<b>126.8/12</b>	<b>Village Map</b>	
	Cllr Norman displayed the proposed maps to the council.  AGREED that there be two maps per A0 page.  That footpath numbers be displayed on the Rights of Way map  That a larger scale map on A0 paper of the centre of the village showing house names and numbers be also requested.  ACTION Cllr Norman to discuss with HCC mapping dept.	Cllr Norman
<b>127/12</b>	<b>Village Maintenance</b>	
<b>127.1/12</b>	<b>Lengthsmans Update</b>	
	It was noted that the Lengthsmen were a week late. That the work was not carried out to sufficient standard or to the required amount of time. The Lengthsmen did not make contact with the Council as agreed.	Clerk

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	ACTION Clerk to inform lead Parish Council and request lengthsman always contact both Clerk and nominated Parish Councillor prior to each working visit	
<b>127.2/12</b>	<b>Village Maintenance Contractor</b>	
	<p>To discuss the village maintenance contractor role and agree the way forward after October 2012.</p> <p>Clerk to check Financial regulations regarding reoffering the contract and number of quotes required.</p> <p>ACTION -Glebeland – Ask Chris Martin to look at the Glebe land and inform the Clerk if he has sufficient machinery to fulfil any contract should it be required.</p> <p>ACTION – Cllr Besly and Cllr Norman to meet and discuss the requirements. To review the work of the current contractor due the number of complaints.</p>	<p>Clerk</p> <p>Cllr Norman and Cllr Besly</p>
<b>127.3/12</b>	<b>Village Hall Maintenance</b>	
	<p>The council had appointed C Martin to bring the Village Hall up to date prior to the Horticultural show.</p> <p>The role of current contractor to be reviewed – See above.</p> <p>AGREED to suggest a meeting with all parties – Village Hall committee and Parish Council – to discuss the arrangements for the maintenance of the grounds.</p> <p>It was noted that the Village hall grounds were used as a village open space. ACTION Cllr Norman to suggest a meeting. Include – TB CD MK. Gary Plestead from Scout Hut.</p>	<p>Cllr Norman</p>
<b>127.4/12</b>	<b>Update from Flood Action Group</b>	
	FAG notes from the meeting were sent to Councillors prior to the meeting.	
<b>128/12</b>	<b>Play Areas</b>	
<b>128.1/12</b>	<b>Play Area inspections</b>	
	Item 87.1/12 – Play Inspection action – Removal of nail in the play equipment. Cllr Besly would remove the nail C/F	Cllr Besly
<b>128.2/12</b>	<b>Update on Village Hall Play Area Refurbishment</b>	
	<b>Complete</b>	
<b>129/12</b>	<b>Footpaths</b>	
	<p>Item 104.1 - Update on Vineyard Footpath</p> <p>TB checked and did not find an obstruction.</p> <p>An email had been received from Sarah Besly responding to internal email</p>	

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	<p>correspondence. The council wished to apologise for any misunderstanding and noted it was an internal email. If the council have further concerns they will write formally.</p> <p>Item 117/12 – Green Lane Footpath – Update</p> <p>Wayfarer’s footpath was still blocked.</p> <p>ACTION Cllr Higham would report at the next meeting.</p>	Cllr Higham
<b>130/12</b>	<b>Highways</b>	
<b>130.1/12</b>	<b>Update on SLR</b>	
	<p>Item 110.3/12 – Clerk’s correspondence with other Parish Councils regarding the SLR ownership.</p> <p>There had been no response from other councils. It was agreed to wait until October meeting before deciding on next step.</p>	AGENDA
<b>130.2/12</b>	<b>Item 110.2/12 – Report on state of road – Cllr Thornton.</b>	
	Cllr Hindson had requested comment and action form HCC Peter Eades.	
<b>130.3/12</b>	<b>To discuss HCC Highways response to Signs audit</b>	
	<p>Discussed.</p> <p>ACTION – response approved and to be sent.</p>	Clerk
<b>130.3/12</b>	<b>To discuss Parish provision of Salt Bins</b>	
	AGREED To seek Salt bins at two locations – layby in Church Lane near school and at church entrance – Footpath at entrance to the church, inside church ground. This had been agreed by PCC. It was noted that positioning needed to be discreet.	Clerk
<b>130.4/12</b>	<b>To discuss the road resurfacing and agree a response to HCC Highways</b>	
	AGREED Collate all issues and bring all parties together.	Cllr Thornton
<b>131/12</b>	<b>Parish Plan</b>	
	To defer to the next meeting to formulate a Parish Council response. Working party to discuss prior to the next meeting.	Working party report AGENDA
<b>132/12</b>	<b>Correspondence</b>	
	Dog Anti-Social Behaviour	Cllr Norman



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	AGREED To put something on the website and Hambledonian.	and Clerk
<b>133/12</b>	<b>Date and time of next meeting and items for the next agenda.</b>	
	1 <sup>st</sup> October 2012	