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## Parish Council Meeting Minutes

**Monday 1st June 2015, 7.30pm**

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

**In attendance:** G Wright (Clerk),  
Cllr R Huxstep (HCC), Cllr C Dibden (WCC) and 4 members of the Public

Chair of Meeting: Cllr J Thornton  
Clerk for Meeting: G Wright

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1. Apologies for absence and declarations of interest

There were no apologies for absence or declarations of interest declared.

2. Public participation.

The Chairman opened the meeting for public participation and invited members of the Public to raise any issues.

The first matter raised was the poor condition of the **Flower Beds at the end of West Street** due to neglect and no clear ownership of them. The member of the public was concerned that this gave a poor impression of the Village. The Chairman thanked the member of the Public for raising this matter and agreed to investigate the issue further and then respond as a formal agenda item at a future Parish Council meeting.

**ACTION: The Chairman**

The other matter raised by another member of the Public was the **disputed footpath at Windmill Down Farm (WDF)**. The member of the Public said that although the 'No Public Right of Way sign' was no longer present, a 'No trespassing' sign was still there and that these issues appeared to have arisen since new ownership of the land, after many unchallenged years of walking the path. The Chairman said that as the WDF footpath was an existing agenda item for this meeting, the matter could be discussed now. It was stated that a further meeting with HCC was being arranged regarding the proposed Footpath, however, there was a considerable backlog for new Footpath applications, which were usually dealt with in date order of application. HCC Cllr Huxstep said that the HCC Footpath Regulatory Committee would consider the application in due course but that the granting of a Footpath was not wholly within the gift of HCC and that there other legal considerations.

a. The Police

PCSO Owen Reeves sent his apologies for absence prior to the meeting due to Police training commitments. No Police report had been received.

b. The County Councillor

Councillor Roger Huxstep attended the meeting and reported on the following:-

**HCC AGM** - Cllr Roy Perry had been re-elected as Leader of HCC and Cllr Jonathan Glen had been elected as Chairman of HCC.

**HCC Boundary Review** - HCC currently has 78 County Councillors for 75 Divisions within the County; the Meon Valley Division needs to gain more electors (from other existing Divisions) in order to balance out the numbers. This process is about to start.

**Brown Tourist Road Signs** – Cllr Huxstep said that he had spoken with HCC and WCC Traffic departments regarding the Brown tourist road signage and that HPC's only course of action in order to challenge the decisions made was for HPC to formally complain to WCC.

**Hambledon Flood Alleviation Scheme** – Cllr Huxstep said that a meeting had been arranged with Simon Cramp on 2<sup>nd</sup> June regarding the scheme and that there would be further meetings throughout the duration of the work.

c. The District Councillor

Councillor Caroline Dibden attended the meeting and reported on the following:-

**WCC Election** – Cllr Stephen Godfrey (Wonston & Micheldever Ward) elected as Leader of WCC; Cllr Vicki Weston (Swanmore & Newtown Ward) elected as Portfolio Holder for Service Delivery; Cllr Mike Read (Denmead Ward) elected as Portfolio Holder for Built Environment [includes Planning]. Cllr Dibden said that she had been appointed to (WCC's) Planning committee.

**Enforcement** – David Townsend had been appointed as the new Enforcement Officer at WCC.

A lengthy discussion followed regarding **Hambledon Primary School** and the proposed new construction at the school. A number of issues were covered during the discussion which took place between HPC Councillors, HCC Cllr Huxstep and WCC Cllr Dibden including cost, value for money and several aspects concerning Planning. HPC's preferred option for new construction at the school was for a formal extension with a pitched roof. HCC Cllr Huxstep agreed to look at the formal plan.

3. Minutes from the previous meeting:

a. Council Meeting of 1<sup>st</sup> June 2015

Cllr Thornton said that Cllr Higham's role had been missed from agenda item 3 (Appointment of members to Working Groups, etc). No other amendments were made and the minutes of the meeting were accepted and approved unanimously.

4. Planning

a. Planning applications as listed in Appendix A were discussed and comments agreed.

b. Planning decisions as listed in Appendix B were noted.

c. Rose Cottage – Construction of Stables – further information discharge of Planning conditions was provided by WCC's Planning department and has been forwarded to parties concerned.

d. A response was still awaited from enquiries to the Enforcement section at WCC regarding 11/00292/SWKS – Prestfield Stud (Mensland Lane).

**ACTION: The Clerk/WCC Enforcement**

e. Enforcement action regarding St Peters Farm – it was agreed that Enforcement action that had been in 2014 be enforced.

**ACTION: The Clerk/WCC Enforcement**

5. Finance

a. The financial report for the period ending 26<sup>th</sup> May 2015 was received and

- approved unanimously. The report can be found at the end of these minutes.
- b. Payments as listed in Appendix C were approved.
6. Transport and Highways
- a. Cllr Thornton provided a photo of the Church Tower sign used as a Village sign in Hawkley and asked the Council to consider if something similar for Hambleton would be appropriate.  
**ACTION: HPC Cllrs**
7. Footpaths
- a. Windmill Down Farm  
Discussed earlier in the meeting, please see item under Public participation.  
**ACTION: Cllrs Birdwood and Thistlethwayte**  
Cllr Wood said that he had not yet managed to contact Andrew Mason regarding the latest obstruction on the path.  
**ACTION: Cllr Wood**
- b. Siting of Memorial Bench  
Cllr Thornton said that in reviewing the photos kindly provided by Chris Dixon for possible inclusion in the Hampshire Association of Local Councils (HALC) Annual Review, he thought that an acceptable site for a Memorial bench would be at the top of the Horse Field. This was agreed unanimously.  
**ACTION: Cllr Birdwood/The Clerk**
8. Recreation and Play
- a. The Play Inspection report was accepted and it was decided unanimously that Chris Martin should be asked if he would be prepared to carry out some of the remedial work identified at both the Village Hall and Stewart's Green play areas.  
**ACTION: Cllr Birdwood**
9. Village Maintenance and Lengthsmen
- a. Cllr Birdwood said that the Lengthsman had continued to carry out the work that HPC had requested them to carry out and that work was done to a high standard. The Lengthsmen would be asked to continue to work on the grips on both sides towards the *Bat and Ball* and then be asked to work on accessible areas as appropriate during the Flood Alleviation works. This was agreed unanimously.  
**ACTION: Cllr Birdwood/The Clerk**
10. Pipe and Flooding issues
- a. Cllr Higham said that The Flood works would start week commencing 7<sup>th</sup> June and that the B2150 would be shut (from Lotts Stores) from week commencing 22<sup>nd</sup> June.  
Monthly 'Pipe' liaison meetings scheduled to be held on a monthly basis.
11. Community Assets – Community Right to Buy
- a. Further discussion took place on this matter and a proposal to add Whitedale Field to the list was considered and agreed unanimously. The Clerk was requested to check whether there any specific deadline for registering Community Assets.
12. Casual Vacancy for Parish Councillor
- a. It was stated that there had been one expression of interest so far the Vacancy. The Clerk said that the formal legal notice had been posted on the PC noticeboard and the Website on 29<sup>th</sup> May

2015. It was agreed to continue to publicise the vacancy to give the opportunity to others who might wish to apply.

13. Correspondence

- a. An email from Ken Jones regarding the effects of the Pipe work on trade for the Vine was discussed. It was stated that the Business Development Officer from WCC had contacted businesses within the Village and had offered advice to them. Cllr Higham agreed to contact The Editor of *The Hambledonian*. The Clerk was requested to respond to Ken.

**ACTION: Cllr Higham/The Clerk**

**Items not on the Agenda, but noted for information**

- i. Grateful thanks were given for the approval of a grant of £100 by Hambledon & Denmead Education Trust to support Tennis camps for Village children.
- ii. Cllr Wigley agreed to co-ordinate a further session of Defib training for Hambledon residents.

The next Parish Council meeting, will be held at 7.30pm on Monday, 6<sup>th</sup> July 2015 in the Meeting Room of Hambledon Village Hall.

The meeting closed at 21:15.

**Appendix A – Planning Applications**

- i) **SDNP/15/02262/HOUS – Deepdale, East Street, Hambledon, Waterlooville, Hampshire, PO7 4RZ – Proposed detached oak framed garage – No objection**

**Appendix B – Planning Decisions, Enforcements and Appeals**

**Planning Decisions**

- i) **SDNP/15/01519/HOUS – Rushmere Farm Cottage, Rushmere Lane, Hambledon, Waterlooville, PO7 4SG – Construction of Front extension – Approved**
- ii) **SDNP/14/05190/FUL – Barn and former Dairy 50M NW of Hermitage Farmhouse, Chidden, Hambledon, Hampshire – (Amended address 07/01/15) – Change of use of former agricultural dairy to single residential unit including external alterations, and alterations to existing agricultural barn including improvements to existing access - Refused**

**Enforcements & Appeals**

None.

**Appendix C – Payments**

Payments to be made – June 2015

1/6/15	BACS	G Wright	May 2015 – Salary, Allowance & Expenses	507.37
1/6/15	BACS	HMRC	Tax on Salary	6.80
1/6/15	BACS	Taylor Robertson	Asst Tennis Coach 28/3; April 2015 & 2 <sup>nd</sup> to 23 <sup>rd</sup> May 2015	150.00
1/6/15	136	Peoples Market	APM on 28/4/15 – Wine	49.90
1/6/15	BACS	M Thistlethwayte	APM on 28/4/15 – additional wine	34.93

**Total Payments to be made** **£749.00**

**HAMBLEDON PARISH COUNCIL – ACCOUNTS FOR PERIOD ENDING 26<sup>TH</sup> MAY 2015**

	Actual to 26-May-15	Annual Budget	Actual-v- Budget
<b>RECEIPTS</b>			
Precept	£6,639.09	£13,278	50%
Council Tax Support (CTS) Grant	£360.91	£722	50%
Bank Interest	-	-	-
	£7,000.00	£14,000	50%
<b>Other Income</b>			
VAT Reclaimed to date	£8,696.95	-	-
	£8,696.95	-	-
Grants and Donations - see Schedule 1	£300.00	-	-
<b>Total income</b>	<b>£15,996.95</b>	<b>£14,000</b>	<b>114%</b>
<b>PAYMENTS</b>			
<b>Parish Council Funded Expenditure</b>			
Grants and Donations - see Schedule 2	-	£2,205	-
<b>Village Maintenance Costs</b>			
Village Hall (VH) & Stewarts Green (SG) - Playground Maintenance & Inspections	£30.24	£250	12%
Parish Maintenance (includes VH Grass & Grounds)	-£194.00	£1,500	(13%)
Glebe Land Maintenance	£20.80	£400	5%
Glebe Land Rent		£600	-
Section 137 (Christmas Tree & Wreath)		£30	-
	(£142.96)	£2,780	(5%)
<b>Publication Costs</b>			
Website	£605.00	£480	126%
	£605.00	£480	126%
<b>Salaries and Associated Costs</b>			
Net Salaries	£898.94	£5,460	16%
HMRC Costs	£13.40	-	-
Clerk's Expenses	£92.70	£200	46%
Clerk's Training (excludes CiLCA training)	-	£100	-
Administration - Clerk's Office	£80.00	£620	13%
	£1,085.04	£6,380	17%
<b>Administration Costs</b>			
Hall Hire	£20.00	£250	8%
Insurance Premium		£500	-
Audit - Internal	£235.00	£320	73%
Audit - External		£310	-
Subscriptions - see Schedule 3	£351.00	£400	88%
	£606.00	£1,780	34%
<b>Councillors and Meeting Costs</b>			
APM	£121.51	£125	97%
Councillors' Expenses		£50	-
Councillors' Training		£200	-
	£121.51	£375	32%
<b>Total Parish Council Expenditure</b>	<b>£2,274.59</b>	<b>£14,000</b>	<b>16%</b>
<b>Other Funded Expenditure</b>			
Tennis Coaching	£590.00		
Sports Equipment	£298.75		
Flood Costs - see Schedule 4	-		
Capital Projects - see Schedule 5	-		
VAT to be reclaimed for payments in FY 15/16	£129.32		
<b>Reclaimable Expenditure</b>	<b>£1,018.07</b>		
<b>Total Expenditure</b>	<b>£3,292.66</b>		

<b>Net Income for the year to date</b>	<u>£12,704.29</u>		
	<b>Actual to 26-May-15</b>	<b>Annual Budget</b>	<b>Actual-v- Budget</b>
<b>Assets</b>			
Bank Balance - see Schedule 7	<u>£32,525.75</u>		
<b>Schedule 1 - Grants &amp; Donations Received</b>			
Tennis Coaching Donation	£300.00	-	
<b>Total Grants &amp; Donations Received</b>	<u>£300.00</u>		
<b>Schedule 2 - Grants Paid Out</b>			
Unallocated	-	£2,205	
	-	£2,205	-
<b>Schedule 3 - Subscriptions</b>			
HALC	£311.00	£320	97%
HPFA	£40.00	£40	100%
CPRE	-	£40	-
	<u>£351.00</u>	<u>£400</u>	<u>88%</u>
<b>Schedule 4 - Flood Costs</b>			
Unallocated	-		
	-		
<b>Schedule 5 - Capital Project Costs</b>			
Unallocated	-		
	-		
<b>Schedule 6 - Earmarked Reserves</b>			
Village Design Statement		£1,350	
CiLCA Training		£500	
Parish Plan Actions		£2,000	
Flood Reserve		£2,000	
Decluttering		£3,500	
Reprint Walk Book		£1,500	
		<u>£10,850</u>	
<b>Other Ring fenced funds</b>			
HLF Grant for Tennis Coaching		-	£2,200
<b>Schedule 7 - Bank Balance</b>			
Unity Trust as at 26th May 2015	£33,299.75		
less: Cheques & BACS Payments not reflected	<u>-£774.00</u>		
	<u>£32,525.75</u>		

#### Report on the Finances

##### Income

A donation of £300 has been received from Carter Jonas for Tennis Coaching.

HMRC has paid VAT reclaimed for the period 1 Jan 2013 to 31 Mch 2013 and for Financial years 13/14 and 14/15, a total amount of £8,696.95.

A prior-year uncashed cheque of £390 has been written back to Village Maintenance resulting

in a credit (-) of £194 on that expenditure line.

##### Expenditure

Some invoices relating to April and May 2015 have not yet been received, resulting in lower than expected expenditure for the financial year to date.

Geoff Wright  
Parish Clerk & RFO  
26th May 2015

