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**Meeting of the Parish Council  
Monday 3rd October 2016, 7.30pm**

**Present:** Cllr B Birdwood, Cllr T Higham, Cllr P Quinn, Cllr M Thistlethwayte and Cllr T Wood  
**In attendance:** G Wright (Clerk), WCC Cllr V Weston, HCC Cllr R Huxstep and 10 members of the Public.

Chairs of Meeting: Cllr B Birdwood; Cllr P Quinn (Agenda item 5a only)

Clerk for Meeting: G Wright

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**1. To receive apologies for absence and declarations of interest**

Apologies for absence were received from Cllrs Thornton and Wigley.

Cllrs Birdwood and Thistlethwayte declared an interest for Agenda item 5.a. (Planning Application for Hambledon Vineyard) and left the Council area of the meeting to participate as members of the Public for this specific item. Cllr Quinn chaired the meeting for agenda item 5.a. Some of the items on the agenda were taken out of numerical sequence for convenience.

**2. Public participation**

Cllr Birdwood as Chairman opened the meeting for public participation.

a. The Police

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

b. The County Councillor

HCC Cllr Huxstep attended the meeting and reported on the following matters:

i. **School places** - that the deadline for submitting applications for secondary places for year 6 pupils was midnight on 31<sup>st</sup> October 2016 and that the application window for reception year and year 3 places opens on 1<sup>st</sup> November 2016.

ii **Grants** – that applications for a share of the devolved budget under the direct control HCC Cllr's (e.g. for Tennis Coaching) needed to be made by 1<sup>st</sup> Feb 2017.

c. District Councillors

WCC Cllrs Gemmell and Pearson submitted their apologies for absence prior to the meeting.

WCC Cllr Weston was present at the meeting and addressed issues as they arose during the meeting. Cllr Weston had sent the District Councillors' report for circulation prior to the meeting.

The main items contained in the report were: Boundary Commission's Constituency changes; Joint Waste consultation; Young peoples' employment; Research into heat network; Silver Hill [Winchester]; Local Plan – Gypsy & traveller needs/site allocations. The full report can be found at <http://www.hambledon-pc.gov.uk/Document/Default.aspx?DocumentUid=149FFED-B42A-411D-B2F5-78A19D07E4DA>

Several issues and concerns were raised during the period of Public participation by members of the Public (MOTP) of agenda item 5a (planning application for the Vineyard – see annex A). Some

covered matters that were not materially relevant for Planning (e.g. actual physical notification of the planning application). Mr Goodenough, one of the Planning advisors representing the applicants responded to most of the questions raised by MOTP. Matters raised included Traffic volumes, SatNav issues, the (comparatively) small size of Events area and the number of events planned. One MOTP said that in principle, the planned visitor centre could help to improve local employment. Cllr Quinn ended the debate and the Council meeting resumed for Cllrs to agree on the PC's consultative comments, which can be found on the SDNP Planning Portal.

Cllr Birdwood resumed as Chair and Cllr Thistlethwayte re-joined other Cllrs and formal Council business resumed.

### **3. To approve the minutes of the previous meetings**

- a. The minutes of the Parish Council meeting held on 5<sup>th</sup> September 2016 were approved.
- b. The minutes of the Extraordinary meeting held on 20<sup>th</sup> September 2016 were approved.

### **4. Review of outstanding actions (OAs)**

- a. Review of actions from last meeting.
- b. Review of OAs as listed 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. The item on completion of the Village Design statement was deferred to a subsequent meeting.

**ACTION: The Clerk/Cllr Thornton**

### **6. Finance**

- a. The financial report for the period ending 1<sup>st</sup> October 2016 was received; the report can be found at the end of these minutes.
- b. Payments listed in Appendix C were endorsed/approved for payment.
- c. The Register of Assets held by Hambledon Parish Council (HPC) was reviewed and it was confirmed that the list was up to date and complete.
- d. Councillors decided to make no response to the 2017/18 Local Government Finance Settlement Technical Consultation which could cap Parish Councils increases to the Precept to a figure of 2% or £5, whichever is the higher.

### **7. Devolution**

- a. HCC's Parish & Town Council Workshops Locality Presentations were noted. It was decided not to make any response to the presentations.

### **8. WCC Matters**

- a. WCC Cllr Weston said that the report regarding continuing unsatisfactory grounds maintenance issues reported by Mik Norman, on behalf of residents of The Gardens, Old Barn Crescent and Stewarts Green to WCC was being addressed by staff at WCC. WCC Cllr Weston said that contracts in general were being reviewed and was happy to set up a meeting regarding this matter.

**ACTION: Cllr Birdwood/Mik Norman/WCC Cllr Weston**

- b. The item regarding the possibility of HPC taking over the WCC grass and hedge cutting contract in Hambledon in all locations with the proviso that the current WCC budget is attached (plus an annual inflationary rise) until further notice was deferred until matters in item 8a had been resolved.

### **9. Transport and Highways**

- a. There were no issues to report, except the recent installation of a very large 'NEW ROAD LAYOUT' sign in West Street which, it was hoped, would be removed soon.

### **10. Footpaths, Rights of Way and Village Maintenance**

- a. The proposed changes to the Footpath across Symmonds Field were considered and the issues that still needed to be resolved were agreed as the kissing gate at the Stewarts Green end of the Path; discussions were still ongoing.

**ACTION: Cllr Thornton**

**11. Business Support**

- a. There were no issues to report.

**12. Recreation and Play**

- a. Cllr Higham reported that the funding presentation that he was to attend had been postponed until later in October and that funding streams were still being followed up. Currently, Tennis Coaching was being funded from the Open Spaces fund.

**ACTION: Cllr Higham**

- b. Actions on the Play Inspection report for the Village Hall area had now been completed. Clarification was being sought regarding responsibility for maintenance for the Stewarts Green Play Area.

**ACTION: The Clerk/Cllr Higham**

**13. Pipe and Flooding Issues**

- a. It was noted that the Flood Action Plan Version 2.0 has been sent to 'Blue Lights', Utilities & other key organisations for comment by 14<sup>th</sup> Oct 2016.

**ACTION: Blue Lights, Utilities & other key organisations.**

- b. An invitation from Southern Water to a Stakeholder Workshop (Southampton – 31<sup>st</sup> October 2016) was noted.

**14. Village Defibrillator**

- a. It was noted that New Defib instructions were about to be published in Hambledonian and had already been emailed to those on Village email list.
- b. Training would be arranged during 2017.

**ACTION: Cllr Wigley**

- c. It was agreed that the old Defib cabinet could be disposed of and that Southern Ambulance Trust should be contacted to ask their advice, to see if they would like it returned to them.

**ACTION: The Clerk**

**15. Village Hall issues - bins**

- a. The response from Hambledon Village Hall Committee regarding the provision of litter bins in the area outside the Village Hall was noted. The Chair of the HVHMC confirmed that HPC would not be liable for the cost of any actions taken by the HVHMC. The report prepared by Mik Norman was noted.

**16. Community issues & Grants**

- a. The item on the registration of Community Assets was deferred to a subsequent meeting.

**ACTION: Cllrs Birdwood, Thistlethwayte and Wigley.**

- b. The grant application from Hambledon Village Hall for a grant of £4,600 towards the cost of resurfacing the Village Hall Car Park was considered. Following a lengthy discussion, including a statement from the Clerk stating that granting the full funding requested, together with other planned expenditure by the PC would be likely to reduce the PC's balance to very close to recommended minimum balance required by the end of the financial year (31<sup>st</sup> March 2017), the grant was approved.

**ACTION: The Clerk**

**17. Correspondence**

- a. Correspondence from Geoff Hartridge stating that 'The Bat & Ball' (Hambledon) was now being described on Diners' cards given out at the pub as 'The Bat & Ball – Waterloo' and asking the PC to write to Fuller's to explain their error to them was discussed. It was agreed that this action should be taken.

**ACTION: The Clerk**

- b. Receipt from The Local Government Boundary Commission of 'Electoral Review of Hampshire: Final Recommendations' and that changes will be implemented for HCC local

elections in 2017 and also an invitation to complete an opinion survey was noted.

#### **18. Future meetings**

The next meeting of Hambledon Parish Council will be held at 7.30pm on Monday, 7<sup>th</sup> November 2016 in Hambledon Village Hall meeting room.

The meeting ended at 21:30

#### **Appendix A – Planning Applications & Appeals**

##### **Planning Applications**

- i) SDNP/16/03880/FUL – Hambledon Vineyard, East Street, Hambledon, PO7 4RY –**  
Demolition of existing cellar and creation of single multi-purpose building combining improved visitor facilities, cellar and estate offices, together with landscaping, access improvements, parking and associated works – **Please see Parish Council's full and detailed response to this application on SDNP's Planning Portal.**

#### **Appendix B – Planning - Decisions and Enforcements**

##### **Planning Decisions**

- i) SDNP/16/03451/HOUS – Barn House, West Street, Hambledon, PO7 4SN –** Single storey extension – **Approved (2nd Sep 2016).**
- ii) SDNP/16/01437/HOUS – Stables, Hambledon House, Speltham Hill, Hambledon, PO7 4RU –** Proposed single storey extensions to the cottage within the grounds of Hambledon House – **Approved (3<sup>rd</sup> June 2016).**

#### **Appendix D – Outstanding actions (OA)**

**Nov 2015** (added back September 2016)

**13 d (i) – Provision of Allotments –** Nothing further to report (**ACTION: Cllr Wood**).

**March 2016**

**7a Church/School sign –** This matter was still ongoing and further quotes were being sought with difficulty. (**ACTION: Cllr Wood**).

**April 2016**

**15d Landscape Watch – Updated and Revised Action (5<sup>th</sup> Sep 2016):** Cllr Thornton agreed to forward information on this project to the History Group and other potentially interested parties. (**ACTION: Cllr Thornton**).

**July 2016** (Items added following review of minutes at 5<sup>th</sup> Sep meeting).

**8c New fingerpost (FP) at Green Man junction & FP refurbishment Park and Chidden junction –** Still ongoing – **Additional action (requested by Cllr Higham at Sep 2016 mtg) – request for detailed quote and time-line for work to be done to be circulated to HPC Cllrs.** (**ACTION: Cllr Wood**).

**11b Village Hall and Stewarts Green Play Inspection Reports – remedial actions –** Work still ongoing as contractor doing other work in the village. (**ACTION: Cllr Higham**)

**14a Green Man beds –** ongoing – further and detailed information required, to be provided via Hort Society/ Cllr Wigley. (**ACTION: Cllr Wigley**)

**14c Registration of Community Assets –** ongoing project – (**ACTION: Community Assets Working Group**)

**Appendix C – Payments**

**Payments made in September 2016 and to be approved for October 2016**

Payments made Sep 2016 - to be endorsed by PC on 3rd Oct 2016			
26/09/2016	BACS	Orchard Dene Nurseries	Plants for Green Man Beds (Invoice 026317 refers) incl Delivery charge. Reclaimable VAT = £198.87
			1193.22
26/09/2016	BACS	G Wright	Salary & Expenses for Sep 2016 (incl Reimbursement for 10th Edition of CAB [from LexisNexis] = £79.05 & Office 365 Licence - Sep 16 to Sep 17 [from Microsoft UK] = £112.32 (Reclaimable VAT = £18.72)
			741.79
26/09/2016	300210	(Hucknet) T Higham	Tennis Court Net [Form Huck-Net] (Reclaimable VAT = £7.63)
			45.79
26/09/2016	BACS	Claymart (Chris Martin)	Grounds Maintenance for August 2016
			£105.00
26/09/2016	300211	CPRE	Annual Subs (25/1/16 - 24/1/17)
			36.00
30/09/2016	DIRECT	Unity Trust Bank	Bank Service Charge (June 16 to Sep 16)
			18.00
		Included in Finance Statement 3/10/16	Total = <b>£2,139.80</b>
Payments to be made Oct 2016 - to be approved by PC on 3rd Oct 2016			
		Hambledon VHMC	Hall Hire Sep 2016 (3 hrs @£10 per hour)
			30.00
		Portsmouth Diocesan Board of Finance	Glebe Land Rent 29/09/16 - 28/9/16 (Mesne Profits)
			600.00
			Total = <b>£630.00</b>

	Actual to 01-Oct-16	Annual Budget	Actual-v- Budget
<b>RECEIPTS</b>			
Precept	£13,290.59	£13,291	100%
Council Tax Support (CTS) Grant	£709.41	£709	100%
	<b>£14,000.00</b>	<b>£14,000</b>	<b>100%</b>
Other Income			
Bank Interest	£8.93	-	-
VAT Reclaimed to date (1/4/15 to 31/08/16)	£476.41	-	-
	£485.34	-	-
Grants and Donations - see Schedule 1	£3,450.00	-	-
<b>Total income</b>	<b>£17,935.34</b>	<b>£14,000</b>	<b>128%</b>
<b>PAYMENTS</b>			
<b>Parish Council Funded Expenditure</b>			
Grants and Donations - see Schedule 2	£750.00	£2,205	34%
<b>Village Maintenance Costs</b>			
Village Hall (VH) & Stewarts Green (SG) - Playground Maintenance & Inspections	£150.24	£390	39%
Parish Maintenance (includes VH Grass & Grounds)	£678.00	£1,500	45%
Glebe Land Maintenance	£44.28	£400	11%
Glebe Land Rent	-	£600	-
Section 137 (Christmas Tree & Wreath)	-	£50	-
	<b>£872.52</b>	<b>£2,940</b>	<b>30%</b>
<b>Publication Costs</b>			
Website	£480.00	£480	100%
Reports/Publications	£79.05	£90	88%
	<b>£559.05</b>	<b>£570</b>	<b>98%</b>
<b>Salaries and Associated Costs</b>			
Net Salaries	£2,764.00	£5,530	50%
Clerk's Expenses	£215.90	£250	86%
Clerk's Training (excludes CILCA training)	-	£100	-
Administration - Clerk's Office	£333.60	£600	56%
	<b>£3,313.50</b>	<b>£6,480</b>	<b>51%</b>
<b>Administration Costs</b>			
Bank charges	£18.00	-	0%
Hall Hire	£210.00	£380	55%
Insurance Premium	-	£515	-
Audit - Internal	£235.00	£235	100%
Audit - External	£100.00	£200	50%
Subscriptions - see Schedule 3	£403.00	£420	96%
	<b>£966.00</b>	<b>£1,750</b>	<b>55%</b>
<b>Councillors and Meeting Costs</b>			
APM	£94.62	£125	76%
Councillors' Expenses		£50	-
Councillors' Training		£200	-
	<b>£94.62</b>	<b>£375</b>	<b>25%</b>
<b>Other Approved Expenditure</b>			
Replacement Defib Box (including fitting)	£529.50	-	-
Flowers for Green Man Beds	£994.35	-	-
	<b>£1,523.85</b>	<b>-</b>	<b>-</b>
<b>Total Parish Council Expenditure</b>	<b>£8,079.54</b>	<b>£14,320</b>	<b>56%</b>
<b>Other Funded Expenditure</b>			
Tennis Coaching	£2,195.00		
Sports Equipment	£63.06		
Earmarked Reserves - see Schedule 6	£250.00		
VAT claimed/to be reclaimed for payments in FY 16/17	£510.84		
<b>Total other funded Expenditure</b>	<b>£3,018.90</b>		

Net Income for the year to date

£6,836.90

	Actual to 01-Oct-16	Annual Budget	Actual-v- Budget
<b>Assets</b>			
Bank Balance - see Schedule 7	<u>£31,663.43</u>		
<b>Schedule 1 - Grants &amp; Donations Received</b>			
Tennis Donations	£1,450.00	-	
Hort Soc (Green Man Beds)	<u>£2,000.00</u>	-	
<b>Total Grants &amp; Donations Received</b>	<u>£3,450.00</u>	-	
<b>Schedule 2 - Grants Paid Out</b>			
HVHMC (Fire Doors - Contribution)	£750.00	£2,205	34%
	<u>£750.00</u>	<u>£2,205</u>	<u>34%</u>
<b>Schedule 3 - Subscriptions</b>			
HALC & NALC	£327.00	£340	96%
HPFA	£40.00	£40	100%
CPRE	£36.00	£40	90%
	<u>£403.00</u>	<u>£420</u>	<u>96%</u>
<b>Schedule 6 - Earmarked Reserves</b>			
	<i>Spent YTD</i>	<i>Budget</i>	<i>Unspent</i>
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 (incl Village Signs)	0.00	£2,500	2,500.00
Reprint Walk Book	0.00	£1,500	1,500.00
	<u>£250.00</u>	<u>£10,600</u>	<u>£10,350.00</u>
<b>Other Ring fenced funds</b>			
Tennis Coaching Donations b/fwd	130	130	0.00
Denmead & Hambledon Ed. Trust Grant - Tennis Camps balance b/fwd	0	75	75.00
	<u>£130.00</u>	<u>£205</u>	<u>£75.00</u>
<b>Schedule 7 - Bank Balance</b>			
Unity Trust as at 1st Oct 16	£29,800.22		
plus Credits not shown (Hort Soc.)	£2,000.00		
=	£31,800.22		
less: Cheques not reflected (nos. 209, 210 & 211)	<u>-£136.79</u>		
	<u>£31,663.43</u>		

Report on the Finances

Income

2nd & Final tranche of Precept for FY 16/17 (£6,645.29) & CTS (£354.70) received 16th Sep 2016  
 VAT Claim for period 1st May 16 to 31st Aug 16 incl (£134.64) received 16th Sep 2016.  
 Contribution of £2,000 received from Hort. Soc. for Green Lane Junction Flower beds 27th Sep 2016.  
 Open spaces claim still to be submitted

Expenditure

Costs due in Sep 2016 not included in above figures = Glebe Land Rent (£600), Hall Hire (£30)  
 Routine bills not yet received include Claymart (Sep 2016); Tennis Coaching (Sep 2016)  
 Committed costs likely to be made in excess of Precepted budget in 16/17 = approx £13,000

Geoff Wright  
 Parish Clerk & RFO  
 3rd October 2016

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