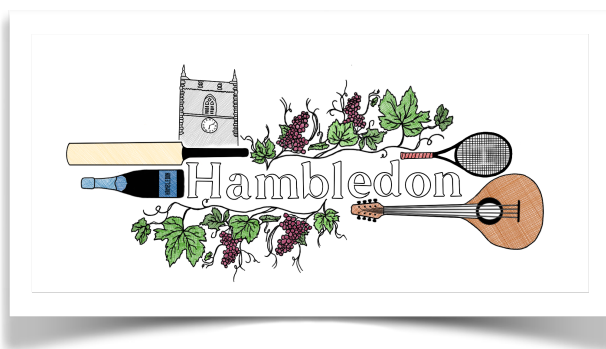




DRAFT MINUTES

Hambledon Parish Council

12 Apr 2021; 7.30pm; Virtual Meeting via Zoom

PRESENT:

Cllr Quinn (Chair); Cllr Mason; Cllr Twiney; Cllr Thornton & Cllr Silcock

In Attendance:

Mrs Joanna Tester (Clerk); Cllr Weston (WCC; left 9pm); Cllr Pearson (WCC; left 9pm); Cllr Huxstep (HCC; arrived 8.04pm; left 9pm); Jan Jarvie (FAG) & one member of the public

Meeting started at 7.00pm

Item No.	Item	Discussion & Decision	Action
1215	Acknowledgements	Councillors paused and remembered in silence the contribution of Sheila Armstrong, JW Anderson and all other villagers who have passed away since the last meeting. Councillors also acknowledged the sad passing of HRH, Prince Philip, Duke of Edinburgh. Cllrs sent best wishes to Cllr Higham.	
1216	Apologies	None	
1217	Disclosable pecuniary interests	None declared.	
1218	Requests for dispensations	None received.	
1219	Public questions & comments	Standing orders suspended for 10 mins. No comments received from members of the public.	
1220	Resume standing orders	Agreed	

1221	District councillor's report & questions arising	Cllr Weston did not produce a report this month. Points raised at the meeting as follows: • Funeral of Duke of Edinburgh - Mayor of Winchester has laid a wreath Cllr Pearson reported the following: • Candidates for District Cllr, Central Meon Valley are as follows: - Labour Party - June Kershaw - Green Party - Malcolm Wallace - Liberal Democrats - Sheila Campbell - Conservative Party - Frank Pearson • Encouraging postal voting (21/04/21 deadline for registering) • Count to take place over 3 days; observers limited	
1222	County councillor's report & questions arising	Report received from Cllr Huxstep & will be published on PC website. Main points as follows: • HRH The Duke of Edinburgh - HCC will be writing to Her Majesty on behalf of the people of Hampshire to express sympathy & condolences. • Covid testing without symptoms (using lateral flow devices) now available for all Hampshire residents. Report contains full info on how to access these free tests for use twice per week. In brief: - Collection from community testing sites: enter your postcode in the NHS site map to find your nearest site and opening es. - To take a supervised LFD test at a community testing site, drop in on the day or book an appointment online. - Collection from the Regional Testing Site at Southampton Airport and walk-through Local Testing Sites (afternoons only) – locations & opening times are available on the County Council's website. - If unable to access any of the above, online ordering for home delivery is available from www.gov.uk/order-coronavirus-rapid-lateral-flow-tests or call 119. What to do after the test • Record your result online or by phone. Instructions on how to do this are included in the test kit. • If the result is positive, <u>you and your household must self-isolate</u> and you must book a confirmatory PCR test. • If the test is negative, continue to follow preventative measures for stopping the spread of the virus, including 'hands, face, space, fresh air'. There is more information about test results and what to do on the NHS website. No comments/questions were raised for Cllr Huxstep.	
1223	Police/PCSO report	Not received	
1224	Mins of previous meeting (01/03/21)	Agreed as a true record	Clerk

1225	Clerk's progress report	Parish Lengthsman Agreement Work schedule for this financial year has not yet been received. [Jan Jarvie asked for grips x2 and drain at bottom of Back Lane to be cleared. Clerk to ensure that Chris Martin is aware of where to deposit waste material.] Hambleton Vineyard (HV) Nothing to report. [Cllr informed meeting that planning application for amendment has been withdrawn.] V/H Play Equipment Clerk currently applying to Calor Fund. HCC Report (Old Forge Tea Room Headwall) FAG report agenda item 1249. Reports & Issues (Bus Shelter) Agenda item 1243. School/Church Sign Sign has been installed. Touch-up work to be completed when weather allows. Clerk has been chasing. PCC to consider contribution to costs once work completed & paid for. Hambleton Greening Campaign No update. Parish Pollinator Pledge Initiative No update. Reports & Issues (Manhole covers) No update. VIPWG (fingerpost @ Park) May be reviewed idc. Electricity Supply for Christmas Tree at The Gardens Contact has been made with SSE to initiate process of installation/supply. [Clerk to take forward.] Second Village De-fib To be reviewed idc. [Currently on hold. Clerk to remove from report but keep on file for later in the year.] Great British Spring Clean 2021 Planned for 28th May 2021. Joint venture with Greening Campaign. Two village volunteers to organise with support of Clerk. Traffic Review - Survey Deadline for return of completed surveys 12/04/21. Cllr Silcock to provide brief update for Annual Meeting of the Parish 28/04/21. Cllrs to consider actions at May Ordinary PC meeting. SOs & Policy Docs - Vexatious complaints see agenda item 1227. Contractors & HPC's H&S Policy awaiting advice from HALC [Update: HALC advice - best practice is for contractor and PC to view each other's H&S policies & have a signed record. Clerk to find appropriate form template.] Plants for GH Planters Some plants have now been ordered & some have been delivered. Alternative suppliers have had to be sought for others. Bench on Speltham Down Cllr Thornton has assessed Donkey Field, West Street (by Manor Farm) & Lesley Hooper benches and confirmed that all are sound and not in need of attention, with the exception of removing the moss from the seat of the Donkey Field bench. Clerk has informed Lengthsman that no further action is required. Cllr Thornton has kindly offered to remove moss. [Update: moss has been removed.]	Clerk Clerk Clerk Clerk Clerk Clerk/Cllr Thornton
1226	Bank account	Bank balance - £ 32,186.26 (@ 01 Apr 2021; bank statements 123 & 124 have been forwarded to cllrs).	Clerk

1227	Policy Documents	Resolved: that the PC approves the following documents: • Complaints/Vexatious Complaints Procedures • General Reserves Policy [Cllrs voted unanimously for] Further actions: • Clerk to publish on PC website.	Clerk
1228	Date of 2021 Annual Meeting of HPC	Resolved: that the Annual Meeting of HPC is held at 7.30pm on Wed 5th May 2021 remotely via Zoom. [Cllrs voted unanimously for]	Clerk
1229	Date of May 2021 Ordinary Meeting of HPC	Resolved: that the Ordinary May 2021 Meeting of HPC is moved from Mon 10th May to Wed 5th May, directly following the Annual Meeting of HPC, to allow it to be held remotely via Zoom. [Cllrs voted unanimously for]	Clerk
1230	Date of 2021 Annual Meeting of Hambledon Parish	Resolved: that the 2021 Annual Meeting of Hambledon Parish is held at 7.30pm on Wed 28th April 2021 remotely via Zoom. [Cllrs voted unanimously for]	Clerk
1231	Date of June 2021 Ordinary Meeting of HPC	Resolved: that the Ordinary June 2021 Meeting of HPC is moved from Mon 7th June to Mon 28th June, to be held in Hambledon Village Hall at 7.30pm. [Cllrs voted unanimously for]	Clerk
1232	July 2021 Ordinary Meeting of HPC	Resolved: that the July 2021 Ordinary Meeting of HPC is cancelled. [Cllrs voted unanimously for]	Clerk
1233	Delegation of Authorisation	Resolved: that between 12/04/21 and the Oct 2021 PC Meeting, the following delegations of authority are approved: • Payments - Clerk & Chair (with the standard approval procedures from authorised signatories on the bank account) • Planning - Planning Committee Members (to be submitted via the Clerk) • Better Streets (BS) - BSWG Chair, for action on projects already approved at full council [Cllrs voted unanimously for]	
1234	Appointment of Vice Chair of Play & Tennis Working Groups	Resolved: that Cllr Silcock is appointed as Vice Chair of the Play and Tennis Working Groups, and the co-ordination of tennis coaching and subs is delegated to Mr Frank Luard. This delegation will remain throughout Cllr Higham's sick leave. [Cllrs voted unanimously for]	
1235	Appointment of Vice Chair of Finance Working Group	Resolved: that Cllr Thornton is appointed as Vice Chair of the Finance Working Group. [Cllrs voted unanimously for]	

1236	Addition of Authorised Signatory to On-line Banking	Resolved: that Cllr Silcock is retrospectively approved as an authorised signatory on the PC's Unity Trust bank account. [Cllrs aside from Cllr Silcock voted for]	Clerk
1237	Q4 Financial Report & Statements	Resolved: that the Q4 Financial report & statement, and Q4 Better Streets Fund are approved. Further actions: Clerk to publish on PC website. Cllr asked for info on when village entrance signs will be installed. Cllr Thornton estimates next 2-3 months.	Clerk
1238	Payment of accounts	Mrs J C Tester Clerk salary (Mar 2021) £779.66 NEST Clerk pension (Mar 2021) £62.40 Mrs J C Tester Clerk expenses (Mar 2021; stationery) £5.49 HMRC NICs Employer & Employee Payments for Last Quarter £31.89 B C Martin Grounds maintenance/cleaning (Mar 2021) £120.00 Hambledon PCC Glebeland maintenance - 2020-21 £700.00 [N.b. original invoice & agenda are for £795.00. Cllrs approved £700 as this was max. In the 2020/21 budget. Clerk to speak to PCC and arrange revised invoice.] PDC Print Traffic Review printing in Hambledonian £87.00 WCC Playground inspections 2021 £89.90 Hayloft Plants George House planter plants £62.40 [Post meeting note: this figure should be £28.95, not £62.40.] Long Acre Plants George House planter plants £77.25 Hooks Green Herbs George House planter plants £19.99 JK Engineering George House bollards £1972.80 Greening Campaign Phase 2 registration £50.00 Greening Campaign Phase 3 registration £50.00 Tennis Clubnet Annual fee £396.00	Clerk Clerk

1239	Planning applications	• SDNP/21/01586/FUL - Hambledon Primary School, Church Lane, Hambledon, Hampshire, PO7 4RT. This proposal is to build an Artificial Grass Surface on the existing field to be used by the children to exercise and complete sports activities. The proposed surface will be 10x20m and will have a 450 mm high raised pressure treated play grade timber retaining edge to the perimeter of the new Artificial Grass playing surface. <u>No objection.</u> • SDNP/21/01339/HOUS - Fairfield House East Street Hambledon PO7 4RY. Proposed Home Office. <u>No objection.</u> <u>Tree Within a Conservation Area</u> • SDNP/21/01516/TCA - 6 The Terrace, Green Lane, Hambledon, PO7 4ST. • SDNP/21/01519/TCA - 7 The Terrace, Green Lane, Hambledon, PO7 4ST. [NO COMMENTS NECESSARY FOR TCAs]	Clerk
1240	Planning applications received after 06/04/21	• SDNP/21/01540/HOUS - Rooks, Cams Hill Lane, Hambledon, PO7 4SP. Side extension and timber frame carport. <u>No objection.</u>	Clerk
1241	Planning decisions	Decisions noted. Other decisions have been received since agenda published, as follows: • SDNP/20/04868/CND - Hambledon Vineyard - application withdrawn • SDNP/20/04955/FUL - Four Acres, Cams Hill Lane - approved [Clerk to write to landowner - noted approved & would like to work with him to ensure the best outcome for the village. Cllr Weston suggested that noise & parking issues could be raised directly with the land-owner.] • SDNP/20/04868/CND - Lower Paddock, Bent Lane - appeal refused.	Clerk
1242	BSWG	Cllr Thornton reported the following: • Despite WCC saying in Jan that they hoped to get the improvements @ The Gardens done within the 2020/21 financial year, there has been no sign of action since about Feb. Cllr Thornton to send details to Cllr Weston who will chase.	Cllr Thornton
1243	Bus Shelter	Resolved: that the contract for the manufacture and installation of the West St bus shelter is awarded to Manor Farm Joinery, at a cost of £7,200 + VAT. [Cllrs voted unanimously for]	Clerk

1244	Street Name Signs	Resolved: that the PC orders the next tranche of five street name signs and that, after satisfactory installation, the final three signs are ordered, as follows: • First tranche: DOG KENNEL LANE, EAST STREET, BROOK LANE, BACK LANE, GLIDDEN LANE • Final tranche: LASHLY MEADOW, GREEN LANE, GREEN LANE Note: the cost of the above signs has increased from £537.50 + VAT to £600 + VAT each. However, the contract is for ‘up to 20 signs’ at the original cost (total £10,750 + VAT) and the amended total contract value will be £10,550 + VAT [Cllrs voted 4 for; 1 against - Cllr Twiney requested that it was recorded in the minutes that he voted against this proposal.]	Clerk
1245	Green-Waste Bin for Green Man Beds	Resolved: that the PC pays the owners of Bumblebee Cottage half the cost annually of a large brown garden waste bin on condition that they allow its use by Parish Council volunteers maintaining the Green Man beds. Current 2020-21 cost is £59/ annum. [Cllrs voted unanimously for]	Clerk
1246	Fingerpost Fingers at Park	Resolved: that the contract for the supply and fitting of three new fingers for the fingerpost sign at the East Street/Brook Lane junction is awarded to JK Engineering, at a cost of £1200 + VAT. [Cllrs voted unanimously for]	Clerk/Cllr Thornton
1247	Fingerposts at Three Corners	Amended proposal & resolution: that Cllr Thornton contacts HCC to seek approval to remove direction signs at B (diagram/ map sent to cllrs in advance of the meeting) and in the meantime the Clerk seeks quotes for the following: • manufacture & installation of a new fingerpost at position B should HCC refuse permission • renovation of the old roundel & mounting on a single black-and-white pole in the existing position B, should HCC grant approval • Manufacture & installation of a new fingerpost at position A Furthermore, delegation approved in item 1233 should allow the contract to be placed outside of full council meeting. [Cllrs voted unanimously for]	Cllr Thornton Clerk
1248	Tennis Working Group	Written report received from Frank Luard & circulated to cllrs before the meeting. Thank you to Frank for stepping in and all his hard work to date.	
1249	Flood Action Group	Jan Jarvie (Chair, FAG) report received & has been published on the PC website. Main points as follows: • Flooding season is over. • Has had meeting with new contractors cleaning headwall basin & cleansing pipes. Silt is now building up again in headwall, perhaps due to a lot of silt in pipes. Still no schedule for cleaning gullies & ditch. • Side of ditch is of concern. Being surveyed. Would be good for Hants Highways rep to attend a HPC meeting to report schedule. Cllr Thornton to speak to contact at Hampshire Highways.	Cllr Thornton

1250	Water Level Meter	Resolved: that the PC purchases a Solinist 101B Water Level Meter at a cost of £269.00 + VAT, to monitor borehole water levels. To be paid for out of the 2021/22 contingency fund. [Cllrs voted 4 for; 1 abstention]	Clerk
1251	Hambledon Playgrounds	Resolved: that the PC should agree for the VH and SG playground areas to remain open (based on Mar 2021 risk assessment and any subsequent advice/info received). Monthly review to continue until further notice. [Cllrs voted unanimously for]	Clerk/Cllr Silcock
1252	Hambledon Playgrounds - Inspection Reports & Subsequent Actions	Resolved: that, in response to the 2021 Inspection Reports, all remedial actions advised in the report provided by the Clerk should be undertaken at an estimated cost of £645.66. Cllr Silcock to take funding forward for replacement play equipment. [Cllrs voted unanimously for]	Clerk Cllr Silcock
1253	Addition of Assets to PC Insurance Policy	Resolved: that the following assets <u>should</u> be added to the insurance policy: • Lesley Hooper bench on Speltham Down (increase in premium of £2.87) • GH bollards (increase in premium of £6.27) [Cllrs voted unanimously for] [As per resolution 1208, 01/03/21, the six new signs will not be included in the insurance policy as an increase in premium would apply.]	Clerk
1254	Parish Online	Resolved: that the PC should subscribe to Parish Online for the period of 12 months at a cost of £80.00 + VAT [Cllrs voted unanimously for]	Clerk
1255	Reports & Issues	• DNPA ‘Dark Night Skies’ Webinar - 21/04/21 - Cllr Quinn to attend. • AQUIND Interconnector - Cllr Quinn reported the following: - Final meeting has taken place (10/03/21). Agreed statement of common ground between WCC/PCs and AQUIND. Issues: - Fibre-optic cable - Cross-country route - Choice of Lovedean - Rural location status - Lack of local community benefit - Restoration of Kings Pond (important for bio-diversity) - Noise & nuisance - No start until work has started on French-side - De-commissioning figure - Hambledon Rd remaining open to all modes of traffic - Disagreement about Aquind data on HGV use of Mill Rd and suitability as main HGV route (quiet residential road) Inspectors have 3 months; then report sent to Sec of State (3 months for making a decision).	Cllr Quinn

