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Meeting of the Parish Council

Monday 5th September 2016, 7.30pm

Present: Cllr T Higham, Cllr J Thornton and Cllr S Wigley

In attendance: G Wright (Clerk), WCC Cllr V Weston (arrived at 8.35pm), Mik Norman and Captain Paul Quinn OBE RN (Rtd)

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 Cllrs Birdwood, Thistlethwayte and Wood.
No declarations of interest were received.

2. Parish Councillor Vacancy

The Clerk confirmed that the formal process for filling the vacancy of Parish Councillor (PC) had been completed and that Winchester City Council (WCC) had not received a request to call an election. Cllr Thornton welcomed Captain Paul Quinn OBE RN (Rtd), who had applied to fill the PC vacancy, to the meeting. Paul was already known to some of the Parish Council due to his work as part of Hambledon Flood Action Group (FAG). Cllr Thornton formally proposed Paul to fill the PC vacancy; the proposal was seconded by Cllr Wigley and approved unanimously. Cllr Thornton welcomed Cllr Quinn to the Parish Council. **Action: The Clerk**

3. Public participation

The 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 Roger Huxstep submitted his apologies for absence and sent his report prior to the meeting. The main items contained in Roger's report were: changes to and the introduction of charges for 'DIY' waste at HCC Household Waste Recycling Centres (HWRCs) and, Devolution.

The full report can be found at <http://www.hambledon-pc.gov.uk/Document/Default.aspx?DocumentUid=9936DA89-19D7-45F4-A773-EDD359D92572>

c. District Councillors

WCC Cllrs Gemmell and Pearson submitted their apologies for absence prior to the meeting.
WCC Cllr Vicki Weston arrived at the meeting at 8.35pm; Cllr Weston sent her report prior to the meeting. The main items contained in Vicki's report were: Changes to and charges for 'DIY' waste at HCC HWRCs (and the possible increased costs resulting from Fly tipping), Annual Canvass, Station Approach [Winchester], Action Hampshire pilot project, Police & Crime Plan consultation, Supportive Communities workshop, Telecoms (Ofcom) survey, New Transport Group, Launch of Rural Housing website, Statistics & details of Grants available to Rural Communities.

The full report can be found at <http://www.hambledon-pc.gov.uk/Document/Default.aspx?DocumentUid=8F03EA2C-993A-4FAA-9C47-85464DF2D2A4>

d. Mik Norman, as a member of the Public, raised a number of issues on behalf of residents regarding the poor response from both members and officers of WCC concerning the failure to provide adequate levels of maintenance to the Public green areas around *The Gardens, Old Barn Crescent and Stewarts Green*. Mik said that poor levels of performance had continued for some months, despite regular and continuing inspection reports that had been sent to WCC advising them of these matters.

(Note: WCC Cllr Weston was not at the meeting at this point and therefore unable to respond on behalf of WCC). Cllr Thornton asked that the matters raised by Mik be included as an Agenda item at a future meeting. **ACTION: The Clerk**

4. To approve the minutes of the previous meeting

- a. The minutes of the Parish Council meeting held on 4th July 2016 were approved.
- b. The minutes of the Parish Council Planning Committee held on 8th August 2016 were endorsed. Actions contained in the minutes of 4th July 2016 were then reviewed; items that still had actions outstanding against them have been added to the Outstanding Actions list at Appendix D.

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

- a. OAs can be found at Appendix D.

6. 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. It was noted that Cllrs Birdwood and Thornton would be attending the a SDNPA Workshop for Town and Parish Councillors on 14th November 2016.

7. Finance

- a. The financial report for the period ending 1st September 2016 was received; the report can be found at the end of these minutes.
- b. The External Audit report for the year ended 31st March 2016 from BDO LLP (appointed External Auditors) was noted. **(Note: The report can be found on the HPC website)** It was Resolved to review HPC's list of assets at the next full meeting of the Council.
ACTION: The Clerk
- c. Payments listed in Appendix C were endorsed.
- d. Following discussion, it was Resolved to approve expenditure of up to £300 for the reprinting of 200 'Hambledon Walk Guides'. **ACTION: The Clerk**

8. Devolution

- a. It was noted that C Dibden and the Clerk would be attending a HCC Workshop for Hampshire's Parish Councils on the Future of Local Government in Hants on 12th September 2016.

9. Transport and Highways

- a. There were no issues to report.

10. Footpaths, Rights of Way and Village Maintenance

- a. The PC considered and Resolved to formally agree the requests of the owners of Symmonds Field, contained in correspondence received from them dated 5th August 2016, regarding their kind offer to leave the Footpath across Symmonds Field in place after the Pipe work had been completed. The only issue that still needed to be agreed was the reinstatement of the gate at the Stewarts end of the path as there was no evidence, that could be found, to show that the gate had existed for at least the last ten years. Cllr Thornton agreed to respond to the owners of Symmonds Field and positively acknowledge their kind offer to leave the path in place and also to raise the issue of the gate with them.
ACTION: Cllr Thornton

- b. Plans for the beds at Green man junction had now been made available and the PC resolved to approve them. However, at the time of the meeting quotes for the work to be

carried out on the beds had not been received; in order that further work on the beds and planting was not delayed, exceptionally, the PC Resolved to approve expenditure of up to £3,000 (excluding VAT) so that necessary work could be progressed.

ACTION: Cllr Wigley/The Clerk

11. Business Support

- a. There were no issues to report.

12. Recreation and Play

- a. Cllr Higham stated that although no further funds had been received towards the costs of funding Tennis coaching, he had received assurances from HCC Cllr Huxstep that £2,000 from the HCC fund would be made available soon; additionally, assurances of funding of £250 had been received from a firm of Solicitors in Southsea and, a response from Rose Allen at HCC was expected soon. WCC had also given approval that the Open Spaces fund could be used for providing the services of professional Coaches. Finally, a funding meeting with Sport England was due to take place on 13th September 2016.

ACTION: Cllr Higham

- b. Cllr Higham said that actions regarding the Play Inspection report were in progress and that he would check with contractors to determine actions that were still outstanding and report back to the PC. **ACTION: Cllr Higham**

13. Pipe and Flooding Issues

- a. There were no new issues to report; the only item outstanding was the Flood Action Plan which had been revised and would soon be issued under a covering letter from the PC to 'Blue Light Services', Utility companies and other Emergency providers to comment upon before being finalised. **ACTION: The Clerk**

14. Village Defibrillator

- a. An update regarding the replacement cabinet was received from Cllr Wigley who confirmed that the existing defibrillator had now been installed in a new, bright Yellow cabinet located on the wall of the Village Hall. Cllr Wigley agreed to prepare an article for 'The Hambledonian'; Cllr Thornton agreed to circulate the information to those on the Village email list. It was hoped that a Defib training session could be arranged later in the year and would be discussed at a future PC meeting.

ACTION: Cllr Wigley/Cllr Thornton/The Clerk

15. Village Hall issues - bins

- a. Mik Norman (as PC Rep on the HVHC) conveyed a proposal from Hambledon Village Hall Committee (HVHC) to change current arrangements for the provision of litter bins in the area outside the Village Hall and surrounds were considered. Following discussion, the following was agreed by the PC:
 - (i) There was no objection to the removal of the bins (which HPC see as HVHC's property) but HVHC should arrange for such removal (including possibly contacting Mildren) and making good afterwards.
 - (ii) There was no objection in principle to the trial period with no litterbins but HPC asks that the litter situation be carefully monitored in the interests of users and maintenance.
 - (iii) New bins should be installed should the trial fail. If this was the case, it was hoped any new bins would have lids and be of a design which did not attract wasps, etc.
 - (iv) Any new bins should be purchased and installed by HVHC.

ACTION: Mik

16. Community issues

- a. There was no further action to report regarding the registration of Community Assets.

ACTION: Cllrs Birdwood, Thistlethwayte and Wigley.

17. Correspondence

- a. An email from Vanessa Silcock regarding Allotments was considered. It was acknowledged that this was a follow up to a previous request from Vanessa in November 2015 that was still outstanding, mainly because one of the Cllrs tasked with the action had since left the Council. Cllr Thornton advised that although a PC had the Power to provide an Allotment (under the Smallholdings and Allotments Act 1908, s.23), it did not have a Duty to do so. As no other Cllrs at the meeting volunteered to investigate this matter further, the action on this matter remained with Cllr Wood as an action. **ACTION: Cllr Wood**
- b. An email from Edward Vincent regarding the Village Bonfire night on Saturday 5th November 2016 was noted. It was confirmed that a risk assessment had also been received and that additional points raised by Cllr Higham had been considered and that the PC's insurers were being notified of arrangements for the event. **ACTION: The Clerk**
- c. Correspondence from Came & Company notifying of change in trading style and company [registration] number from 1st July 2016 was noted.

18. Future meetings

The **next full meeting** of Hambledon Parish Council will be held at 7.30pm on Monday, 3rd October 2016 in Hambledon Village Hall meeting room.

Information item

Cllr Thornton asked the Clerk to check if Cllr Birdwood had responded to Adrian Cazalet's email to the PC of 1st Sep 2016. **ACTION: The Clerk**

Appendix A – Planning Applications & Appeals

Planning Applications

- i) **SDNP/16/03987/HOUS – 3, Rushmere Gate, Green Lane, Hambledon, PO7 4SS – Erect a new conservatory – No objection**

Appendix B – Planning - Decisions and Enforcements

Planning Decisions

- i) **SDNP/16/02494/HOUS – Field End, East Street, Hambledon, PO7 4RX – New field entrance – Application withdrawn (8th Aug 2016).**
- ii) **SDNP/16/00931/FUL – Green Pastures, East Street, Hambledon, PO7 4RY – Conversion of the building named the pottery to a residential building – Application withdrawn (25th Aug 2016).**

Appendix C – Payments

Payments made in July and August 2016

04/07/2016	300208	Parkers (Tony Higham)	1 x Padlock for Tennis Court & Shed (VAT = £3.59)	£17.95
12/07/2016	BACS	James Craven	Tennis Coaching 4/6/16 - 11/6/16 = 7 hrs @ £20/hr	£140.00
12/07/2016	BACS	Robert Peters	Tennis Coaching 18/6/16 - 25/6/16 = 7 hrs @ £20/hr	£140.00
18/07/2016	BACS	Hambledon Pre-School	8 x 25kg Playpit Sand (HCC Invoice 58006458 of 7/7/16) - VAT not reclaimable	£35.62
21/08/2016	BACS	Hambledon VHMC	Mtg 4/7/16 = 2 hrs @ £10/hr	£20.00
21/08/2016	300209	Peoples Market	Wine for APM - May 2016 (VAT = £9.17)	£55.00
21/08/2016	BACS	G Wright	Salary & Expenses for July 2016	£509.72
21/08/2016	BACS	Claymart (Chris Martin)	Grounds Maintenance for July 2016	£105.00
21/08/2016	BACS	James Craven	Tennis Coaching 2/7/16 to 30/7/16 incl (17.5 hrs @ £20/hr)	£350.00
21/08/2016	BACS	Taylor Robertson	Asst Tennis Coach (18/6/16 to 6/8/16 incl) = 20 hrs @ £7.50/hr	£150.00

21/08/2016	BACS	Full Circle Maintenance	Installation of Replacement Defib Cabinet - Job No. 1012 (No VAT)	£50.00
21/08/2016	BACS	BDO	External Audit costs for year ended 31/3/16 (VAT = £20)	£120.00
21/08/2016	BACS	WCC	Play Area Inspections = 2 @ £39.50 each - (No VAT)	£79.00
31/08/2016	BACS	G Wright	Salary & Expenses for Aug 2016	541.42
31/08/2016	BACS	Hambledon VHMC	Planning Cttee Mtg 8/8/16 = 2 hrs @ £10/hr	20.00
31/08/2016	BACS	Taylor Robertson	Asst Tennis Coach (27/8/16) = 2.5hrs @ £7.50/hr	£18.75
31/08/2016	BACS	James Craven	Tennis Coaching 6/8/16 to 27/8/16 incl (14 hrs @ £20/hr)	£280.00

Total = £2,632.46

Appendix D – Outstanding actions (OA)

Nov 2015 (added to OAs as agreed at Sep mtg)

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 (5th Sep 2016): Cllr Thornton agreed to forward information on this project to the History Group and the Village Design Statement Groups. (ACTION: Cllr Thornton).

July 2016 (Items added following review of minutes at 5th 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)

	Actual to 01-Sep-16	Annual Budget	Actual-v- Budget
RECEIPTS			
Precept	£6,645.30	£13,291	50%
Council Tax Support (CTS) Grant	£354.71	£709	50%
	£7,000.01	£14,000	50%
Other Income			
Bank Interest	£8.93	-	-
VAT Reclaimed to date (1/4/15 to 30/04/16)	£476.41	-	-
	£485.34	-	-
Grants and Donations - see Schedule 1	£1,450.00	-	-
Total income	£8,935.35	£14,000	64%
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 & Inspections	£150.24	£390	39%
Parish Maintenance (includes VH Grass & Grounds)	£573.00	£1,500	38%
Glebe Land Maintenance	£44.28	£400	11%
Glebe Land Rent	-	£600	-
Section 137 (Christmas Tree & Wreath)	-	£50	-
	£767.52	£2,940	26%
Publication Costs			
Website (costs include 2 yrly Web host fee)	£480.00	£480	100%
Reports/Publications	-	£90	-
	£480.00	£570	84%
Salaries and Associated Costs			
Net Salaries	£2,303.28	£5,530	42%
Clerk's Expenses	£166.20	£250	66%
Clerk's Training (excludes CiLCA training)	-	£100	-
Administration - Clerk's Office	£200.00	£600	33%
	£2,669.48	£6,480	41%
Administration Costs			
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	£367.00	£420	87%
	£912.00	£1,750	52%
Councillors and Meeting Costs			
APM	£94.62	£125	76%
Councillors' Expenses	-	£50	-
Councillors' Training	-	£200	-
	£94.62	£375	25%
Other Approved Expenditure			
Replacement Defib Box (including fitting)	£529.50	-	-
	£529.50	-	-
Total Parish Council Expenditure	£6,203.12	£14,320	43%
Other Funded Expenditure			
Tennis Coaching	£2,195.00		
Sports Equipment	£24.90		
Earmarked Reserves - see Schedule 6	£250.00		
VAT claimed/to be reclaimed for payments in FY 16/17	£285.62		
Total other funded Expenditure	£2,755.52		
Total Expenditure	£8,958.64		

Net Income for the year to date	<u><u>-£23.29</u></u>		
	Actual to	Annual	Actual-v-
	01-Sep-16	Budget	Budget
Assets			
Bank Balance - see Schedule 7	<u>£24,668.60</u>		
Schedule 1 - Grants & Donations Received			
Tennis Donations	<u>£1,450.00</u>	-	
Total Grants & Donations Received	<u>£1,450.00</u>	-	
Schedule 2 - Grants Paid Out			
HVHMC (Fire Doors - Contribution)	<u>£750.00</u>	<u>£2,205</u>	
	<u>£750.00</u>	<u>£2,205</u>	<u>34%</u>
Schedule 3 - Subscriptions			
HALC & NALC	£327.00	£340	96%
HPFA	£40.00	£40	100%
CPRE	-	£40	-
	<u>£367.00</u>	<u>£420</u>	<u>87%</u>
Schedule 6 - Earmarked Reserves	<u>Spent YTD</u>	<u>Budget</u>	<u>Unspent</u>
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	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>
Other Ring fenced funds			
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>
Schedule 7 - Bank Balance			
Unity Trust as at 1st Sep 16 (Statement 52)	£24,777.45		
less: Cheques & BACS Payments not reflected	<u>-£108.85</u>		
	<u>£24,668.60</u>		

Report on the Finances**Income**

None received during August 2016.

VAT Claim submitted 4th Sep 2016 for period 1st May 2016 to 31st Aug 2016 incl.

Open spaces claim to be submitted by 9th Sep 2016.

Expenditure

Most of the costs relating to August included in this report.

Geoff Wright

Parish Clerk & RFO

5th September 2016