

Meeting of the Parish Council

Monday 6th June 2016, 7.30pm

Present: Cllr B Birdwood, Cllr M Thistlethwayte, Cllr J Thornton, Cllr S Wigley and Cllr T Wood

In attendance: G Wright (Clerk), WCC Cllr V Weston (left at 8.35pm), WCC Cllr F Pearson, HCC Cllr R Huxstep (left at 7.45pm), Mik Norman & five members of the Public.

Chair of Meeting: Cllr J Thornton

Clerk for Meeting: G Wright

1. To receive apologies for absence and declarations of interest

Apologies for absence were received from Cllr Higham.

Cllrs Birdwood and Thistlethwayte declared an interest regarding the Planning Applications for Hambleton Vineyard in that they were residents of Vineyard Lane.

2. Public participation

The Chairman opened the meeting for public participation.

a. The Police

PCSO Owen Reeves had submitted his apologies for absence prior to the meeting; no Police report was received in his absence.

b. The County Councillor

Cllr Roger Huxstep said that there had been no meetings since the beginning of the Municipal year and that a full public consultation on paying for Adult Social Care in Hampshire would be promulgated shortly, together with a timescale. Cllr Huxstep said that the response on Household Waste Recycling had been good and the time spent on analysis would be prolonged.

c. District Councillors

Cllr Gemmell had submitted her apologies for absence prior to the meeting.

WCC Cllrs Vicki Weston and Frank Pearson attended the meeting. Cllr Weston said that the Travellers and Gypsy plan was progressing and that the formal examination of the Local Plan Part 2 (LPP2) would commence on 12th July and that the full timetable was on the Planning Policy section of the WCC website. Cllr Pearson spoke of the successful recent prosecutions for Fly Tipping; one individual had been fined £3,000 and another £1,700. He said a press release would be issued shortly. Cllr Pearson said that he had attended a recent PACT meeting at which the issue of speeding Motorcycles on the A32 had been raised. Cllr Pearson said that the recent felling of a large Red Maple tree in Hambleton was being investigated.

d. The Transport Representative for Hambledon (Mik Norman)

Mik gave a comprehensive briefing on recent developments regarding Transport issues and distributed documents to Councillors which had been debated at the HCC Passenger Transport Forum in May. Mik explained that HCC was the lead body, but the forum was held on a District basis. Mik explained that the main topics covered at the forum were an update on the Buses Bill; the proposed new (HCC) Operating Model for Commissioning Community Transport Services and a presentation on investment by Stagecoach. Mik provided information on these matters to those present at the meeting but asked anyone who required further information on these matters to contact him. Mik's email is miknorman@potteron.co.uk. Cllr Thornton thanked Mik for providing this information and for continuing to be the Transport representative for Hambledon.

3. To approve the minutes of the previous meetings

- a. The minutes of the Extraordinary meeting held on 9th May 2016 were approved.
- b. The minutes of the Annual General Meeting of the Parish Council held on 9th May 2016 were approved.

4. Review of outstanding actions (OAs) from previous meetings.

- a. An update of OAs can be found at Appendix D.

5. Planning

- a. Planning Applications as listed in Appendix A were considered, discussed and commented upon.
- b. Planning decisions as listed in Appendix B were noted.
- c. Following discussion, it was decided that the appropriate response by HPC to WCC's reply to HPC's complaint regarding lack of action concerning Enforcement at St Peter's Farm was to write to Julie Pinnock and arrange a meeting and also inform the original complainant of the action taken.

ACTION: The Clerk

6. Finance

- a. The financial report for the period ending 1st June 2016 was received; the report can be found at the end of these minutes.
- b. Payments listed in Appendix C were approved.
- c. The NALC/SLCC Pay award for period April 2016 to March 2018 was endorsed.

7. Grants and Donations

- a. Following discussion, it was resolved to approve a monetary contribution of up to £150 towards the cost of underwriting the Hog Roast at the Village Picnic on 12th June 2016.

8. Transport and Highways

- a. The proposal, that HPC requests HCC to consider creating 40 mph buffer zones on the West Street and East Street approaches to the village to mirror that already in place on Green Lane was considered. Cllr Thornton explained that at the moment the unrestricted zone (60 mph max. speed limit) suddenly reduced to 30 mph, with no 40 mph buffer zone. Cllr Thornton also raised an alternative proposal of extending the 30 mph zone. After discussion it was decided that the 40 mph buffer zone would probably have a greater chance of being approved. WCC Cllr Weston said that she would be prepared to support 40 mph buffer zone proposal, but asked HPC to request a site meeting with the Traffic engineers so that they could see issues raised for themselves. Cllr Weston said that for the proposal to have any chance of success it would be necessary to produce detailed evidence of traffic accidents in

order to justify the proposed changes and that HCC would require speed checks also. Cllr Thornton said that it was proposed to try and tie in the proposed changes with the Pipe project's road re-instatement programme. Cllrs supported these proposals and Cllr Thornton agreed to draft a short proposal to inform the District Cllrs and the HCC Cllr.

ACTION: Cllr Thornton

9. Footpaths, Rights of Way and Village Maintenance

- a. The future of the Stewarts Green – Church path was considered. It was stated that the existing path was a Public Footpath, but not one with hardstanding and that the present short term agreement for the duration of the Pipe works, was an informal arrangement between the landowner and the Parish/HCC. Members of the Public present agreed to start a petition in order to lobby for the current path to remain after the Pipe works were complete as the current arrangements were very good and avoided the busy road route.
- b. The resurfacing of School Path was considered. Cllr Thornton had spoken to HCC and it was agreed that there were sufficient materials to carry out the work and to date two Stewarts Green residents had agreed to help with the work. There was a need to establish who owned the land between the two paths and also to carry out an estimate to determine the precise amount of material required.

10. Business Support

- a. No issues were raised.

11. Recreation and Play

- a. Cllr Higham was not present at the meeting but had provided a written statement prior to the meeting which stated that HCC should provide results of HPC's Tennis coaching funding application by 10th July 2016 and that a Grant application had also been submitted the LTA.

12. Pipe and Flooding Issues

- a. The draft response to the Southern Water letter regarding Bury Lodge pumping station was not available, so this matter was carried forward as outstanding.

ACTION: Cllr Thornton

13. Village Defibrillator Procedure

- a. Cllr Wigley confirmed that the Ambulance service recommended that the Defib cabinet be left unlocked to prevent further access issues; the power supply matter had now been resolved. The Clerk confirmed that HPC's insurers were content with the proposed solution to the problem. Following discussion, Cllrs approved funding of up to £500 to purchase and fit a replacement (unlocked) Defib Box; it was confirmed that the existing Defibrillator would be suitable for a replacement box. Cllr Wigley agreed to source a Defib cabinet supplier.

ACTION: Cllr Wigley

14. Community issues

- a. There was no further update on progress regarding obtaining improved Mobile phone coverage for Hambledon.
- b. It was resolved to begin the process to register the following as community assets: The Vine, The People's Market, Lotts Store and Tearoom, and Whitedale Field. Cllrs Birdwood, Thistlethwayte and Wigley agreed to form a Working Group to carry out this task.

ACTION: Cllrs Birdwood, Thistlethwayte and Wigley.

- c. It was resolved to appoint Mik Norman as Parish Council representative on the Village Hall Committee. A vote of thanks was given by Cllrs to Mik for agreeing to this appointment.
Cllr Thornton agreed to inform the Chair of the HVHMC of this appointment.
- d. It was noted that Hambledon Village Picnic was taking place at 12.15pm on Sunday 12th June 2016 at the Village Hall.

15. Correspondence

- a. The email of 21st May 2016 from the residents of The Gardens regarding various matters was noted. Cllr Wigley was meeting with the Green Man group shortly.
- b. Correspondence received from the Leader of HCC regarding Solent or Heart of Hampshire Combined Authority was noted.
- c. Correspondence received from The Local Government Boundary Commission for England regarding the Commission's intention to undertake further limited consultation in New Forest and Havant was noted.

The meeting closed at 9.45pm.

Appendix A – Planning Applications & Appeals

Planning Applications

- i) **SDNP/16/02266/FUL – Whitedale Farm, East Street, Hambledon, PO7 4RZ – Proposed new offices to replace existing agricultural shed partially re-using historic timbers (Part Retrospective) (RESUBMISSION) - No objection.**
- ii) **SDNP/16/02379/LIS – Park House, East Street, Hambledon, Waterlooville, PO7 4SB – Installation of tile vents, internal alterations, replacement window (Amended plans received 18.05.2016) - No objection.**
- iii) **SDNP/16/02494/HOUS – Field End, East Street, Hambledon, PO7 4RX – New field entrance – Application opposed – (detailed reasons can be found on South Downs National Park's (SDNP) Planning Portal via their website).**
- iv) **SDNP/16/02481/LIS – Court House, East Street, Hambledon, PO7 4RX – Re-Roofing works, rebuilding of one chimney and repairs to remaining – No objection.**
- v) **SDNP/16/02527/APNB – Hambledon Vineyard, East Street, Hambledon, PO7 4RY – Replacement cellar following demolition of existing cellar. (NOTE: Application called in by SDNP) – HPC raised specific concerns on this application with regard to Spoil, Access and also Wider considerations – (detailed comments can be found on SDNP Planning Portal via SDNP website).**
- vi) **SDNP/16/02528/FUL – Hambledon Vineyard, East Street, Hambledon, PO7 4RY – Demolition of existing cellar and creation of new cellar (to adjoin cellar applied for as part of concurrent agricultural prior notification application) for the storage of the Vineyard's English sparkling wine. (NOTE: Application called in by SDNP.) – Comments deferred as Application will now be considered at July HPC Meeting on 4th July 2016. Post meeting note: SDNP confirmed that PC Comments deadline extended to Friday 8th July 2016.**
- vii) **SDNP/16/02529/FUL – Hambledon Vineyard, East Street, Hambledon, PO7 4RY – Increasing height of winery roof by 3.7m to accommodate additional fermentation/settling tanks to facilitate production of Hambledon Vineyard's English sparkling wine. (NOTE: Application called in by SDNP)- Comments deferred as Application will now be considered at July HPC Meeting on 4th July 2016. Post meeting note: SDNP confirmed that PC Comments deadline extended to Friday 8th July 2016.**

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

Planning Decisions

- i) **SDNP/16/00560/FUL – Glidden Farm, Glidden Lane, Hambledon, PO7 4SD – Change of use from Agricultural to B2 Industrial – Approved – 19th May 2016.**
- ii) **SDNP/15/06425/FUL – Blue Moon Caravan, Green Lane, Hambledon, PO7 4SY – Construction of a replacement dwellings – Refused – 5th May 2016.**
- lii) **SDNP/16/01328/HOUS – 2 Stewarts Green, Hambledon, PO7 4SU – Erection of a two storey side extension, insertion of rear dormers and velux rooflights, replacement of existing rear UPVC conservatory with a single storey brick built garden room & the replacement of the front UPVC porch with a brick built enclosed porch with a pitched roof – Approved – 6th May 2016.**

Appendix C – Payments

Payments made in May 2016

| | | | | |
|------------------------------------|--------|---------------------------------|---|------------------|
| 10/05/2016 | BACS | Do the Numbers Ltd | Internal Audit Fees for year ended 31st Mch 2016 | £235.00 |
| 10/05/2016 | BACS | Taylor Robertson | Asst Tennis Coach 16/4; 23/4 & 30/4/16 (7.5 hrs @ £7.50/hr) | £56.25 |
| 13/05/2016 | BACS | Claymart (Chris Martin) | Grounds Maintenance/Cleaning - April 2016 (incl addl Travel due to Pipe works) | £105.00 |
| 19/05/2016 | 300205 | M Thistlethwayte (Lotts Stores) | Refreshments for APM on 19/5/16 | £23.79 |
| 19/05/2016 | 300206 | N Neville | Mail shot for APM on 19/5/16 | £25.00 |
| 31/05/2016 | BACS | G WRIGHT | Salary, Office Allowance & Travel - May 2016 | £514.17 |
| 31/05/2016 | BACS | Hambledon VHMC | Meetings on 3/5; 9/5 & 19/5/16 (5 hrs @ £10 for Mtg Room & 4 Hrs @ £20 for Main Hall) | £130.00 |
| Total Payments for May 2016 | | | | £1,089.21 |

Appendix D – Outstanding actions (OA)

March 2016

7a Church/School sign – Ongoing – Cllr Wood reported that he had chased the contractor for a quote.

7b Finger post repair/replacement – Ongoing – Cllrs Wood & Thornton reported that they had a very positive meeting with a knowledgeable potential supplier and that matters were being progressed.

8b Glidden sign rotted – Action complete.

April 2016

15b Southern Water – Action outstanding - Cllr Thornton to produce & circulate draft letter in response to SW earlier reply regarding Bury Lodge Pumping station.

15d Landscape Watch – Action outstanding & deferred to June (due to large volume of emails sent to Village email group during May) - Cllr Thornton to confirm Village email group informed of project

15e Introductory email from Abby Sullivan (Community Engagement Ranger, HCC) – Cllrs agreed to remove this item from OA list - Does HPC/Hambledon wish to create a Volunteer (Practical Working) Group.

May 2016

13c Clare's copse – Action complete.

HAMBLEDON PARISH COUNCIL
Financial Report for Period ending 1st June 2016

| | Actual to 01-Jun-16 | Annual Budget | Actual-v- Budget |
|---|-------------------------|-----------------------|---------------------|
| RECEIPTS | | | |
| Precept | £6,645.30 | £13,291 | 50% |
| Council Tax Support (CTS) Grant | £354.71 | £709 | 50% |
| Bank Interest | - | - | - |
| | <u>£7,000.01</u> | <u>£14,000</u> | <u>50%</u> |
| Other Income | - | - | - |
| VAT Reclaimed to date (1/4/15 to 30/04/16) | £476.41 | - | - |
| | <u>£476.41</u> | <u>-</u> | <u>-</u> |
| Grants and Donations - see Schedule 1 | £1,300.00 | - | - |
| Total income | <u>£8,776.42</u> | <u>£14,000</u> | <u>63%</u> |
| PAYMENTS | | | |
| Parish Council Funded Expenditure | | | |
| Grants and Donations - see Schedule 2 | £750.00 | £2,205 | 34% |
| Village Maintenance Costs | | | |
| Village Hall (VH) & Stewarts Green (SG) - Playground Maintenance, Equipment & Inspections | £35.62 | £390 | 9% |
| Parish Maintenance (includes VH Grass & Grounds) | £210.00 | £1,500 | 14% |
| Glebe Land Maintenance | - | £400 | - |
| Glebe Land Rent | - | £600 | - |
| Section 137 (Christmas Tree & Wreath) | - | £50 | - |
| | <u>£245.62</u> | <u>£2,940</u> | <u>8%</u> |
| Publication Costs | | | |
| Website | £480.00 | £480 | 100% |
| Reports/Publications | - | £90 | - |
| | <u>£480.00</u> | <u>£570</u> | <u>84%</u> |
| Salaries and Associated Costs | | | |
| Net Salaries | £912.34 | £5,530 | 16% |
| Clerk's Expenses | £75.80 | £250 | 30% |
| Clerk's Training (excludes CILCA training) | - | £100 | - |
| Administration - Clerk's Office | £80.00 | £600 | 13% |
| | <u>£1,068.14</u> | <u>£6,480</u> | <u>16%</u> |
| Administration Costs | | | |
| Hall Hire | £150.00 | £380 | 39% |
| Insurance Premium | - | £515 | - |
| Audit - Internal | £235.00 | £235 | 100% |
| Audit - External | - | £200 | - |
| Subscriptions - see Schedule 3 | £367.00 | £420 | 87% |
| | <u>£752.00</u> | <u>£1,750</u> | <u>43%</u> |
| Councillors and Meeting Costs | | | |
| APM | £48.79 | £125 | 39% |
| Councillors' Expenses | - | £50 | - |
| Councillors' Training | - | £200 | - |
| | <u>£48.79</u> | <u>£375</u> | <u>13%</u> |
| Total Parish Council Expenditure | <u>£3,344.55</u> | <u>£14,320</u> | <u>23%</u> |
| Other Funded Expenditure | | | |
| Tennis Coaching | £742.50 | | |
| Sports Equipment | £24.90 | | |
| Flood Costs - see Schedule 4 | - | | |
| Capital Projects - see Schedule 5 | - | | |
| Earmarked Reserves - see Schedule 6 | £250.00 | | |
| VAT to be reclaimed for payments in FY 16/17 | £150.98 | | |

HAMBLEDON PARISH COUNCIL
Financial Report for Period ending 1st June 2016

| | | | |
|---|-------------------|---------------|------------------|
| Total other funded expenditure | £1,168.38 | | |
| Total Expenditure | £4,512.93 | | |
| Net Income for the year to date | £4,263.49 | | |
| | Actual to | Annual | Actual-v- |
| | 01-Jun-16 | Budget | Budget |
| Assets | | | |
| Bank Balance - see Schedule 7 | £28,955.38 | | |
| Schedule 1 - Grants & Donations Received | | | |
| Tennis Donations | £1,300.00 | - | |
| Total Grants & Donations Received | £1,300.00 | - | |
| Schedule 2 - Grants Paid Out | | | |
| HVHMC (Fire Doors - Contribution) | £750.00 | £2,205 | 34% |
| | £750.00 | £2,205 | 34% |
| Schedule 3 - Subscriptions | | | |
| HALC & NALC | £327.00 | £340 | 96% |
| HPFA | £40.00 | £40 | 100% |
| CPRE | - | £40 | - |
| | £367.00 | £420 | 87% |
| Schedule 4 - Flood Costs | | | |
| Unallocated | - | | |
| | - | | |
| Schedule 5 - Capital Project Costs | | | |
| Unallocated | - | | |
| | - | | |
| Schedule 6 - Earmarked Reserves | | | |
| | Spent YTD | Budget | Unspent |
| Village Design Statement | 0.00 | 1,350 | 1,350.00 |
| CILCA Training | 250.00 | 250 | 0.00 |
| Parish Plan Actions | 0.00 | 2,000 | 2,000.00 |
| Flood Reserve | 0.00 | 3,000 | 3,000.00 |
| Decluttering (incls Signs & Signage) | 0.00 | 2,500 | 2,500.00 |
| Reprint Walk Book | 0.00 | 1,500 | 1,500.00 |
| | £250.00 | £10,600 | £10,350.00 |
| Other Ring fenced funds | | | |
| Tennis Coaching Donations b/fwd | 130 | 130 | 0.00 |
| Denmead & Hambledon Ed. Trust Grant - Tennis | | | |
| Camps b/fwd | 0 | 75 | 75.00 |
| | £130.00 | £205 | £75.00 |
| Schedule 7 - Bank Balance | | | |
| Unity Trust as at 1st June 2016 (statement 48) | £29,599.55 | | |
| less: Cheques & BACS Payments not reflected | -£644.17 | | |
| | £28,955.38 | | |

Report on the Finances

Income

A VAT reclaim of £228.98 for the period 1/3/16 to 30/4/16 has also been received.

Expenditure

Expenditure continues to be as anticipated. Internal Audit costs for 2016 have now been paid and also some of the costs of holding the Annual Parish Assembly on 19th May 2016.

Geoff Wright
Parish Clerk & RFO - 3rd June 2016