



8th May 2019

To All Members of the Council

You are hereby summoned to attend the Annual Meeting of Hambledon Parish Council which will be held on Monday 13 May 2019 at Hambledon Village Hall, West Street, Hambledon, PO7 4RW commencing at 7.30pm, for the purpose of transacting the following business.

Yours faithfully

Joanna Tester

Joanna Tester
Parish Clerk

www.hambledon-pc.gov.uk

Email: clerkhambledon@gmail.com

**MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND
PUBLIC PARTICIPATION IS ALLOWED ONLY BY INVITATION
OF THE COUNCIL FOR A MAXIMUM OF TEN MINUTES**

588. To elect a Chairman for 2019/20.

589. To elect a Vice-Chairman for 2019/20.

590. Delivery by the Chairman of Acceptance of Office forms.

591. Acknowledge the sad passing of any Villagers since the previous PC meeting.

592. Apologies for absence.

593. Declarations of Disclosable Pecuniary Interests on Items on the Agenda.

594. To consider requests for dispensations.

595. Standing Orders suspended for no more than ten minutes, to allow for public question time.

596. Resume Standing Orders.

597. To receive District Councillor's report (if available) and questions to District Councillor arising from report.
598. To receive County Councillor's report (if available) and questions to County Councillor arising from report.
599. To receive Police/PCSO report (if available).
600. Approval of the minutes of the previous ordinary meeting held 01 Apr 2019.
601. Review of delegation arrangements to committees, sub-committees, staff and other local authorities.
602. Review of the terms of reference for committees.
603. To elect members to existing committees/working groups:
- Finance
 - Planning
 - Village Improvement Project Working Group
 - Highways, roads & transport
 - Recreation & play
 - Footpaths
 - Village maintenance & Lengthsman
 - Flood Action Group representative
 - Village Hall representative
 - Tennis Working Group
604. Appointment of any new committees/working groups.
605. Review and adopt appropriate standing orders and financial regulations.
(Councillors will be provided with appropriate documents prior to meeting.)
606. Review arrangements with other local authorities.
607. Review representation on or work with external bodies, and arrangements for reporting back (Village Hall Committee & Flood Action Group).
608. Make arrangements with a view to the PC becoming eligible to exercise the general power of competence in the future.
609. Review the following arrangements/procedures:
- Asset register
 - Insurance cover
 - Subscriptions (HALC/NALC; HPFA; CPRE; ICO)
 - Complaints procedure
 - Handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018
 - Policy for dealing with the press/media

610. Determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.
611. Parish Clerk's progress report (for information only).
612. Bank account balance as of 01 May 2019 - **£48,032.21** (councillors have been provided with a copy of bank statement no. 093, 02 Apr 2019 to 01 May 2019).
613. To receive and approve the draft Q4 2018/19 financial report and financial statement.
614. To complete and approve the Annual Governance Statement 2018/19.
615. To approve the Accounting Statements 2018/19.
616. To approve the Annual Internal Audit Report 2018/19.
617. To review the following applications for grant aid funding:
- Victim Support Hampshire and IOW - £50.00
 - Hambledon Man Shed - £375.40 (to cover insurance premium for 2019/20)
618. Payment of accounts for Apr 2019:

Payee	Description	Amount (£)	Chq No/BACS Ref
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) Total £672.13	Paid by SO 29/04/19
NEST	Clerk pension Apr 2019	PC contrib; 3% of basic salary): £19.93 Plus (Clerk contribution):£33.22 Total £53.14	Paid by DD
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) Total £13.75	To be paid by BACS
Mrs J C Tester	Clerk's Overtime	32 hours @ £10.25 (17 hrs preparing for	To be paid by BACS

		A/L & 15 hrs preparing for internal audit & y/e) Total: £328.00 Plus, NI contribution (row 1 above): £ 0.46 Less NI & tax: £ 55.98 Total: £272.48	
Kimcell Ltd t/a e-mango	LC-905 Annual service charge 23/05/19 to 22/05/20	£576.00	To be paid by BACS
HMRC	Clerk's NI contribution & tax (Apr 2019)	NI: £37.78 Tax: £18.20 Total: £55.98 Less credit on PAYE a/c: £42.56 Total: £13.42	To be paid by BACS
Village Hall	Hall hire Apr 2019	£16.00	To be paid by BACS
B C Martin	Apr 2019 - Grounds maintenance/cleaning	£110.00	To be paid by BACS
Jennifer Stephens	Village Design Statement design layout services	£150.00	To be paid by BACS
Hambledon Pre-School	Village Hall play-pit sand	£31.10	To be paid by BACS
Hampshire Playing Fields Association	Subscription 01/04/19 to 31/03/20	£40.00	To be paid by BACS
Do the Numbers Ltd	Internal audit for y/e 31/03/19	£240.00	To be paid by BACS
HALC	Councillor training 13/02/19 (Knowledge & Core Skills; Cllr Twiney)	£114.00	To be paid by BACS
HALC	HALC/NALC affiliation fees & levy 2019/20	£372.00	To be paid by BACS
Jay Smith	Tennis assistant (30/03/19 to 20/04/19)	£75.00	To be paid by BACS
James Craven	Tennis coaching March and April 2019 (02/03/19 to 20/04/19)	£490.00	To be paid by BACS

Reference	Address	Proposal
SDNP/19/01778/FUL	Windmill Down Farm Church Lane Hambledon PO7 4RT	Replacement machinery store, and workshop building.
SDNP/19/01453/FUL	Pitt Hill Paddocks, Harrow Gate Lane, Denmead, Hampshire	Erection of a mess room, tack room and extension to hay store. storage of two tractors and a ride on mower on the land (in variation of condition 6 of SDNP/18/06138/FUL).
SDNP/19/01960/DCOND	Court House East Street Hambledon PO7 4RX	Discharge of Condition 3 of approved listed building consent SDNP/18/05843/LIS.

620. To discuss any planning applications that are received after 08 May 2019, that require consideration at this meeting.

621. Planning decisions

Reference	Address	Proposal	Decision
SDNP/19/01064/TCA	St Peter And Paul Church Church Lane Hambledon PO7 4RS	T1 Yew, fell. T2 Apple. Small, stunted specimen. Fell. T3 Ash. Fell. Replace with Walnut or Almond. T4 x3. Three small Ash trees damaging wall. Fell. T5 Ash. Fell. T6 Western Red Cedar. Trim branches.	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.	No objection
SDNP/19/01588/TCA	Harfield Green Lane Hambledon PO7 4SS	Lime tree (T1) Remove smaller poles at original pollard height; remove dead wood throughout canopy and 1 low limb over highway. Cutting back of all epicormic growth to stop damage to the wall.	No objection
SDNP/19/00712/HOUS	The Firs Green Lane Hambledon	Two storey rear extension and single storey side extension and elevational	Application Refused

	PO7 4SX	alterations	
SDNP/19/01031/DCOND	The Small House 11 High Street Hambledon PO7 4RS	Discharge of conditions 3 and 5 of approved planning permission SDNP/18/04783/LIS. Discharge of conditions 4 and 5 of approved planning permission SDNP/18/04782/HOUS	Approved
SDNP/18/00964/PRE	Rushmere Farm Rushmere Lane Hambledon Waterlooville Hampshire PO7 4SG	Conversion of an existing barn to 1 No. residential dwelling.	Application Withdrawn

622. To receive a report from the Village Improvements Project Working Group.

623. Heritage Finger Post Signs (with reference to two outstanding contracts: finger-post signs and Church/School sign).

Proposal: that the Clerk should formally write to the contractor requesting that both jobs are to be completed by Tuesday 28 June 2019. Should this not happen, both contracts will be terminated, and the PC will re-tender for the outstanding work.

624. Street Name Signs

Proposal 1: that the PC resolves to implement the decision of the Council on 01 April 2019 to purchase road signs in a multi-tranche approach with the PC reviewing each tranche in turn, including the list of signs for that tranche.

Proposal 2: that the PC approves the first tranche of five street name signs for the above contract, as recommended by the VIPWG, as follows:

- Green Lane x2 (Green Man & Hambledon Barn walls)
- West Street x3 (Bumblebee Cottage, Green Man & Hambledon Barn walls)

625. To receive a report from the Tennis Working Group.

626. To discuss requirements for re-printing of village leaflets and walking booklets.

627. Reports and Issues (for information only):

- **Hampshire & IOW Village of the Year** – invitation for applications has been received. Submissions can be made between 13/05/19 and 31/07/19.

628. Date and place of next meeting (Monday 03 Jun 2019 at Hambledon Village Hall, 7.30pm).

629. To exclude members of the public and press from Confidential Matters to be discussed.