



DRAFT MINUTES

Hambledon Parish Council

04 Mar 2019, 7.30pm

Village Hall - Hambledon

PRESENT:

Cllr Thornton
 Cllr Twiney
 Cllr Higham
 Cllr Wood
 Cllr Wigley (Acting-Chair)
 Cllr Weston arrived 7.45pm
 Cllr Huxstep arrived 8.44pm

In attendance:

Mrs Joanna Tester (Clerk)
 Two members of the public

Meeting started at 7.30pm

	Item	Discussion and Decision	Action
530	Acknowledgements	Councillors paused and remembered in silence the contribution of villagers who have passed away since the last meeting: - Liz Lewis - Kay Mason	
531	Apologies	Cllr Quinn OBE Cllr Mason Cllr Weston Sgt Gilmour PCSO Reeves Apologies accepted	
532	Disclosable pecuniary interests	Agenda item 543 - Cllr Twiney advised councillors of his role as Treasurer for Hambledon PCC. Members agreed that as the grant had already been approved in the 2018/19 budget there would be no reason to take a vote so no further action required.	

533	Requests for dispensations	None requested	
534	Public Questions and comments	<p>Standing orders suspended for a maximum of 10 minutes.</p> <ul style="list-style-type: none"> • Councillors agreed that public comments would be taken during agenda item 553. • A member of the public commented on ‘Hambleton Vineyard’ in item 540. Councillors agreed to take these comments into consideration. 	
535	Resume standing orders	Agreed.	
536	District Councillor’s Report	<p>Received. Main points as follows:</p> <ul style="list-style-type: none"> • WCC tenants – will be receiving in the post a Tenancy Info Form & cover letter with annual notice of change to rent & charges. • Council homes & affordable homes – WCC aiming to increase no., building from 600 to 1000 over the next decade. • SPUB Cycle Café – project has now begun with the help of sponsorship from WCC (and others, including HCC). • Sports and leisure centre – work is beginning. Everyone Active has been appointed as operator. • Green initiatives to maintain healthy tree population – including planting programme as part of new Winchester Sport & Leisure Park; maintaining the health of trees within the gardens of WCC’s housing stock; and monitoring trees across district’s open spaces & car parks. • Freeze on Winchester Council tax – has now been voted through Full Council. • Council finances (savings) - £2m savings will continue to be achieved through long term planning, improved engagement, efficiencies, prioritisation, culture of challenge & innovation, and income generation. • Changes to council tax 2019: <ul style="list-style-type: none"> ○ HCC 3.00% ○ Police 13.50% ○ Fire 3.00% ○ Winch Town Forum 3.00% ○ Parishes (average) 4.70% ○ WCC 3.00% 	

537	County Councillor's Report & Questions to CC Arising from Report	Received. <ul style="list-style-type: none"> Council Tax Statement – full report will be published on the PC website. <p>Councillors reiterated that it would be much appreciated if the report could be received before the day of the meeting to allow time to read through in advance.</p>	Clerk										
538	Police/PCSO Report	Not received.											
539	Minutes of previous meetings (04 Feb 2019)	Agreed as a true record.	Clerk										
540	Clerk's Progress Report	<table border="1"> <thead> <tr> <th>Issue</th> <th>Current Status</th> </tr> </thead> <tbody> <tr> <td>Stiles/kissing gates</td> <td>Clerk has informed three potential contractors of the PC's decision. Clerk to obtain full details from Cllr Mason and take forward the grant application.</td> </tr> <tr> <td>Parish Lengthsman Agreement</td> <td>Worksheet for w/c 04/03/19 visit sent to lead parish. Work included the following: <ul style="list-style-type: none"> '20 is plenty' sign on Hogs Lane north of Hambledon Primary School and 'School' road sign approaching the school from the north – clean signs. Complete any work not attempted/finished during the previous (additional) visit. </td> </tr> <tr> <td>Hambledon Vineyard</td> <td>Liaison meeting originally booked for Tues 06 Mar is now to be re-arranged as Ian Kellett unable to attend on this day. Councillors discussed the comments made during item 534 by the member of public. It was agreed that village members need to be representative of the various opinions held by villagers, especially of those most affected. It was also acknowledged that reps need to be constructive in their approach in order to establish a good working relationship with the Vineyard. The Clerk briefed councillors on recent contact made by another villager who requested inclusion on the Liaison Group. Members expressed concern that there could be a current legal dispute between this villager and the Vineyard and asked the Clerk to contact the individual to confirm. It was agreed that they would not be able to join Liaison Group if this was the case.</td> </tr> <tr> <td>AOB</td> <td> <ul style="list-style-type: none"> Grass cutting @ Donkey Field & Cams Hill verges. Ian Burt has forwarded clearer map and confirmed that these areas are included in the Dog mess bins. Site visit with Ian Burt arranged for 08 Mar 2019. <p>Councillors agreed that 3 new and 1 replacement bin would be requested, as follows:</p> <ul style="list-style-type: none"> Speltham Down (entrance from Speltham Hill) Speltham Down (entrance from West Street) East Street (alongside Donkey Field) </td> </tr> </tbody> </table>	Issue	Current Status	Stiles/kissing gates	Clerk has informed three potential contractors of the PC's decision. Clerk to obtain full details from Cllr Mason and take forward the grant application.	Parish Lengthsman Agreement	Worksheet for w/c 04/03/19 visit sent to lead parish. Work included the following: <ul style="list-style-type: none"> '20 is plenty' sign on Hogs Lane north of Hambledon Primary School and 'School' road sign approaching the school from the north – clean signs. Complete any work not attempted/finished during the previous (additional) visit. 	Hambledon Vineyard	Liaison meeting originally booked for Tues 06 Mar is now to be re-arranged as Ian Kellett unable to attend on this day. Councillors discussed the comments made during item 534 by the member of public. It was agreed that village members need to be representative of the various opinions held by villagers, especially of those most affected. It was also acknowledged that reps need to be constructive in their approach in order to establish a good working relationship with the Vineyard. The Clerk briefed councillors on recent contact made by another villager who requested inclusion on the Liaison Group. Members expressed concern that there could be a current legal dispute between this villager and the Vineyard and asked the Clerk to contact the individual to confirm. It was agreed that they would not be able to join Liaison Group if this was the case.	AOB	<ul style="list-style-type: none"> Grass cutting @ Donkey Field & Cams Hill verges. Ian Burt has forwarded clearer map and confirmed that these areas are included in the Dog mess bins. Site visit with Ian Burt arranged for 08 Mar 2019. <p>Councillors agreed that 3 new and 1 replacement bin would be requested, as follows:</p> <ul style="list-style-type: none"> Speltham Down (entrance from Speltham Hill) Speltham Down (entrance from West Street) East Street (alongside Donkey Field) 	Clerk
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			<ul style="list-style-type: none"> Stewarts Green (bottom of the green; replacement of current 'open' bin) 	
		County Councillor's Report	<p>Old Forge Tea Room Headwall (gap between fence and hedge posing a potential safety issue) – Simon Cramp has confirmed that no sections of hedge or fence have been removed south of the headwall and the current gap is due to the hedge having been cut. The verge is not an official right of way or footpath, and once the vegetation re-grows it is expected that it will return to a position equivalent to before the works. No action by HCC is currently planned.</p> <p>Remove from report.</p>	
		Chair of Governors' (Primary Sch.)	Awaiting feedback from School regarding survey results.	
		Road Name Signs	Three bids received. To be considered under agenda item 549.	
		District Councillor's Report	<p>Fly-tipping on Chidden Lane – Sgt Gilmour confirmed that fly-tipping (FT) is not one of the offences that police are required to record and to report to the Home Office. WCC has the responsibility for leading investigation in to FT offences and has a successful prosecution rate where evidence exists to identify the perpetrator. WCC records FT incidents and should be able to provide a reference number if required, although this would not be a crime number per se.</p> <p>Remove from report.</p>	
		SDNP CIL Funding	<p>Clerk submitted £30k application for re-design of East Street village entrance.</p> <p>Removed from report.</p>	
		V/H Play Equipment	Site visits carried out with Playdale Playgrounds Ltd and Outdoor Classrooms. Clerk to further research requirements and possible funding avenues.	Clerk
		Clerk's Report	<p>Building works to No 25 Stewarts Green – WCC Housing Management has confirmed that this is not a council-owned property. Clerk has made contact with Planning Enforcement and at their request e-mailed a photograph of the current state of work. Work has now re-started on the property.</p>	
		Point of Information	<p>Tree @ Glebeland – Clerk informed Carter Jonas that the PC would not mediate between The Tenant and PDBF. No further contact made.</p> <p>Big Spring Clean 2019 – Sat 02 Mar 2019. David Warren has agreed to organise once again.</p> <p>Clerk to write a thank you letter to David Warren.</p> <p>Remove from report.</p>	Clerk
541	Bank A/C	Bank balance - £36,102.51 (@ 01 Mar 2019; statement 090)		

542	Reserves	<p>(Proposal 1): Councillors agreed to defer this item to the April 2019 PC meeting. They felt that the information available was insufficient to make an informed decision. Cllr Wood agreed to meet with the Clerk to further analyse the financials. It was suggested that if clarity could not be obtained it may be necessary to seek the advice of the internal auditor.</p> <p>Cllr Thornton considered the proposal to be contrary to the PC's standing orders as the effect of the proposal is to reduce the amount of precept funding for Village Improvements in FY 2019-20 from £5200 agreed in January to £2700. As a material change to a decision taken less than six months ago, it can therefore be revisited only following a written request from three councillors.</p> <p>Resolved (Proposal 2): as per the approved budget for the 2019/20 financial year (reference item 489; January 2019 PC meeting), councillors endorsed moving the sum of £4,535 from 'Committed Expenditure' (Green Man Landscaping) to 'Village Improvements'.</p>	Cllr Wood/ Clerk																								
543	Grant Request from Hambledon PCC	<p>Resolved: that a grant of £600.00 will be awarded to Hambledon PCC towards the upkeep of the churchyard (amount already accounted for in 2018/19 budget). Clerk to inform PCC.</p>	Clerk																								
544	Payment of accounts	<p>Payments approved as follows:</p> <table border="1" data-bbox="587 1189 1315 2018"> <thead> <tr> <th>Payee</th> <th>Description</th> <th>Amount (£)</th> </tr> </thead> <tbody> <tr> <td colspan="3">PC</td> </tr> <tr> <td>Mrs J C Tester</td> <td>Clerk salary (Feb 2019)</td> <td>£664.31 (salary) £40.00 (office allowance) £1.50 (printing allowance) LESS £33.22 (5% pension contribution) LESS £0.46 (NI contribution) Total £672.13</td> </tr> <tr> <td>NEST</td> <td>Clerk pension Feb 2019</td> <td>£19.93 (PC contribution; 3% of basic salary) plus £33.22 (Clerk contribution) Total £53.14</td> </tr> <tr> <td>HMRC</td> <td>Clerk's NI contribution (Feb 2019)</td> <td>£0.46</td> </tr> <tr> <td>Village Hall</td> <td>Hall hire Feb 2019</td> <td>£16.00</td> </tr> <tr> <td>B C Martin</td> <td>Jan 2019 - Grounds maintenance/cleaning (£110.00)</td> <td>£110.00</td> </tr> <tr> <td>Hambledon</td> <td>Annual grant for</td> <td>£600.00</td> </tr> </tbody> </table>	Payee	Description	Amount (£)	PC			Mrs J C Tester	Clerk salary (Feb 2019)	£664.31 (salary) £40.00 (office allowance) £1.50 (printing allowance) LESS £33.22 (5% pension contribution) LESS £0.46 (NI contribution) Total £672.13	NEST	Clerk pension Feb 2019	£19.93 (PC contribution; 3% of basic salary) plus £33.22 (Clerk contribution) Total £53.14	HMRC	Clerk's NI contribution (Feb 2019)	£0.46	Village Hall	Hall hire Feb 2019	£16.00	B C Martin	Jan 2019 - Grounds maintenance/cleaning (£110.00)	£110.00	Hambledon	Annual grant for	£600.00	Clerk
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			PCC	churchyard maintenance		
			Jay Smith	Tennis assistant (26/01/19 to 23/02/19)	£75.00	
			James Craven	Tennis coach (Dec 2018; Jan & Feb 2019)	£790.00	
545	Planning applications		Reference	Address	Proposal	Clerk
			SDNP/19/00 712/HOUS	The Firs, Green Lane, Hambledon, PO7 4SX	Two storey rear and single storey side extension and elevational alterations <u>No Objection</u>	
			SDNP/19/00 674/PA3R	Park Farm, East Street, Hambledon, Waterlooville, Hampshire, PO7 6RX	Change of use from agricultural building to a flexible use falling within Class A2 (Financial & Professional Services) and B1 (Business) <u>Objection – on grounds of wall should be repaired in flint (not patched up and wood clad)</u>	
546	Planning apps notified after agenda published	None received.				
547	Planning Decisions	Noted.				
548	Renewal of pc.gov.uk domain	<p>Resolved: that the PC will enter into a two-year contract with DataCenta for renewal of the Hambledon-pc.gov.uk domain (at a cost of £125 + VAT for the 2-year period). Clerk to confirm and request invoice from DataCenta, ready for April 2019 payment.</p>				Clerk
549	VIPWG	<p>Cllr Thornton reported the following:</p> <ul style="list-style-type: none"> Committed all but £500 of funds for this f/y. WCC have come forward with plans for The Gardens (consulting residents only at present). WCC also consulting legal dep re. electricity supply for a Christmas tree at The Gardens. Planters for outside The George due to be ordered soon (awaiting final quote then Clerk to order). 				Clerk
550	Street Name Signs	Cllr Higham wished to discuss the necessity for replacement of signs at some of the proposed locations. Cllr Wigley requested that this be carried out as a				Cllr Higham/ VIPWG

		discussion with the VIPWG, and therefore this agenda item should be deferred to April 2019.	
551	Moving of bollards @ George House	Councillors acknowledged advice from the Clerk and Cllr Quinn that contracts could only be awarded after tenders had been considered at a full council meeting, hence an 'agreement in principle' could not be given in order to speed up the procurement process. It was agreed that this agenda item would be deferred to April 2019 when the Clerk will hopefully have received the tenders.	Clerk
552	Tennis Working Group	Cllr Higham confirmed that there was nothing to report on behalf of the Tennis WG and that there will be a meeting after fundraiser 08/03/19. Cllr Wigley requested monthly income/expenditure for tennis accounts from Cllr Higham.	Cllr Higham
553	Annual Meeting of the Parish 2019	Councillors agreed that this agenda item should be moved to April 2019, when the format of the Annual Meeting of the Parish will be discussed, alongside the comments made by the member of the public.	Clerk
554	'Man Shed' in Hambledon	It was agreed that in principle the PC considered this a worthwhile project. Cllr Twiney advised that it may prove difficult/impossible to include the project on the PC's insurance, as the shed is located on private land. It was also noted that there was no provision in the budget to assist during the 2019/20 financial year. Clerk to recommend that the group should consult the UK Men's Sheds Association regarding insurance.	Clerk
555	Defibrillator Training	Cllr Wigley advised that the trainer from previous years has now left South Central Ambulance Service (SCAS). Councillors agreed that inclusion of more general and paediatric first aid would be beneficial and, if possible, the session would be run on a Saturday morning to make it more accessible to villagers who work and/or have young families. Cllr Wigley and Clerk to request contact details from SCAS for a replacement instructor.	Cllr Wigley/ Clerk
556	Reports & Issues	<ul style="list-style-type: none"> • WCC Planning Forum for Parish/Town Councils, 5th March 2019, 5.30pm, Winchester Guildhall • The Department for Environment, Food & Rural Affairs is now running the consultation 'Introducing a Deposit Return Scheme (DRS) in England, Wales and Northern Ireland'. The consultation will be open until 13th May 2019. • Town and Parish Councils Spring Workshop, 13th March 2019, 5.45pm – 8.30pm, Ashburton Hall, Ground Floor, HCC, Elizabeth II Court, The Castle, Winchester, SO23 8UD 	
557	Next meeting	Monday 01 Apr 2019 (Hambledon Village Hall, 7.30pm)	

558	Excl. public/press	Members of public/press excluded.	
559	'Using the Clerk's Time Efficiently'	Cllr Wigley read out a communication from Cllr Quinn. Councillors agreed that e-mail traffic should be reduced.	

The meeting closed at 9.01pm

Signed:

Sarah Wigley (Acting-Chair)

Dated:

Signed:

Joanna Tester (Clerk & Responsible Financial Officer to HPC)

Dated: