



## MINUTES

### Hambledon Parish Council Annual Meeting

**13 May 2019, 7.30pm**  
**Reconvened 17 May, 7.30pm**

**Village Hall - Hambledon**

Present: (13 May 2019): Cllrs Quinn, Mason, Thornton, Twiney, Higham & Wigley  
 (17 May 2019): Cllrs Quinn, Mason, Twiney & Higham

In attendance (13 May 2019): Mrs Joanna Tester (Clerk); Cllr Weston (WCC); Cllr Pearson (WCC); and eleven members of the public  
 (17 May 2019): Mrs Joanna Tester (Clerk); and four members of the public

13 May 2019: Meeting starting at 7.30pm and was suspended at approximately 7.45pm due to unforeseen circumstances.

17 May 2019: Meeting started at 7.30pm (agenda item 596).

	<b>Item</b>	<b>Discussion and Decision</b>	<b>Action</b>
588	Election of Chairman	Cllr Quinn was nominated to continue as Chairman; Cllr Quinn accepted the nomination, which was seconded and approved unanimously.	
589	Election of Vice-Chairman	Cllr Mason was nominated to continue as Vice-Chairman; Cllr Mason accepted the nomination, which was seconded and approved unanimously.	
590	Delivery of Acceptance of Office (Chair)	The Chairman delivered his acceptance form.	Clerk
591	Acknowledgements	None	
592	Apologies	PCSO Owen Reeves Cllr Wood Apologies accepted	
593	Disclosable pecuniary interests	None received	
594	Requests for dispensations	None requested	
595	Public Questions and comments	Standing orders suspended for a maximum of 10 minutes. Members of the public commented on the following:	

		<ul style="list-style-type: none"> <li>• Street name signs &amp; traffic issues</li> <li>• Twinning Association – village signs (Cllr Thornton to formally reply saying will consult in due course)</li> <li>• Street name signs</li> <li>• Street name signs &amp; planters – Man Shed Group (Cllr Thornton to meet with Man Shed rep.)</li> <li>• Street name signs (Clerk to e-mail details of cost of Green Man fingerpost to member of the public)</li> </ul> <p>[Reconvened meeting began – Cllr Quinn thanked all councillors and members of the public involved in the emergency that arose at the 13/05/19 meeting, and advised that the villager involved was making a good recovery.]</p> <p>Councillors agreed that members of the public present who wished to comment on planning applications (agenda item 619) could do so during that item.</p>	<p>Cllr Thornton</p> <p>Cllr Thornton</p> <p>Clerk</p>
596	Resume standing orders	Agreed.	
597	District Councillor's Report & Questions to DC Arising from Report	Received – full report on PC website.	Clerk
598	County Councillor's Report & Questions to CC Arising from Report	Received – full report on PC website.	Clerk
599	Police/ PCSO Report	Not received.	
600	Minutes of previous meetings (01 Apr 2019)	<p>Agreed as a true record with the following addition to item 578 (Street Name Signs):</p> <p>‘Cllr Higham stated that the indicative cost forwarded to the Finance WG by VIPWG in late Dec 2018 was circa £5k above the grants received and this informed the 2019-20 budget deliberations. Grants from WCC and HCC total £3061. An additional grant of £1400 from WCC was noted, making a total of £4461. Thus, the cost of the street signs exceeds the grants by £6289. Cllr Higham observed that a cut of three signs would be required to get the total cost back within the indicative £5k budget.’</p> <p>[Post-meeting note (ref. mins item 642; 03 June 2019) - the budget for the street signs has been clarified as £10,750.]</p>	Clerk
601	Delegation to Committees etc.	No amendments required to current arrangements.	
602	Terms of Ref for Committees	No amendments required to current terms of reference.	
603	Election to	The following appointments were confirmed:	Clerk

	Committees & WGs	<ul style="list-style-type: none"> <li>Finance (WG) -Cllrs Thornton, Higham, Twiney and Wood</li> <li>Planning (Committee) – Cllrs Thornton, Quinn &amp; Mason (Chair)</li> <li>VIP (WG) – Cllrs Thornton, Wood &amp; Mason (Cllr Wigley to remain on WG once retired from PC)</li> <li>Highways, roads &amp; transport (WG) – Cllrs Wood &amp; Thornton</li> <li>Recreation &amp; play (WG) – Cllr Higham</li> <li>Footpaths (WG) – Cllr Mason</li> <li>Village Maintenance &amp; Lengthsman (WG) – Cllr Wood</li> <li>Flood Action Group reps (WG) – Cllrs Mason &amp; Quinn</li> <li>Tennis (WG) – Cllr Higham</li> </ul>									
604	Appointment of New Committees & WGs	None required.									
605	SOs & Financial Regs	No amendments required.									
606	Arrangements with other LAs	Lengthsman Scheme – still awaiting advice from HCC.	Clerk								
607	Representation on/work with other external bodies	Village Hall Committee – Mik Norman  Cllr Quinn to arrange meeting with VH Committee representative to discuss best way to facilitate communication with PC.	Cllr Quinn								
608	General Power of Competence	Review May 2020	Clerk								
609	Review of Current Arrangements/ Procedures	The following were all approved without amendment: <ul style="list-style-type: none"> <li>Asset register</li> <li>Insurance cover</li> <li>Subscriptions (HALC/NALC; HPFA; CPRE; ICO)</li> <li>Complaints procedure</li> <li>Handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018</li> <li>Policy for dealing with the press/media</li> </ul>									
610	Arrangements for Ordinary Meetings	First Monday of each month (unless a Bank Holiday or in August when no PC meeting is held); 7.30pm; Meeting Room, Hambledon Village Hall  Arrangements for the May/June/July ordinary PC meetings to be discussed at the 03 Jun 2019 PC meeting.	Clerk								
611	Clerk's Progress Report	<table border="1"> <thead> <tr> <th>Issue</th> <th>Current Status</th> </tr> </thead> <tbody> <tr> <td>Stiles/kissing gates</td> <td>Clerk to obtain full details from Cllr Mason and take forward the grant application.</td> </tr> <tr> <td>Parish Lengthsman Agreement</td> <td>Clerk has asked Shedfield PC for an update on the scheme for 2019/20. No correspondence has been received from HCC.</td> </tr> <tr> <td>Hambledon Vineyard</td> <td>Clerk still awaiting response from SDNP re. potential date for first liaison meeting. (Confirmation received from SDNP 27/03 that they are waiting on a response from other parties involved. Clerk chased via e-mail 08/05/19.)</td> </tr> </tbody> </table>	Issue	Current Status	Stiles/kissing gates	Clerk to obtain full details from Cllr Mason and take forward the grant application.	Parish Lengthsman Agreement	Clerk has asked Shedfield PC for an update on the scheme for 2019/20. No correspondence has been received from HCC.	Hambledon Vineyard	Clerk still awaiting response from SDNP re. potential date for first liaison meeting. (Confirmation received from SDNP 27/03 that they are waiting on a response from other parties involved. Clerk chased via e-mail 08/05/19.)	
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		<p>AOB - dog mess bins</p> <p>Chair of Governors' (Primary Sch.)</p> <p>V/H Play Equipment</p> <p>Defib Training</p> <p>Fingerpost Signs</p> <p>Annual Mtg of the Parish 2019</p> <p>Confidential matters</p> <p>Moving of bollards @ George House</p> <p>HCC Report (Old Forge Tea Room Headwall)</p>	<p>Ian Burt is chasing for info on delivery of bins.</p> <p>Sarah Lees (Travel Plan Officer, HCC) responded 08/05/19 to Cllr Weston &amp; PC's concerns regarding the lack of consultation with the Village &amp; PC. Following a meeting with Councillor Humby, Sarah has written to the enforcement team to advise that the school have met their obligations and therefore the planning condition can be discharged. She is confident that the School has taken the issue seriously and a robust travel plan is in place. Cllr Weston to brief the meeting 13/05/19.</p> <p>Clerk to further research requirements and possible funding avenues during quieter summer months.</p> <p>Clerk currently in contact with replacement trainer and will be firming-up potential dates for Sept. 2019.</p> <p>This is to be discussed during agenda item 623.</p> <p>Final agenda to be publicised asap. Sarah Lees (HCC Travel Plan Advisor) has advised that she will let the Clerk know w/c 13/05 if she is able to attend. Representatives from Folk Club, Village Hall etc. to attend. Volunteers required to set up 7.30pm and serve refreshments.</p> <p>Clerk is awaiting advice from Electoral Services team @ WCC re. process for councillor resignation &amp; filling vacant seat following meeting in Jul 2019.</p> <p>Clerk e-mailed another potential contractor but has not received a response. Hambledon Man-Shed group has confirmed that the manufacture of the planters is something that it could possibly do. Spec to be sent and discussions to continue.</p> <p>Jan Jarvie to meet with Ross Rawlings (Road Safety Audit) and John Dimond (flood alleviation scheme project) Fri 10 May to discuss on-going fence/hedge safety issues, &amp; action to be taken to repair damage caused by incident involving HCC vehicle w/c 29/04/19.</p>	
612	Bank A/C	<b>Bank balance - £48,032.21 (@ 01 May 2019; statement 093)</b>		
613	Q4 Report & Statement	Q4 Report and Statement were approved without amendment. Clerk to place on website.	Clerk	
614	Annual Governance Statement 2018/19	Completed and approved.	Clerk	
615	Accounting Statements 2018/19	Approved. The Clerk highlighted the discrepancy between the total fixed assets' figure on the Accounting Statements (£68,817) and that on the Analytical Review of Entries created by the internal auditor (£70,113), explaining that the former was correct and reflected major amendments made to the fixed	Clerk	

		assets register during 2018/19. The internal auditor accepts this discrepancy so long as it is explained to the external auditor on submission of the AGAR.																			
616	Annual Internal Audit Report 2018/19	<p>Approved. Review of Matters Arising from Internal Audit &amp; points to take forward are as follows:</p> <ul style="list-style-type: none"> <li>• <b>Earmarked reserves</b> – once VIP has been completed all remaining reserves are to be reviewed &amp; projects clearly specified with total cost &amp; completion dates.</li> <li>• <b>Play inspection report</b> – any significant issues that arise in the annual inspection will be clearly minuted. It was noted that there were no significant issues highlighted in the 2018/19 reports.</li> <li>• <b>Social media</b> – Facebook page is currently largely dormant. It should be used to advertise meetings, events, vacancies and contract tenders, to widen the reach of the PC’s info. To be discussed at Sept PC meeting.</li> <li>• <b>Website documents</b> – Clerk to ensure that all documents are changed to pdf files.</li> <li>• <b>Fixed asset register</b> – Clerk to add in running totals and highlight additions/disposals. Updated register to then be published on the PC website.</li> </ul>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>																		
617	Grant Aid Funding Requests	<ul style="list-style-type: none"> <li>• Victim Support Hampshire &amp; IOW (£50) – APPROVED</li> <li>• Hambledon Man Shed – the application was for £375.40 to cover insurance premium for 2019/20. However, councillors discussed and approved awarding £200 per year for 2019/20, 2020/21 and 2021/22.</li> </ul>	Clerk																		
618	Payment of accounts	<p>Payments approved as follows:</p> <table border="1"> <thead> <tr> <th>Payee</th> <th>Description</th> <th>Amount (£)</th> </tr> </thead> <tbody> <tr> <td>PC</td> <td></td> <td></td> </tr> <tr> <td>Mrs J C Tester</td> <td>Clerk salary (Apr 2019)</td> <td>£664.31 (salary) £40.00 (office allowance) £1.50 (printing allowance) LESS £33.22 (5% pension contribution) LESS £0.46 (NI contribution) <b>Total £672.13</b></td> </tr> <tr> <td>NEST</td> <td>Clerk pension Apr 2019</td> <td>PC contribution; 3% of basic salary): £19.93 Plus (Clerk contrib.): £33.22 <b>Total £53.14</b></td> </tr> <tr> <td>Mrs J C Tester</td> <td>Clerk’s expenses Mar &amp; Apr 2019</td> <td>£1.00 additional printing costs Mar 2019 £3.00 copier paper £9.75 stationery (files &amp; envelopes) <b>Total £13.75</b></td> </tr> <tr> <td>Mrs J C Tester</td> <td>Clerk’s Overtime</td> <td>32 hours @ £10.25 (17 hrs preparing for A/L &amp; 15 hrs preparing for internal audit &amp;</td> </tr> </tbody> </table>	Payee	Description	Amount (£)	PC			Mrs J C Tester	Clerk salary (Apr 2019)	£664.31 (salary) £40.00 (office allowance) £1.50 (printing allowance) LESS £33.22 (5% pension contribution) LESS £0.46 (NI contribution) <b>Total £672.13</b>	NEST	Clerk pension Apr 2019	PC contribution; 3% of basic salary): £19.93 Plus (Clerk contrib.): £33.22 <b>Total £53.14</b>	Mrs J C Tester	Clerk’s expenses Mar & Apr 2019	£1.00 additional printing costs Mar 2019 £3.00 copier paper £9.75 stationery (files & envelopes) <b>Total £13.75</b>	Mrs J C Tester	Clerk’s Overtime	32 hours @ £10.25 (17 hrs preparing for A/L & 15 hrs preparing for internal audit &	Clerk
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				y/e) Total: £328.00 Plus, NI (row 1 above): £ 0.46 Less NI & tax: £55.98 <b>Total: £272.48</b>	
		Kimcell Ltd t/a e-mango	Annual service charge 2019/20	<b>£576.00</b>	
		HMRC	Clerk's NI contribution (Apr 2019)	NI: £37.78 Tax: £18.20 Total: £55.98 Less credit PAYE a/c: £42.56 <b>Total: £13.42</b>	
		Village Hall	Hall hire Apr 2019	<b>£16.00</b>	
		B C Martin	Apr 2019 - Grounds maintenance/cleaning	<b>£110.00</b>	
		Jennifer Stephens	Village Design Statement design layout services	<b>£150.00</b>	
		Hambleton Pre-school	Village Hall play-pit sand	<b>£31.10</b>	
		Hamp. Playing Fields Assoc	Subscription 01/04/19 to 31/03/20	<b>£40.00</b>	
		Do the Numbers Ltd	Internal audit for y/e 31/03/19	<b>£240.00</b>	
		HALC	Councillor training 13/02/19 (Knowledge & Core Skills; Cllr Twiney)	<b>£114.00</b>	
		HALC	HALC/NALC affiliation fees & levy 2019/20	<b>£372.00</b>	
		Jay Smith	Tennis assistant (30/03/19 to 20/04/19)	<b>£75.00</b>	
		James Craven	Tennis coaching March and April 2019 (02/03/19 to 20/04/19)	<b>£490.00</b>	
619	Planning applications	SDNP/19/01778/FUL Windmill Down Farm Church Lane Hambleton PO7 4RT (Replacement machinery store, and workshop building.) <u>No objection</u>  Three members of the public commented on the Pitt Hill Paddocks planning application (SDNP/19/01453/FUL).  SDNP/19/01453/FUL – Pitt Hill Paddocks, Harrow Gate Lane, Denmead, Hampshire – <u>No objection but if planning consent is given the PC requests that a</u>			Clerk

		<u>condition is attached whereby removal of the porta-cabin and caravan must be carried out as soon as building work is completed.</u> SDNP/19/01960/DCOND – Court House East Street Hambleton PO7 4RX – <u>No objection</u>	
620	Planning apps notified after agenda published	None received.	
621	Planning Decisions	Noted.	
622	VIPWG	Defer to 03 June 2019 PC meeting.	Clerk
623	Heritage Finger Post Signs	Defer to 03 June 2019 PC meeting.	Clerk
624	Street Name Signs	Defer to 03 June 2019 PC meeting.	Clerk
625	Tennis Working Group	Defer to 03 June 2019 PC meeting.	Clerk
626	Village Leaflets & Walking Booklets	Defer to 03 June 2019 PC meeting.	Clerk
627	Reports & Issues	<ul style="list-style-type: none"> <li>• <b>Hampshire &amp; IOW Village of the Year</b> – councillors agreed that there would be no submission for this year.</li> </ul>	
628	Next meeting	Monday 03 Jun 2019 (Hambleton Village Hall, 7.30pm)	
629	Excl. public/press	Members of public/press excluded. No confidential matters were discussed.	

**The meeting closed at 8.31pm**

Signed:

Paul Quinn (OBE) (Chair)

Dated:

Signed:

Joanna Tester (Clerk & Responsible Financial Officer to HPC)

Dated: