

**Parish Council Meeting Minutes**

**Monday 4<sup>th</sup> January 2016, 7.30pm**

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

**In attendance:** G Wright (Clerk),  
Cllr C Dibden and Cllr F Pearson (WCC) and Cllr R Huxstep (HCC)

Chair of Meeting: Cllr J Thornton

Clerk for Meeting: G Wright

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**1. Apologies for absence and declarations of interest**

There were no apologies for absence received as all HPC Councillors were present.  
Cllr Wood declared an interest on Agenda item 4 (Planning) as a resident of The Maltings.

**2. Public participation**

The Chairman opened the meeting for public participation, however, there were no members of the Public present.

a. The Police

PCSO Owen Reeves and Sgt Gilmore had both sent their apologies prior to the meeting. No Police report had been received.

b. The County Councillor

Hampshire County Councillor (HCC) Roger Huxstep reported that the full council meets on 7<sup>th</sup> January 2016 and that the following matters were to be discussed: -

**Local Boundary Commission's (LBC)** recommendations for changing the Wards that formed the HCC ward of Meon Valley. Cllr Huxstep said that HCC accepted LBC's recommendations for changes to the ward and that the revised Meon Valley ward would consist of Corhampton & Meonstoke, Curdridge, Droxford, Exton, Hambleton, Shedfield, Swanmore, Warnford, Whitely and part of Soberton. The total electorate for the ward following these changes was forecast to be 14,512 by 2021.

**Devolution** - HCC was happy to go ahead with this but had heard nothing from Central Government yet.

**HCC Rate Support Grant** - [monies which HCC received from Central Government] was going to be reduced by much more than anticipated.

**Hambleton School** - Cllr Huxstep said that there were no additional funds available from HCC for Hambleton School and that borrowing in advance of funds was no longer available. Cllr Higham said that the School had applied to the Secretary of State (SofS) for Education to take out a loan for the anticipated shortfall of funds and was still awaiting a response from the SofS.

**Pipe** - Cllr Huxstep said that work on the Pipe scheme was on track and progressing well.

In response to a question from Cllr Higham regarding the poor and very muddy condition of the footpath from Stewarts Green to the School, Cllr Huxstep agreed to raise the matter with the appropriate people in HCC, bearing in mind the work which was soon to commence on Upper West Street. **ACTION: HCC Cllr Huxstep**

c. The District Councillor

Winchester City Councillor (WCC) for Droxford, Soberton and Hambledon, Caroline Dibden attended the meeting and introduced Cllr Frank Pearson (currently WCC Cabinet member for Environment, Health & Wellbeing and also ward Cllr for Swanmore and Newtown) to the meeting and submitted the following report: -

*'The next meeting of Full Council on Wednesday 6<sup>th</sup> [January] will consider the annual Portfolio Plans by the Leader and his Cabinet. A brief summary:*

*Stephen Godfrey - Leader - major Projects are River Park, Silver Hill and Station Approach, as well as to develop a Treasury Management Strategy to support increased capital spending.*

*Mike Read – Built Environment – providing housing at Major Development Areas as planned, facilitate affordable and extra care housing, ensure high quality places, new G&T study.*

*Frank Pearson – Environment, Health and Wellbeing – working with partners, encourage sports and healthy activities, air quality and climate change.*

*Steve Miller – Estates Portfolio – medium term financial planning and best use of assets, Guildhall performance.*

*Caroline Horrill – Housing – community needs in the light of the Housing and Welfare bill, enhance Council stock, address homelessness.*

*James Byrnes – Economy & Arts, Tourism, Parking – promote community cohesion, traffic management.*

*Vicki Weston – Deputy Leader, Organisational Development, Services – customer service excellence, reduce bureaucracy, officer roles.*

*Another important issue is the impact of the Governments Housing and Welfare Bill and its impact on the Housing Plans at WCC. Significant savings will have to be made to continue to build houses as we have planned.*

*The HCC boundary review has completed, no change for Hambledon [Clerk's note – please see HCC Cllr's report for further information].*

*Closer to home, I have had a report of a large mobile home being delivered to Prestfield Stud (aka Meadow Farm). I have told Enforcement'.*

**3. Minutes from the previous meeting**

- a. It was agreed that the sentence *'It was resolved to take the following action on ???'* was in error and should be deleted from the Draft minutes of the meeting held on 7<sup>th</sup> December 2015. There were no other amendments and it was resolved unanimously, to approve the minutes.

**4. Planning**

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

**5. Finance**

- a. The financial report for the period ending 31st December 2015 was received and

approved unanimously; the report can be found at the end of the minutes.

- b. The proposed draft Budget (including proposals for earmarked Reserves) for Financial Year (FY) 2016/17 was considered. Following discussion, it was resolved to agree the budget for 2016/17 at £14,320. It was further resolved, following further discussion to set the Precept for 2016/17 for Hambledon Parish at £13,291 with the balance of the budget being met from Council Tax Support Grant of £709 (from WCC) and an additional £320 funded as a one-off from existing reserves held by HPC.
- c. Consideration was given on whether to procure HPC's own External Auditor for FY 2017/18 or opt in to the new Sector Led Body. Following discussion, it was resolved to opt in to the new Sector Led Body for External Audit; the Clerk clarified that existing arrangements for Internal Audit would continue unchanged and that they were not affected by this resolution.
- d. Payments as listed in Appendix C were approved for payment.

## 6. Grants and Donations

- a. The Grant application received from Home Start Meon Valley (HSMV) for £500 (previously considered at HPC meeting held on 7<sup>th</sup> Dec 2015) was reconsidered, as additional information requested had now been received. Following discussion, it was resolved unanimously to approve a grant of £500 to HSMV. **Action: The Clerk**
- b. An application from Hambledon Parochial Church Council (HPCC) for a Grant of £400 towards the cost of replacing six bell ropes at St Peter & St Paul Church, Hambledon was considered. Following discussion, it was resolved unanimously to approve a grant of £400 to HPCC for the bell ropes. **Action: The Clerk**
- c. Following discussion, it was resolved to ask the Clerk to check whether making a donation of £500 to an appropriate organisation in order to help alleviate the impact of damage caused by recent Floods in Northern England was within HPC's powers and to report back at the next meeting. **ACTION: The Clerk**

## 7. Transport and Highways

- a. There was no further progress to report regarding finger posts. Doug Robertson has been asked to attend the February HPC meeting regarding Village signs.
- b. A meeting has been arranged for 12<sup>th</sup> January 2016 regarding Heavy Goods Vehicles using the road near Park Farm Barn and also Church Lane. It was resolved to postpone further discussion on this matter until after this meeting had been held.

## 8. Footpaths

- a. Consideration was given to correspondence received from HCC regarding Priority Vegetation Cutting Lists (PCL) for Hambledon Parish. Following discussion, it was resolved to defer making a decision on the priorities until the Footpath Working group had investigated further and then inform The Clerk of the outcome, so that HPC could respond to HCC by the deadline of 1<sup>st</sup> February 2016.  
**Action: Footpaths Working Group/The Clerk**
- b. The upgrade of the Stewarts Green/Church Footpath was discussed; it was resolved that this matter should be referred to HCC.

## 9. Business Support

- a. Local Businesses were advised to contact Kate Cloud at WCC regarding opportunities for support during the Pipe work, especially regarding any availability of Business Rate relief, as the Pipe work was due to start in West Street soon.

## 10. Hampshire and Isle of Wight Devolution

- a. The positive response from WCC regarding HPC's submission was noted.
- b. It was resolved unanimously to approve working with Droxford Parish Council (and any other Hampshire Parish Councils) on devolution and to inform Hampshire Association of Local Councils (HALC) regarding this also.

## 11. Recreation and Play

- a. An update regarding Projects under consideration for expenditure under Open Spaces fund was deferred to a future meeting.
- b. There was nothing further to report regarding the provision of Allotments

## 12. Village Maintenance and Lengthsman

- a. The '*Clean for The Queen campaign – Big Clear up Weekend of 4<sup>th</sup> to 6<sup>th</sup> March 2016*' [to celebrate the Queen's 90<sup>th</sup> Birthday] was considered and it was resolved that HPC should formally register its support for the event and provide assistance and resources where possible, including providing publicity and promoting interest by using the Village email list and also via *The Hambledonian*. Cllr Griffiths agreed to lead on the logistic arrangements for the event. **Action: Cllr Griffiths**
- b. Cllr Birdwood reported that the Lengthsman had continued to concentrate on working on the grips in the Village. However, it was noted that water was still flowing past the grips on Well Hill and beyond Park (i.e. beyond the layby to The Bat and Ball). It was considered that this work could not be done by the Lengthsman as it was beyond the regulated speed limited area and could result in unsafe practices without proper traffic control. Cllr Birdwood agreed to contact Darren Lewis at WCC to see if he could investigate and inform on this matter. **Action: Cllr Birdwood**

## 13. Pipe and Flooding issues

- a. Cllr Thornton reported that the Pipework was currently on track but that some drains appeared to be very high preventing the water from going anywhere and said that he would raise this at the next Pipe meeting. **Action: Cllr Thornton**

## 14. Correspondence

- a. An email from Judy Clementson (representing Hambledon Methodist Church) regarding the siting of large green BT Communications cabinets and the proposed solution to relocate them was noted.
- b. The brief email response from Stuart Jarvis (Director of Economy, Transport & Environment, HCC) to HPC's submission regarding HCC's Draft Walking Strategy for Hampshire was noted.

The meeting closed at 2035.

## Appendix A – Planning Applications, Notifications, Decisions & Appeals

### Planning Applications

- i) **SDNP/15/06245/HOUS** – Two storey rear extension to existing dwelling– **17 The Maltings, Hambledon, PO7 4RZ – Resolved: As previous objections now met – No objection**
- ii) **SDNP/15/06351/FUL** – Conversion of redundant stables to one-bedroom holiday let property – **Homedown, Green Lane, Hambledon, Hampshire, PO7 4SY – Resolved: No objection, but that it should always remain as ancillary accommodation**
- iii) **SDNP/15/06425/FUL** – Construction of replacement dwelling – **Blue Moon Caravan, Green Lane, Hambledon, PO7 4SY – Resolved: Actively support as an improvement to the existing dwelling and if refused permission would like it referred to full [WCC] Planning Committee**

### Planning Committee Notifications

- i) The following formal Planning Committee notification to be held on 7<sup>th</sup> January 2016 was noted: -  
**SDNP/15/02609/FUL** – Change of use from agricultural to equine (RETROSPECTIVE) – **Land Adjoining Hambledon Road, Hambledon, Hampshire**

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

### Planning Decisions

- i) **SDNP/15/05072/RE3** – 57m2 pitched roof extension to provide extra teaching space. Sited to the rear of the hall. Existing external toilet block to be demolished. – **Hambledon Primary School, Church Lane, Hambledon, PO7 4RT – Approved**

### Enforcements/Potential Enforcements

- i) None.

## Appendix C – Payments

### Payments made in December 2015

|          |      |                         |                                    |       |
|----------|------|-------------------------|------------------------------------|-------|
| 11/12/15 | BACS | Claymart (Chris Martin) | Grounds Maintenance for Nov 2015   | 98.00 |
| 23/12/15 | BACS | Hambledon VH            | PC Mtg of 7 <sup>th</sup> Dec 2015 | 20.00 |

**Total Payments for December 2015**

**£118.00**

### Payments to be made in January 2016

|          |      |                   |   |          |
|----------|------|-------------------|---|----------|
| 04/01/16 | BACS | Hambledon PCC     | Grass cutting & Grounds Maintenance for The Glebe for 2013 (£650) & 2014 (£480) | 1,130.00 |
| 04/01/16 | BACS | Taylor Robertson  | Asst Tennis Coach 31/10; 7/11; 14/11 & 21/11/15                                 | 75.00    |
| 04/01/16 | BACS | G WRIGHT          | Salary, Allowance & Expenses – Dec 2015   | 469.97   |
| 04/01/16 | BACS | HMRC              | Tax on Dec Salary (less HMRC credit due)  | 0.50     |
| 04/01/16 | BACS | James Craven      | Tennis Coaching 14/11 to 21/12/15 inclusive                                     | 420.00   |
| 04/01/16 | BACS | Douglas Robertson | Initial Design Fee for Hambledon Village Signs commission                       | 300.00   |

**Total Payments to be made in January 2016**

**£2,395.47**

**Total Payments for December 2015 & January 2016**

**£2,513.47**

|   | Actual to<br>31-Dec-15 | Annual<br>Budget | Actual-v-<br>Budget |
|---|------------------------|------------------|---------------------|
| <b>RECEIPTS</b>   |                        |                  |                     |
| <b>Precept</b>  | £13,278.18             | £13,278          | 100%                |
| <b>Council Tax Support (CTS) Grant</b>  | £721.82                | £722             | 100%                |
|   | £14,000.00             | £14,000          | 100%                |
| <b>Other Income</b>   | -                      | -                | -                   |
| <b>Bank Interest</b>  | £40.62                 | -                | -                   |
| <b>VAT Reclaimed to date (prior years)</b>  | £8,696.95              | -                | -                   |
|   | £8,737.57              | -                | -                   |
| <b>Grants and Donations - see Schedule 1</b>                                      | £2,075.00              | -                | -                   |
| <b>Total income</b>   | <b>£24,812.57</b>      | <b>£14,000</b>   | <b>177%</b>         |
| <b>PAYMENTS</b>   |                        |                  |                     |
| <b>Parish Council Funded Expenditure</b>  |                        |                  |                     |
| <b>Grants and Donations - see Schedule 2</b>                                      | £226.00                | £2,205           | 10%                 |
| <b>Village Maintenance Costs</b>  |                        |                  |                     |
| Village Hall (VH) & Stewarts Green (SG) -<br>Playground Maintenance & Inspections | £258.15                | £250             | 103%                |
| Parish Maintenance (includes VH Grass &<br>Grounds)                               | £516.00                | £1,500           | 34%                 |
| Lengthsman  | -                      | -                | -                   |
| Glebe Land Maintenance  | £1,150.80              | £400             | 288%                |
| Glebe Land Rent (includes prior yrs<br>arrears)                                   | £900.00                | £600             | 150%                |
| Section 137 (Christmas Tree & Wreath)   | £30.00                 | £30              | 100%                |
|   | £2,854.95              | £2,780           | 103%                |
| <b>Publication Costs</b>  |                        |                  |                     |
| Website (costs include 2 yrly Web host<br>fee)                                    | £605.00                | £480             | 126%                |
|   | £605.00                | £480             | 126%                |
| <b>Salaries and Associated Costs</b>  |                        |                  |                     |
| Net Salaries  | £4,070.33              | £5,460           | 75%                 |
| HMRC Costs  | £35.50                 | -                | -                   |
| Clerk's Expenses  | £196.20                | £200             | 98%                 |
| Clerk's Training (excludes CILCA training)  | £35.00                 | £100             | 35%                 |
| Administration - Clerk's Office   | £478.08                | £620             | 77%                 |
|   | £4,815.11              | £6,380           | 75%                 |
| <b>Administration Costs</b>   |                        |                  |                     |
| Hall Hire   | £365.00                | £250             | 146%                |
| 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 (prior year costs)  | £75.10                 | -                | -                   |
|   | £1,759.92              | £1,780           | 99%                 |
| <b>Councillors and Meeting Costs</b>  |                        |                  |                     |
| APM   | £121.51                | £125             | 97%                 |
| Councillors' Expenses   | -                      | £50              | -                   |
| Councillors' Training   | -                      | £200             | -                   |
|   | £121.51                | £375             | 32%                 |
| <b>Earmarked Reserves</b>   |                        |                  |                     |
| Village Signs   | £300.00                | -                | -                   |

| Total Parish Council Expenditure                    |  | £10,682.49               | £14,000          | 76%                 |
|---|--|--------------------------|------------------|---------------------|
|   |  | Actual to<br>31-Dec-15   | Annual<br>Budget | Actual-v-<br>Budget |
| <b>Other Funded Expenditure</b>                     |  |                          |                  |                     |
|   | Tennis Coaching  | £3,270.00                |                  |                     |
|   | Sports Equipment   | £497.45                  |                  |                     |
|   | Flood Costs - see Schedule 4   | -                        |                  |                     |
|   | Capital Projects - see Schedule 5  | -                        |                  |                     |
|   | VAT to be reclaimed for payments in FY<br>15/16                                | £228.66                  |                  |                     |
| <b>Reclaimable Expenditure</b>                      |  | <u>£3,996.11</u>         |                  |                     |
| <b>Total Expenditure</b>                            |  | <u><b>£14,678.60</b></u> |                  |                     |
| <b>Net Income for the year to date</b>              |  | <u><b>£10,133.97</b></u> |                  |                     |
| <b>Assets</b>                                       |  |                          |                  |                     |
|   | Bank Balance - see Schedule 7  | <u>£30,055.43</u>        |                  |                     |
| <b>Schedule 1 - Grants &amp; Donations Received</b> |  |                          |                  |                     |
|   | Tennis Donations   | £325.00                  | -                |                     |
|   | Tennis Camp Grant from Hambledon &<br>Denmead Ed. Trust                        | £100.00                  | -                |                     |
|   | Tennis Grant from HIWCF  | £1,650.00                |                  |                     |
| <b>Total Grants &amp; Donations Received</b>        |  | <u><b>£2,075.00</b></u>  |                  |                     |
| <b>Schedule 2 - Grants &amp; Donations Paid Out</b> |  |                          |                  |                     |
|   | Royal British Legion - VJ Day -75th<br>Anniversary - (Village Hall Hire costs) | £126.00                  | -                |                     |
|   | South Central Ambulance League of<br>Friends (1st Aid & Defib training event)  | £100.00                  | -                |                     |
| <b>Total Grants &amp; Donations Paid Out</b>        |  | <u>£226.00</u>           | <u>£2,205</u>    | <u>10%</u>          |
| <b>Schedule 3 - Subscriptions</b>                   |  |                          |                  |                     |
|   | HALC   | £311.00                  | £320             | 97%                 |
|   | HPFA   | £40.00                   | £40              | 100%                |
|   | CPRE   | £36.00                   | £40              | 90%                 |
| <b>Total Subscriptions Paid Out</b>                 |  | <u>£387.00</u>           | <u>£400</u>      | <u>97%</u>          |
| <b>Schedule 4 - Flood Costs</b>                     |  |                          |                  |                     |
|   | Unallocated  | -                        |                  |                     |
| <b>Schedule 5 - Capital Project Costs</b>           |  |                          |                  |                     |
|   | Unallocated  | -                        |                  |                     |
| <b>Schedule 6 - Earmarked Reserves</b>              |  |                          |                  |                     |
|   | Village Design Statement   |                          | £1,350           |                     |
|   | CILCA Training   |                          | £500             |                     |
|   | Parish Plan Actions  |                          | £2,000           |                     |
|   | Flood Reserve  |                          | £2,000           |                     |
|   | Signs and Signposting  | £300.00                  | £3,500           |                     |
|   | Reprint Walk Book  |                          | £1,500           |                     |
|   |  | <u>£300.00</u>           | <u>£10,850</u>   |                     |
| <b>Other Ring fenced funds</b>                      |  |                          |                  |                     |
|   | HLF Grant for Tennis Coaching  | -                        | £2,200           |                     |
| <b>Schedule 7 - Bank Balance</b>                    |  |                          |                  |                     |
|   | Unity Trust as at 31st December 2015   | £32,480.90               |                  |                     |
|   | Plus: Credits not shown  | £0.00                    |                  |                     |

|   |                   |
|---|-------------------|
| less: Cheques & BACS Payments not reflected | -£2,425.47        |
|   | <u>£30,055.43</u> |

**Report on the Finances****Income**

Bank interest of £14.67 has been received for the period ending 31/12/15

**Expenditure**

Payments listed in Appendix C of the Agenda for PC mtg of 4/1/16 have been included above  
Invoices for maintaining the Glebe Land for 2013 (£650) & 2014 (£480) have now been received and are included in this report.

The initial design fee for producing Village signs (£300) is also included.

**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 update received).

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

Geoff Wright  
Parish Clerk & RFO  
4th January 2016