



DRAFT MINUTES

Hambledon Parish Council

01 April 2019, 7.30pm

Village Hall - Hambledon

PRESENT:

Cllr Thornton
 Cllr Twiney
 Cllr Higham
 Cllr Wood
 Cllr Huxstep

In attendance:

Mrs Joanna Tester (Clerk)
 Three members of the public

Meeting started at 7.31pm

	Item	Discussion and Decision	Action
560	Acknowledgements	Councillors paused and remembered in silence the contribution of villagers who have passed away since the last meeting: - Tara Smith - Lady Empson	
561	Apologies	Cllr Wigley Cllr Mason PCSO Reeves Apologies accepted	
562	Disclosable pecuniary interests	None received	
563	Requests for dispensations	None requested	
564	Public Questions and comments	Standing orders suspended for a maximum of 10 minutes. No members of the public wished to discuss any items on the agenda.	
565	Resume standing	Agreed.	

	orders										
566	District Councillor's Report	Not received.									
567	County Councillor's Report & Questions to CC Arising from Report	<p>Received. Full report to be published on PC website. Main points as follows:</p> <ul style="list-style-type: none"> • Waste Prevention Community Grant Fund – open 01 Mar 19 and until further notice; max £5k; open to community, neighbourhood or voluntary groups, registered charities, schools, colleges and universities, not-for-profit organisations, businesses with fewer than 250 employees, faith groups del. community work & Parish Councils. For full details see https://www.hants.gov.uk/community/grants/grants-list/waste-prevention-community#step-what-is • Supporting Families Programme – 4500+ families helped during phase two. • Highways & Waste Services Event Mar 2019 – attended by over 80 representatives from Parish & Town Councils. The Hampshire Highways Charter was launched, and attendees had the opportunity to see a 'dragon-patcher'. <p>Questions to Cllr Huxstep:</p> <ul style="list-style-type: none"> • Cllr Thornton asked if the Man Shed initiative might be able to apply for Waste Prevention Community Grant Fund - reusing furniture etc. Cllr Huxstep advised that it should be applicable. 	Clerk								
568	Police/ PCSO Report	Not received.									
569	Minutes of previous meetings (04 Mar 2019)	Agreed as a true record. Cllr Wigley to sign at earliest convenience.	Clerk/Cllr Wigley								
570	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>Shedfield PC is standing down as Lead Parish & is awaiting update on the scheme from HCC as no parishes have volunteered to take over the role.</td> </tr> <tr> <td>Hambledon Vineyard</td> <td>Clerk awaiting response from SDNP regarding addition of further villager rep for liaison group, and potential date for first liaison meeting. (Confirmation received from SDNP 27/03 that they are waiting on a response from other parties involved.) Cllr Thornton requested to be removed from list of attendees as the liaison group is no longer</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	Shedfield PC is standing down as Lead Parish & is awaiting update on the scheme from HCC as no parishes have volunteered to take over the role.	Hambledon Vineyard	Clerk awaiting response from SDNP regarding addition of further villager rep for liaison group, and potential date for first liaison meeting. (Confirmation received from SDNP 27/03 that they are waiting on a response from other parties involved.) Cllr Thornton requested to be removed from list of attendees as the liaison group is no longer	Clerk
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			concerned with conditions of planning consent.		
		AOB	<ul style="list-style-type: none"> • Dog mess bins. Site visit with Ian Burt 08 Mar 2019. Four sites agreed in principle: <ul style="list-style-type: none"> ○ East St along Donkey Field verge (240ltr secured bin; weekly emptying); ○ Speltham Hill entrance to the Down (post-mounted bin; 3 x weekly collection); ○ West St entrance to the Down (post-mounted bin; 3 x weekly collection); and ○ replacement of current bin at the bottom of Stewarts Green (open bin to be swapped for 240ltr secured bin; to be actioned by special maintenance team). <p>Delivery/installation likely to be several weeks away. Cllr Thornton requested that the Clerk check with Ian Burt re signage on post-mounted bins as example photo shows only ‘litter’- needs to both litter and dog waste.</p>		Clerk Clerk
		Chair of Governors’ (Primary Sch.)	<p>Awaiting feedback from School regarding survey results. Cllr Weston (WCC) has recently chased an update from Sarah Lees (HCC), as follows:</p> <ul style="list-style-type: none"> • Hants Highways Dev Planning Dept has advised school should complete <i>Modeshift</i> STARS bronze level award then work towards achieving a silver level award. • Full travel survey reports to be shared with parents/PC/residents over next couple of weeks. • School is working on initiatives incl. assemblies on the importance of walking to school and road safety, booking Bikeability training; park and stride maps; reminders about where to park; and signing up to working with the national walking charity <i>Living Streets</i> (walk once a week scheme; and a gate event for Strider the Foot - Living Streets mascot - to visit Thurs 23 May to continue encouraging the children to walk). 		
		Road Name Signs	Three bids received. To be considered under agenda item 578.		Clerk
		V/H Play Equipment	Site visits carried out with Playdale Playgrounds Ltd and Outdoor Classrooms. Clerk to further research requirements and possible funding avenues.		Clerk
		Defib Training	Clerk currently trying to track down a replacement trainer.		
		Fingerpost Signs	Clerk awaiting response from Marcus Slegg regarding deadline for outstanding work, in addition to clarification re. changes to original contract which do not appear to have been		

			formally authorised by the PC. Cllr Higham stated he would not sanction further payments until anomalies with the contract are resolved.																																		
571	Bank A/C	Bank balance - £37,719.95 (@ 01 Apr 2019; statement 091 to be provided when it becomes available)		Clerk																																	
572	Reserves	<p>Cllr Thornton reiterated that he believed that that original proposal at the 04/03/19 PC meeting to move £2,500 from the Village Improvements (VI) earmarked reserves to 'unallocated reserves' does not conform with standing orders. It was proposed and seconded that the item should not be taken any further and councillors unanimously agreed.</p> <p>The potential use of VI funds for playground improvements and walking book/leaflets was discussed. Clerk to add as an item for discussion at the May 2019 PC meeting.</p>		Clerk																																	
573	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 colspan="3">PC</td> </tr> <tr> <td>Mrs J C Tester</td> <td>Clerk salary (Mar 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) Total £672.13</td> </tr> <tr> <td>NEST</td> <td>Clerk pension Mar 2019</td> <td>£19.93 (PC contribution; 3% of basic salary) plus £33.22 (Clerk contribution) Total £53.14</td> </tr> <tr> <td>HMRC</td> <td>Clerk's NI contribution (Mar 2019)</td> <td>£0.46</td> </tr> <tr> <td>Village Hall</td> <td>Hall hire Mar 2019</td> <td>£16.00</td> </tr> <tr> <td>B C Martin</td> <td>Mar 2019 - Grounds maintenance/cleaning (£110.00)</td> <td>£110.00</td> </tr> <tr> <td>Datacenta Hosting</td> <td>Two-year renewal of Hambledon-pc.gov.uk domain</td> <td>£150.00</td> </tr> <tr> <td>WCC</td> <td>Playground inspections 2019</td> <td>£89.90</td> </tr> <tr> <td>Jay Smith</td> <td>Tennis assistant (02/03/19 to 23/03/19)</td> <td>£56.25</td> </tr> <tr> <td>ClubNet Ltd</td> <td>Annual fee for ClubNet bookings & Database Lite User Logins</td> <td>£378.00</td> </tr> </tbody> </table>		Payee	Description	Amount (£)	PC			Mrs J C Tester	Clerk salary (Mar 2019)	£664.31 (salary) £40.00 (office allowance) £1.50 (printing allowance) LESS £33.22 (5% pension contribution) LESS £0.46 (NI contribution) Total £672.13	NEST	Clerk pension Mar 2019	£19.93 (PC contribution; 3% of basic salary) plus £33.22 (Clerk contribution) Total £53.14	HMRC	Clerk's NI contribution (Mar 2019)	£0.46	Village Hall	Hall hire Mar 2019	£16.00	B C Martin	Mar 2019 - Grounds maintenance/cleaning (£110.00)	£110.00	Datacenta Hosting	Two-year renewal of Hambledon-pc.gov.uk domain	£150.00	WCC	Playground inspections 2019	£89.90	Jay Smith	Tennis assistant (02/03/19 to 23/03/19)	£56.25	ClubNet Ltd	Annual fee for ClubNet bookings & Database Lite User Logins	£378.00	Clerk
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574	Planning applications		Reference	Address	Proposal	Clerk
		SDNP/19/01126 /LIS & SDNP/19/01125 /FUL	Rushmere Farm, Barn at Rushmere Lane Hambledon PO7 4SG	Application for the alteration, repair and extension of The Barn at Rushmere Farm, Hambledon. [Comments due by 09 April 2019.] NO OBJECTION		
		SDNP/18/05422 /FUL	Rushmere Farm Rushmere Lane Hambledon Waterlooville Hampshire PO7 4SG	(Amended application) Change of use of the former tractor shed from agricultural use to light industrial (B1c). [Comments due by 08 April 2019.] NO OBJECTION		
		SDNP/19/01064 /TCA	St Peter And Paul Church, Church Lane, Hambledon, PO7 4RS	Leylandii (1) and Ash (1) (full details on SDNP planning website) NO OBJECTION		
		SDNP/19/00138 /PRE	Mobile Home Old East Hoe Down Green Lane Hambledon Hampshire PO7 4SY	Change of use from holiday accommodation to permanent residential accommodation. NO COMMENTS REQUIRED AS PRE-APP ONLY		
		SDNP/19/00969 /HOUS	Whitedale House East Street Hambledon PO7 4RZ	Recreational children's tree house. [Comments due by 24 April 2019.] NO OBJECTION		
		SDNP/19/01314 /TCA	Court House, East Street, Hambledon, PO7 4RX	T1: Sycamore sp. Fell; T2: Ash sp. Fell; T3: Maple sp. Reduce back to the secondary fork; T4: Ash sp. Fell. T5: Ash sp.; T6: Oak sp. Crown lift tertiary foliage; 1No. Dead Acacia adjacent to the tennis court to dismantle to low level (full details on SDNP planning website). NO OBJECTION		
575	Planning apps notified after agenda published	None received.				
576	Planning Decisions	Noted. Ref. approval of planning app SDNP/16/03880/FUL (Hambledon Vineyard), Cllr Quinn suggested that the next Hambledonian article could include details of conditions of approval and who to contact if a breach of conditions is suspected.				Cllr Quinn
577	VIPWG	Cllr Thornton reported the following: <ul style="list-style-type: none"> Residents of The Gardens have received questionnaires from WCC regarding their views on potential improvements. Walk leaflets have been discussed and more work is to 				

		<p>be done on this.</p> <p>Cllr Quinn requested that going forward minutes of the VIPWG meetings should be produced and made available to councillors.</p>	Cllr Thornton
578	Street Name Signs	<p>Cllr Thornton advised that Cllrs Twiney, Higham, Wood and Wigley met 31/03/19 to discuss Cllrs Higham and Twiney's concerns regarding the finalised list of signs. Concerns raised, in brief, were as follows:</p> <ul style="list-style-type: none"> • Increase in number of signs from 14 to 20. Cllr Thornton explained the reasoning and that the VIWG had worked hard with villagers for permission to fit. • Necessity of having signs at extremities of village. • Doubt over whether owner of Rose Court had given consent. Cllr Thornton confirmed that the issue had been resolved. • Inconsistency in number of signs on each road in village centre. Cllr Thornton explained that the proposal actually resolved this issue and that sign position and number were currently inconsistent - he gave some examples. • Some unexplained omissions - top of Back Lane, Church Lane and Bury Lodge Lane. • Logic in adding a second sign to Stewarts Green but taking one away from Lashley Meadow. Cllr Thornton agreed to look into this issue. • Variety of signs around Green Man junction: different signs on same road but opposite sides. Cllr Thornton explained that the VIWG proposals cleared up where Green Lane started and West Street continued. • Price difference between cast iron and alloy. Cllr Thornton explained that either option was the same price. • Some missing details on backboards, sign size etc. Cllr Thornton explained that it was normal in heritage projects for these details to be resolved as the contract moves ahead. <p>1. It was proposed and seconded that the PC accepts the list of 20 signs as proposed by the VIWG, with a view to making future adjustments if necessary. <u>Councillors voted 3 to 2 in favour.</u></p> <p>2. It was proposed and seconded that JK Engineering Ltd should be awarded the contract (at £10,750 +VAT) for the manufacture and installation of the 20 street name signs. <u>Councillors voted 3 to 2 in favour.</u></p> <p>Cllr Twiney wished for it to be noted that he had a continuing concern that the final paragraph of the tender</p>	

		<p>was too imprecise and could potentially lead to increased costs.</p> <p>Cllr Quinn requested that all councillors are consulted in agreeing what is finalised on the contract.</p>	
579	Moving of bollards @ George House	<p>It was noted that the one quote received (£1773.07 + VAT) far exceeded the anticipated cost (approximately £600) of the work, and that further research needs to be done by the VIPWG. Remaining councillors agreed and no proposal was made. Clerk confirmed that planters have not yet been ordered due to issues with bollard moving.</p>	Cllr Thornton
580	Playground Inspections	<p>Cllr Higham reported the following after his site visit with Chris Martin to discuss annual inspection reports:</p> <ul style="list-style-type: none"> • Anticipated costs are approx. £350 incl. labour. • There is £150 remaining in 2018/19 budget and the same for 2019/20. • The balance may need to be funded from reserves. • Requirement for some further maintenance work in the V/H grounds has been identified for 2019/20. Funding will need to be discussed at a future PC meeting. • Councillors agreed that Chris Martin should start work asap. 	
581	Tennis Working Group	<p>Cllr Higham confirmed the following:</p> <ul style="list-style-type: none"> • Tennis a/c balance end of Q4 (31 Mar 19) - £2967.87. • Fees reminder letters to be sent out to non-payers. • March “Wimbledon” event made a profit of £3182.17. • Pimms event is planned for 22 Jun, court side. • VH event pencilled in for Fri 13 Mar 2020. • Date of next meeting – Wed 3 Jul 2019. 	
582	Annual Meeting of the Parish 2019	<p>Cllr Quinn suggested format, following a proposal by Lt Cdr S Lake RN(Rtd), as follows:</p> <ul style="list-style-type: none"> • Cllrs to be sat in main body with villagers, not at front. • Intro and annual report by Chair PC • Brief by County and District Cllr and Police/PCSO. • Brief updates to be given from the following groups/individuals: <ul style="list-style-type: none"> o VIPWG (Cllr Thornton) o FAG (Jan Jarvie) o Hambledon Primary School re. school travel plan (Mr Davies, Headmaster) o Finance i.e. budget 2019/20; copy for chairs (Cllr Higham) • Open forum – would still need to be mediated by strong chairmanship. • Max 1-hour duration. • Village groups to set up on individual tables (Cllr Quinn has already advertised in Hambledonian; Clerk to remind). 	

		<p>Councillors agreed that this was a good format, but with a considerable risk with the Open Forum. Cllr Quinn to liaise with Clerk over agenda and invitations etc.</p> <p>Member of the public commented that there is a need for an open forum & more chance for public questions. The Chair pointed out that there had been numerous opportunities for questions at the last annual parish meeting.</p>	<p>Clerk</p> <p>Cllr Quinn/ Clerk</p>
583	D-Day 75 th Anniversary Event	Cllr Quinn reported that he had been approached by member of the public to ask if PC would organize an event. Councillors noted that there was insufficient time & resources to do so, and many events already planned, especially in Portsmouth. No further action required.	
584	Reports & Issues	<ul style="list-style-type: none"> Parish Council Forum – 05 Mar 2019 – attended by Cllr Quinn who has briefed HPC. Presentation slides from meeting have been made avail to cllrs. Westminster briefing entitled ‘Building a Safer Future: The Next Steps for Building regulations and Fire Safety’ - Tuesday 14th May – Central London. 	
585	Next meeting	Monday 13 May 2019 (Hambledon Village Hall, 7.30pm)	
586	Excl. public/press	Members of public/press excluded.	
587	<p>Clerk’s Annual Leave</p> <p>Resignation of Cllr</p>	<ul style="list-style-type: none"> Clerk has requested annual leave over the Easter period. To liaise with Cllr Quinn re. allowance and acceptable dates. Cllr Quinn informed members of Cllr Wigley’s intention to resign from HPC after the July 2019 PC meeting. Clerk to clarify process of election (co-option etc.). 	<p>Clerk/Cllr Quinn</p> <p>Clerk</p>

The meeting closed at 9.10pm

Signed:

Paul Quinn (OBE) (Chair)

Dated:

Signed:

Joanna Tester (Clerk & Responsible Financial Officer to HPC)

Dated: