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**Parish Council Meeting Minutes**

**Monday 11<sup>th</sup> May 2015, 7.30pm**

**Present:** Cllr B Birdwood, Cllr M Thistlethwayte, Cllr J Thornton, Cllr S Wigley and Cllr T Wood

**In attendance:** G Wright (Clerk), PCSO Owen Reeves (Police) - for part of the meeting,  
Cllr R Huxstep (HCC) – for part of the meeting

**Chair of Meeting:** Cllr J Thornton

**Clerk for Meeting:** G Wright

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**1. Election of a Chairman for 2015-2016**

Cllr Thornton was nominated to continue as Chairman of the Parish Council; Cllr Thornton accepted this nomination, which was seconded and then approved unanimously.

**ACTION: Cllr Thornton re-elected as Chairman**

**2. Election of a Vice Chairman for 2015-2016**

Cllr Birdwood was nominated to fill the vacancy of Vice Chairman, (following the recent resignation of Cllr Dibden as a Parish Councillor). Cllr Birdwood accepted the nomination as Vice Chairman, which was seconded and then approved unanimously.

**ACTION: Cllr Birdwood elected as Vice Chairman**

**3. Appointment of members to existing Working Groups and the Planning Sub-Committee**

Cllrs agreed to continue to serve as members of the following working groups and the Planning Sub-Committee as follows:-

**Working Groups:-**

**Finance:** Cllrs Higham, Thornton and Wigley

**Planning:** Cllrs Birdwood, Thistlethwayte and Thornton

**Highways, Roads and Transport:** Cllrs Thornton and Wood

**Footpaths:** Cllrs Birdwood and Thistlethwayte

**Recreation:** Cllrs Higham and Wigley

**Village Maintenance and Lengthsmen:** Cllrs Birdwood and Thistlethwayte

**Village Hall:** It was decided that there would be no specific Cllr nominated as Village Hall

Representative, however, members of the Parish Council would be available to provide support if requested to do so.

**Planning Sub-Committee:**

Cllrs Birdwood, Thistlethwayte and Thornton

**Other Parish Council Representation:**

**Flood Action Group:** Cllr Higham

4. Apologies for absence and declarations of interest

Cllr T Higham's apologies for absence were accepted.

District Cllr C Dibden's apologies for absence were accepted.

There were no declarations of interest.

5. Public participation.

The Chairman opened the meeting for public participation.

a. The Police

PCSO Owen Reeves attended the meeting and provided brief details of crimes reported during the period 13<sup>th</sup> April 2015 to 11<sup>th</sup> May 2015 in the Parish of Hambledon. He said that in general there was little crime reported apart from 2 assaults (both domestic related), 1 ASB related incident and 2 Road traffic collisions (1 resulting in a minor injury). PCSO Reeves reminded people to remain vigilant regarding Scams regarding Bank Accounts and courier visits, which appear to be on the increase in Hampshire. He also reminded those present of the Wickham Horse Fair on 20<sup>th</sup> May and the resulting road closures and also the increase in people selling cheap goods from Vans during this period.

b. The County Councillor

Councillor Roger Huxstep attended the meeting. He said that HCC had recently held its AGM but did not expect any change to result from the meeting. There had been one By-election.

**School**

Cllr Huxstep said that following questions raised at the last Parish council meeting regarding the School's extra classroom, he had established that the proposed solution was likely to be a modular one, whereby a crane would lift a classroom into the grounds of the school. Cllr Thornton queried whether planning permission would be needed; Cllr Huxstep said that School buildings would go through HCC's regulatory committee and that the School and School governors would be informed of details at a later date. Cllr Huxstep said that an extra 7000 school places would be needed in Hampshire schools during the next few years.

**Brown Tourist Road Signs**

Cllr Thornton raised the matter of the WCC's Traffic Engineer's response to HPC's query regarding Brown Tourist signs and that both HCC's and WCC's decision had appeared to put financial considerations above policy and in doing so, go against both their own and National policy regarding the regulation of Tourist road signs. Cllr Huxstep agreed to establish the thinking behind the decision made and to report back to HPC at a later date on this matter.

**Hambledon Pipe**

Cllr Huxstep said that the first monitoring meeting of the Pipe scheme would take place during the first week of June 2015.

c. The District Councillor

Councillor Caroline Dibden sent her apologies for not being able to attend the meeting and circulated the following short report to Hambledon Parish Councillors prior to the meeting:-

*The elections have meant that the political balance of the local council, with the Conservatives now with a majority of 9. All committees now change and I have asked to be on Planning. I have asked officers to check the Rose Cottage stables, no news yet.*

6. Minutes from the previous meetings:

a. Council Meeting of 13<sup>th</sup> April 2015

The following amendment to the draft minutes of the meeting held on 13<sup>th</sup> April 2015 was agreed: - item 12. Village email list which should have read 'Cllr Thornton had made contact with people from 5 different Hambledon groups'

No other amendments were made and the minutes of the meeting were accepted and approved unanimously.



7. Matters arising from Question and Answer session at the Annual Parish Meeting (APM) held on 28<sup>th</sup> April 2015

Councillors considered items raised at the APM on the following matters:-

a. Broadband/Phone Mast/Mobile Comms

Cllr Thornton urged Hambledon residents to register their interest for Broadband on the web. Cllr Wood agreed to draft an article with an email link to help simplify the process. It was noted that the proposed Mobile Phone Mast was still at the Pre-application Planning stage.

**ACTION: Cllr Wood**

b. Transport and Highways matters (including Parking)

Cllrs Thornton and Wood agreed to prepare a paper regarding Transport and Highways matters. It was noted that the Village Design Statement (VDS) did not appear to include considerations regarding parking.

**ACTION: Cllrs Thornton and Wood**

It was also noted that a response was still awaited from SDNPA regarding concerns raised regarding the increased number and frequency of lorry traffic in the Village.

**ACTION: The Clerk**

c. Parish Councillor Vacancy

Cllrs agreed that the formal Parish Councillor notice of a vacancy should be posted and that the vacancy should also be advertised on the Parish Council Website and noticeboard, in the Shops and that a short article should be produced for *The Hambledonian*.

**ACTION: All**

8. Planning

a. Planning applications as listed in Appendix A were discussed and comments agreed.

b. Planning decisions as listed in Appendix B were noted.

c. Further action regarding Planning Ref 11/01224/SFUL – Rose Cottage – Construction of Stables was considered and it was agreed that Planning Enforcement be contacted.

**ACTION: The Clerk**

9. Finance

a. The Internal Audit report for the year ended 31<sup>st</sup> March 2015 was received and approved unanimously. Details of the report can be found on the Parish Council website.

b. The financial report for the period ending 30<sup>th</sup> April 2015 was received and approved unanimously. The report can be found on the Parish Council website.

c. Payments as listed in Appendix C were approved.

10. Transport and Highways

a. Progress was being made on the School/Church signage and Cllr Thornton agreed to provide a picture to help clarify matters.

**ACTION: Cllr Thornton**

b. The further response from the WCC Traffic Engineer regarding Brown Tourist signs was considered and it was agreed to leave the item open for the time being.

c. Correspondence and a proposal from the Hambledon Transport Representative (Mik Norman) regarding the Bus Stop near The Gardens was considered. It was decided to ask Mik to progress this matter on behalf of the Parish Council. The Council agreed to provide funding towards the costs of this project.

**ACTION: The Clerk/Mik Norman**

11. Footpaths

a. Windmill Down Farm

Cllrs Birdwood and Thistlethwayte agreed to send documentation to Liz Giles at HCC clarifying the issue regarding the detail of the footpath application and if necessary arrange a further meeting with Liz.

**ACTION: Cllrs Birdwood and Thistlethwayte**

Cllr Wood agreed to contact Andrew Mason regarding the latest obstruction on the path.

**ACTION: Cllr Wood**

12. Recreation and Play

- a. The appointment of Robert Blackiston as Hambledon Tennis Coach was noted.

13. Village Maintenance and Lengthsmen

- a. The 2015/16 Lengthsmen contract was considered and approved unanimously.

**ACTION: The Clerk**

- b. The Lengthsmen schedule for 2015/16 was noted and priority areas were agreed as keeping the gullies and grips clear all the way along Brook Lane and the Village subject to access being available.

**ACTION: Cllr Birdwood/The Clerk**

14. Pipe and Flooding issues

- a. The Flood meeting and exhibition held on 20<sup>th</sup> April had proved useful and it was well attended by Villagers. Monthly 'Pipe' liaison meetings were being scheduled and the first of these would be taking place in early June 2015.

15. Village email contact list

- a. Cllr Thornton said that the email contact list was 'live' and now contained 300 email addresses of Village contacts.

16. Community Assets – Community Right to Buy

- a. Cllrs Birdwood, Thistlethwayte and Wigley provided a list of assets for consideration as potential Community Assets. The potential assets identified were The Donkey Field, Mason's Field, The Vine, The Peoples Market and Lotts Stores. It was agreed to consider this matter further at the next Parish Council meeting.

17. Correspondence

- a. Email from Martyn Kille requesting further CPR/Defib training – this was considered to be a reasonable request, although the Annual budget did not specifically provide for this. It was suggested that any training arranged should be arranged so that it was available to all those who wished to attend by being flexible in its delivery.

**ACTION: Cllr Higham/The Clerk**

- b. The request for a Grant of funds to Hambledon & Denmead Welfare Trust to support Tennis Camps for Village children by Cllr Higham on behalf of HPC was noted.
- c. Receipt of a letter from Robert Worley, Field Change Advisor at Post Office Ltd regarding the provision of a Post Office in Hambledon was noted. The matter was considered to be ongoing.
- d. Letter from Anne Hatfield regarding Car Parking and other issues regarding traffic through Hambledon during the Pipe work. The points raised were discussed and Cllr Thornton agreed to respond to Anne; some of the issues raised would also be considered in the work to be done as a result of the Q&A session of the APM (see agenda item 7b. earlier).

**ACTION: Cllr Thornton**



e. Email from Tony Harrison for a request to locate a Memorial Seat on Wayfarers Way. This matter was discussed and it was pointed out that there was already a seat located on Wayfarers Way, however, it was agreed to provide Tony with the name and address of the owner of the land.

**ACTION: Cllr Birdwood/The Clerk**

The next Parish Council meeting, will be held at 7.30pm on Monday, 1<sup>st</sup> June 2015 in the Meeting Room of Hambledon Village Hall.

The meeting closed at 21:15.

#### **Appendix A – Planning Applications**

- i) **SDNP/15/01488/FUL – Old Rushmere Lane, Hambledon, Waterlooville, Hampshire, PO7 4SG – Replacement Dwelling – No objection**
- ii) **SDNP/15/01150/LIS - The Old Vicarage, Vicarage Lane, Hambledon, PO7 4RP – Internal cellar refurbishment & enhancement works, including replacement of existing cellar door (Amended plan received 01.05.2015) – No objection**
- iii) **SDNP/15/02200/TCA – 5 Rushmere Gate, Green Lane, Hambledon, Waterlooville, Hampshire, PO7 4SS – Trees – 3 no. Cypress Conifers to fell – No objection**

#### **Appendix B – Planning Decisions, Enforcements and Appeals**

##### **Planning Decisions**

- i) **SDNP/14/06014/HOUS – Homelands, Cams Hill Lane, Hambledon, Waterlooville, PO7 4RQ - Erection of a two bay detached Garage - Approved**

##### **Enforcements & Appeals**

None.

#### **Appendix C – Payments**

##### **Payments made between Council Meetings – April 2015**

|         |     |                       |                                   |       |
|---------|-----|-----------------------|-----------------------------------|-------|
| 28/4/15 | 134 | C Neville             | APM - Flyer Distribution – No VAT | 20.00 |
| 28/4/15 | 135 | The Forge Traders Ltd | APM – Snacks & Soft Drinks        | 25.00 |

Payments made April 2015 – £45.00

##### **Payments made between Council Meetings – May 2015**

|        |      |                       |                                                                                                              |        |
|--------|------|-----------------------|--------------------------------------------------------------------------------------------------------------|--------|
| 7/5/15 | BACS | G Wright              | April 2015 – Salary, Allowance & Expenses                                                                    | 564.27 |
| 7/5/15 | BACS | HMRC                  | Tax on Salary                                                                                                | 6.60   |
| 7/5/15 | BACS | Datacenta             | Domain name fees (8/4/15 to 7/4/17)<br>Reclaimable VAT = £25                                                 | 150.00 |
| 7/5/15 | BACS | C Spencer             | Asst Tennis Coach 18/4/15                                                                                    | 20.00  |
| 7/5/15 | BACS | E-Mango               | Web Hosting & Support Service (23/5/15<br>To 22/5/16) Reclaimable VAT = £96                                  | 576.00 |
| 7/5/15 | BACS | Do the Numbers Ltd    | Internal Audit Fee for year ended 31/3/15                                                                    | 235.00 |
| 7/5/15 | BACS | R W Blackiston        | Head Tennis Coach 18/4/15 & 25/4/15                                                                          | 140.00 |
| 7/5/15 | BACS | Claymart (B C Martin) | March & April Grounds Maintenance/<br>Cleaning @£98/month plus Replace<br>window @ Tennis club shed (£20.80) | 216.80 |

Payments made May 2015 - £1,908.67

**Total Payments made between Council Meetings £1,953.67**

# HAMBLEDON PARISH COUNCIL

## Financial Report for Period ending 30th April 2015

|                                                  | Actual to<br>30-Apr-15 | Annual<br>Budget | Actual-v-<br>Budget |
|--------------------------------------------------|------------------------|------------------|---------------------|
| <b>RECEIPTS</b>                                  |                        |                  |                     |
| Precept                                          | £6,639.09              | £13,278          | 50%                 |
| Council Tax Support (CTS) Grant                  | £360.91                | £722             | 50%                 |
| Bank Interest                                    | -                      | -                | -                   |
|                                                  | £7,000.00              | £14,000          | 50%                 |
| Grants and Donations - see Schedule 1            | -                      | -                | -                   |
| <b>Total Income</b>                              | <b>£7,000.00</b>       | <b>£14,000</b>   | <b>50%</b>          |
| <b>PAYMENTS</b>                                  |                        |                  |                     |
| <b>Parish Council Funded Expenditure</b>         |                        |                  |                     |
| Grants and Donations - see Schedule 2            | -                      | £2,205           | -                   |
| <b>Village Maintenance Costs</b>                 |                        |                  |                     |
| Village Hall (VH) & Stewarts Green (SG) -        | £30.24                 | £250             | 12%                 |
| Playground Maintenance & Inspections             |                        | £1,500           | -                   |
| Parish Maintenance (Includes VH Grass & Grounds) |                        | £400             | -                   |
| Glebe Land Maintenance                           |                        | £600             | -                   |
| Glebe Land Rent                                  |                        | £30              | -                   |
| Section 137 (Christmas Tree & Wreath)            | £30.24                 | £2,780           | 1%                  |
| <b>Publication Costs</b>                         |                        |                  |                     |
| Website                                          | -                      | £480             | -                   |
|                                                  | -                      | £480             | -                   |
| <b>Salaries and Associated Costs</b>             |                        |                  |                     |
| Net Salaries                                     |                        | £5,460           | -                   |
| HMRC Costs                                       | -                      | -                | -                   |
| Clerk's Expenses                                 |                        | £200             | -                   |
| Clerk's Training (excludes CILCA training)       |                        | £100             | -                   |
| Administration - Clerk's Office                  |                        | £620             | -                   |
|                                                  | -                      | £6,380           | -                   |
| <b>Administration Costs</b>                      |                        |                  |                     |
| Hall Hire                                        | £20.00                 | £250             | 8%                  |
| Insurance Premium                                |                        | £500             | -                   |
| Audit - Internal                                 |                        | £320             | -                   |
| Audit - External                                 |                        | £310             | -                   |
| Subscriptions - see Schedule 3                   | £351.00                | £400             | 88%                 |
|                                                  | £371.00                | £1,780           | 21%                 |
| <b>Councillors and Meeting Costs</b>             |                        |                  |                     |
| APM                                              | £45.00                 | £125             | 36%                 |
| Councillors' Expenses                            |                        | £50              | -                   |
| Councillors' Training                            |                        | £200             | -                   |
|                                                  | £45.00                 | £375             | 12%                 |
| <b>Total Parish Council Expenditure</b>          | <b>£446.24</b>         | <b>£14,000</b>   | <b>3%</b>           |
| <b>Other Funded Expenditure</b>                  |                        |                  |                     |
| Tennis Coaching                                  | £280.00                |                  |                     |
| Sports Equipment                                 | £298.75                |                  |                     |
| Flood Costs - see Schedule 4                     | -                      |                  |                     |
| Capital Projects - see Schedule 5                | -                      |                  |                     |
| VAT to be reclaimed on payments made             | -                      |                  |                     |
| <b>Reclaimable Expenditure</b>                   | <b>£578.75</b>         |                  |                     |
| <b>Total Expenditure</b>                         | <b>£1,024.99</b>       |                  |                     |
| <b>Net Income for the Period</b>                 | <b>£5,975.01</b>       |                  |                     |

# HAMBLEDON PARISH COUNCIL

## Financial Report for Period ending 30th April 2015

|                                                     | Actual to<br>30-Apr-15 | Annual<br>Budget | Actual-v-<br>Budget |
|-----------------------------------------------------|------------------------|------------------|---------------------|
| <b>Assets</b>                                       |                        |                  |                     |
| Bank Balance - see Schedule 7                       | <u>£25,796.47</u>      |                  |                     |
| <b>Schedule 1 - Grants &amp; Donations Received</b> |                        |                  |                     |
| Unallocated                                         | <u>-</u>               |                  |                     |
| <b>Schedule 2 - Grants Paid Out</b>                 |                        |                  |                     |
| Unallocated                                         | -                      | £2,205           |                     |
|                                                     | <u>-</u>               | <u>£2,205</u>    | -                   |
| <b>Schedule 3 - Subscriptions</b>                   |                        |                  |                     |
| HALC                                                | £311.00                | £320             | 97%                 |
| HPFA                                                | £40.00                 | £40              | 100%                |
| CPRE                                                | -                      | £40              | -                   |
|                                                     | <u>£351.00</u>         | <u>£400</u>      | <u>88%</u>          |
| <b>Schedule 4 - Flood Costs</b>                     |                        |                  |                     |
| Unallocated                                         | <u>-</u>               |                  |                     |
| <b>Schedule 5 - Capital Project Costs</b>           |                        |                  |                     |
| Unallocated                                         | <u>-</u>               |                  |                     |
| <b>Schedule 6 - Earmarked Reserves</b>              |                        |                  |                     |
| Village Design Statement                            |                        | £1,350           |                     |
| CILCA Training                                      |                        | £500             |                     |
| Parish Plan Actions                                 |                        | £2,000           |                     |
| Flood Reserve                                       |                        | £2,000           |                     |
| Decluttering                                        |                        | £3,500           |                     |
| Reprint Walk Book                                   |                        | £1,500           |                     |
|                                                     | <u>-</u>               | <u>£10,850</u>   |                     |
| <b>Other Ring fenced funds</b>                      |                        |                  |                     |
| HLF Grant for Tennis Coaching                       | <u>-</u>               | <u>£2,200</u>    |                     |
| <b>Schedule 7 - Bank Balance</b>                    |                        |                  |                     |
| Unity Trust as at 30th April 2015                   | £26,231.47             |                  |                     |
| less: Cheques not yet presented                     | <u>-£435.00</u>        |                  |                     |
|                                                     | <u>£25,796.47</u>      |                  |                     |

### Report on the Finances

#### Income

The first half-year Precept and Council Tax Grant has been received from Winchester City Council.

#### Expenditure

Costs incurred on Sports Equipment will be reclaimed against the Open Spaces Grant in due course. Some invoices relating to Financial Year 2014/15 and April 2015 have not yet been received, resulting in lower than average expenditure for the month.

  
Geoff Wright  
Parish Clerk & RFO  
6th May 2015