
Annual General Meeting of the Parish Council

Monday 9th May 2016, 8.00pm

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

In attendance: G Wright (Clerk), WCC Cllr V Weston, WCC Cllr F Pearson,
HCC Cllr R Huxstep (arrived at 8.15pm) & four members of the Public.

Chair of Meeting: Cllr J Thornton

Clerk for Meeting: G Wright

1. To elect a Chairman for 2016-17

Cllr Thornton was nominated to continue as Chairman of the Parish Council; Cllr Thornton accepted the nomination, which was seconded and approved unanimously.

2. To elect a Vice Chairman for 2016 -17

Cllr Birdwood was nominated to continue as Vice Chairman of the Parish Council; Cllr Birdwood accepted the nomination, which was seconded and approved unanimously.

3. To appoint members to existing Committees

a. The Planning Committee

The following appointments to the Committee were confirmed:

Cllrs Birdwood, Thistlethwayte and Thornton, and Caroline Dibden as an ex officio member.

Clerk's Post meeting note: *A non-member (i.e. someone who is not an elected or co-opted member of the Parish Council) is permitted to be a member of a Committee of the Parish Council.*

4. To appoint members to the following existing Working Groups

The following appointments to the Working Groups were confirmed:

a. Finance – Cllrs Higham, Wigley & Thornton.

b. Planning - Cllrs Birdwood, Thistlethwayte and Thornton, and Caroline Dibden
as an ex officio member.

c. Highways, Roads and Transport – Cllrs Thornton & Wood.

d. Recreation and Play – Cllrs Wigley & Higham.

e. Footpaths and Rights of Way – Cllrs Birdwood & Thistlethwayte.

f. Village Maintenance and Lengthsmen - Cllrs Birdwood & Thistlethwayte.

g. Business Support – Cllr Higham.

h. Flooding – Cllrs Wood, Thornton & Higham.

5. To consider the request from the Chair of Hambledon Village Hall Management Committee (HVHMC) for member representation.

a. Following discussion, it was decided to ask Mik Norman if he would be willing to act as a representative in this role, given his considerable knowledge and experience. In the event of Mik

being unwilling or unable to accept this role, Cllr Wigley volunteered. Cllr Thornton agreed to ask Mik Norman.

ACTION: Cllr Thornton

6. To receive apologies for absence and declarations of interest

There were no apologies received or declarations of interest.

7. To approve the minutes of the previous meeting

The minutes of the meeting held on 4th April 2016 were approved without amendment.

8. Review of outstanding actions.

9. 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 attended the meeting and spoke in detail about the **HCC Household Waste Recycling (HWRC) Consultation** and urged everyone to complete it prior the closing date for comments on 25th May 2016. He said those without web access could request a paper copy of the consultation by 'phone. Cllr Huxstep also advised that HPC should consider writing to the Chief Executive and/or Executive member of HCC for Waste.

Cllr Thornton agreed to publicise the HWRC survey via the Village email list.

Cllr Huxstep also spoke of the Secretary of State for Education's announcement of a Central Government re-think regarding compulsory **Academisation** of schools.

Cllr Huxstep said that HCC was holding its AGM on 13th May 2016 and said that HCC's **budget** had been **reduced by £140M for 2016/17.**

c. District Councillors

Winchester City Council (WCC) Councillor Linda 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 information regarding the **Station Approach** scheme went public on 9th May 2016 and more information was available on the WCC website.

In response to a question from Cllr Higham, WCC Cllr Weston said that she would find out and report back regarding the current status of **Business Rate Relief** for Hambledon Businesses affected by the Pipe work.

WCC Cllr Pearson reported that from research using Geographic Information Systems (GIS), there had been an increase in both the number of places used and the volume of **Fly Tipping** in the Winchester District Council area and that this was of concern to all.

10. 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.

11. Finance

- a. The Annual governance statement for 2015/16 was approved and signed.
- b. The Annual Accounting statements for 2015/16 were approved and signed.
- c. The Annual internal audit report for 2015/16, the review of matters arising from it

and the recommended actions were noted.

- d. The changes to Unity Bank's terms and conditions from 4th June 2016 were noted. It was agreed to continue to use Unity Bank as HPC's preferred supplier.
- e. The financial report for the period ending 30th April 2016 was received; the report can be found at the end of the minutes.
- f. Payments as listed in Appendix C were noted and approved.

12. Transport and Highways

- a. No issues were raised.

13. Footpaths, Rights of Way and Village Maintenance

- a. The role of the Langdon family for agreeing to replace the stiles in Whitedale field with two new wooden kissing gates, thereby improving access was gratefully acknowledged. It was agreed that the result of this action had made a huge improvement to this area.

- b. The changes to the Parish Lengthsman Scheme for 2016/17 was noted and the terms of the new agreement were approved. It was requested that sign washing be included in the first visit. **ACTION: The Clerk**

Clerk's Post meeting note: The first visit of the new agreement will be on 11th July 2016 for two days; the terms of the new agreement has requested that at least 25% of the Lengthsman work be spent on Rights of Way (Footpath) work.

- c. HPC formally supported a grant application to HCC to fund a kissing gate in Clare's copse and also agreed to provide general support to the ongoing project.

ACTION: Cllrs Birdwood, Thistlethwayte & Thornton.

14. Business Support

- a. No issues, other than those raised with the District Councillors (see District Councillors report section of these minutes).

15. Annual Parish Meeting (Assembly) – 19th May 2016

- a. Arrangements, the running order and the final agenda for the Annual Parish Meeting was agreed and confirmed.

16. Pipe and Flooding Issues

- a. No new issues were reported.

17. Village Defibrillator Procedure

- a. First responders were agreed as Roger, Tony and Tom. It was confirmed that issues regarding the power supply to the Defib cabinet had now been resolved, however, matters relating to gaining access to the Defibrillator still needed to be resolved. It was agreed to defer the issues regarding access to the next meeting as further information was required.

ACTION: The Clerk, Cllr Wigley & Cllr Higham

18. Community issues

- a. Further action was considered in regard to the unsatisfactory response contained in the letter from Ed Vaizey (Minister for Culture and the Digital Economy) regarding the Mobile Infrastructure Project (MIP) and the provision of Mobile 'Phone coverage in Hambledon. Cllr Higham agreed to continue to pursue the matter.

ACTION: Cllr Higham

The meeting closed at 9.55pm.

Appendix A – Planning Applications & Appeals

Planning Applications

- i) **SDNP/16/01547/LIS & SDNP/16/01546/HOUS – Church Gate House, High Street, Hambledon, PO7 4RS** – Works to annexe to include; Replacement of roof structure and covering, structural repairs to walls, addition of roof lights and conversion to habitable space with mezzanine level (AFFECTS THE SETTING OF A LISTED BUILDING) – **No objection.**
- ii) **SDNP/16/01676/LIS & SDNP/16/01675/HOUS – The Red House, East Street, Hambledon, PO7 4RX** – Proposed replacement of existing store with single storey extension, replacement of garage doors with new window, insertion of 4 no. conservation rooflights – **No objection.**
- iii) **SDNP/16/02046/PRE – Windmill Down Farm, Church Lane, Hambledon, Hampshire** – Continuation of soil processing use and possible new access – **Note: this is a Pre-Planning Application (identified by ‘/PRE’).** There is no requirement for the Principal Planning Authority (SDNP) to formally consult Hambledon Parish Council on this application at this stage in the Planning process, however, they have done so in this instance. Following an in depth discussion at the meeting, a number of concerns were raised by Parish Councillors and others present at the Parish Council meeting. Details of HPC’s comments can be found by reference to the five documents submitted to SDNP, which are available to view on SDNP’s Planning Portal (link follows) <http://planningpublicaccess.southdowns.gov.uk/online-applications/>
- iv) **SDNP/16/01763/LIS & SDNP/16/01762/HOUS – Brown Cottage, 2 Crossways, West Street Hambledon, PO7 4RW** – Single storey rear extension. (AFFECTS THE SETTING OF A LISTED BUILDING) – **No objection.**

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

Planning Decisions

- i) **SDNP/16/00996/HOUS – Rushmere Farm Cottage, Rushmere Lane, Hambledon, PO7 4SG** – Demolish rotunda and replace with enlarged version – **Approved – 26 April 2016.**
- ii) **SDNP/16/05290/FUL – Whitedale Farm, East Street, Hambledon, PO7 4RZ** – Proposed replacement of existing agricultural shed and change of use to B1 (A) office use as per previously approved planning application SDNP/12/01253/FUL – **Application withdrawn – 7 April 2016.**
- iii) **SDNP/16/00568/TCA – Well Cottage, West Street, Hambledon, PO7 4RW** – 4 no. Conifer to fell – **Raise No Objection – 8 April 2016.**
- iv) **SDNP/16/01342/TCA – Court House, East Street, Hambledon, PO7 4RX** – 1 no. Yew to fell, 1 no. Sycamore to fell – **Raise no objection – 8 April 2016.**
- v) **SDNP/16/01186/APNB – Rushmere Farm, Rushmere Lane, Hambledon, PO7 4SG** – Proposed agricultural grain store – **Raise no objection – 7 April 2016.**

Appendix C – Payments

Payments made in April 2016

07/04/2016	BACS	James Craven	Tennis Coaching 5/3/16 -26/3/16 - 14hrs @ £20/hr = £280	£280.00
07/04/2016	BACS	Hambledon Village Hall Mgt Cttee	Grant towards cost of replacing Fire Doors in Village Hall	£750.00

07/04/2016	BACS	Chris Martin (Claymart)	Village Grounds Maint. /Cleaning - March 2016 (incls addl costs for travel due to Pipe work)	£105.00
07/04/2016	BACS	HALC	HALC Affiliation Fees 2016/17 (no VAT) - INV-0344	£270.00
07/04/2016	BACS	HALC	NALC Levy 2016/17 (no VAT) - INV-0345	£57.00
07/04/2016	BACS	The Sportslocker	30 x Karakal (Tennis) Balls @ £0.83 each = £24.90 plus VAT (£4.98) = £29.88	£29.88
07/04/2016	BACS	SLCC	CPD - CILCA 2015 - Portfolio Training for Clerk - Taunton - 4 days (30/3; 2/6; 25/8 & 22/9 2016) = £250 plus VAT (£50) = £300.00	£300.00
07/04/2016	BACS	HPFA	Annual Subs for 2016/17 (No VAT)	£40.00
19/04/2016	BACS	Taylor Robertson	Asst Tennis Coach 26/3; 2/4 & 9/4/16 (7.5 hrs @ £7.50/hr)	£56.25
19/04/2016	BACS	Hambledon Pre School Playgroup	8 x 25kg bags of Play Sand (from HCC) HCC Invoice 57995389 of 12/4/16 (VAT not reclaimable)	£35.62
30/04/2016	BACS	Hambledon VH	Hall Hire 4/4/16 - PC Mtg	£20.00
30/04/2016	BACS	E-MANGO	Ann Service Charge, Hosting, Support & Backup 23/5/16 to 22/05/17 incl (VAT = £96.00)	£576.00
30/04/2016	BACS	G WRIGHT	Salary, Office Allowance & Travel - April 2016	£553.97
30/04/2016	BACS	James Craven	Tennis Coaching 2/4/16 - 30/4/16 = 17.5hrs @ £20/hr	£350.00

Total Payments made in April 2016

£3,423.72

Payments made in May 2016

11/05/16	BACS	Taylor Robertson	Asst Tennis Coach 16/4; 23/4 & 30/4 – 7.5 hrs @ £7.50/hr	£56.25
11/05/16	BACS	Do the Numbers Ltd	Carrying out Internal Audit for the year to 31 March 2016	£235.00

Total Payments to be made in May 2016

£291.25

Total Payments for April 2016 and May 2016

£3,714.97

Appendix D – Outstanding actions

March 2016

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

7b Finger post repair – Ongoing – Cllrs Wood & Thornton met with HCC and are progressing things.

8b Glidden sign rotted – Progress not know – Cllrs Birdwood & Thistlethwayte agreed to provide update at June HPC Mtg.

April 2016

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

15d Landscape Watch – Cllr Thornton to confirm Village email group informed of project

15e Introductory email from Abby Sullivan (Community Engagement Ranger, HCC) – Clerk distributed email – does HPC/Hambledon wish to create a Volunteer (Practical Working) Group – referred to June HPC Mtg

FINANACIAL REPORT FOR YEAR TO DATE 30TH APRIL 2016 FOLLOWS ON NEXT SHEETS

HAMBLEDON PARISH COUNCIL
Financial Report for Period ending 30th April 2016

	Actual to 30-Apr-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	-	-	-
	£7,000.01	£14,000	50%
Other Income		-	-
VAT Reclaimed to date (1/4/15 to 29/2/16)	£247.43	-	-
	£247.43	-	-
Grants and Donations - see Schedule 1	£1,300.00	-	-
Total income	£8,547.44	£14,000	61%
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)	£105.00	£1,500	7%
Glebe Land Maintenance	-	£400	-
Glebe Land Rent	-	£600	-
Section 137 (Christmas Tree & Wreath)	-	£50	-
	£140.62	£2,940	5%
Publication Costs			
Website	£480.00	£480	100%
Reports/Publications	-	£90	-
	£480.00	£570	84%
Salaries and Associated Costs			
Net Salaries	£456.17	£5,530	8%
Clerk's Expenses	£57.80	£250	23%
Clerk's Training (excludes CiLCA training)	-	£100	-
Administration - Clerk's Office	£40.00	£600	7%
	£553.97	£6,480	9%
Administration Costs			
Hall Hire	£20.00	£380	5%
Insurance Premium	-	£515	-
Audit - Internal	-	£235	-
Audit - External	-	£200	-
Subscriptions - see Schedule 3	£367.00	£420	87%
	£387.00	£1,750	22%
Councillors and Meeting Costs			
APM	-	£125	-
Councillors' Expenses	-	£50	-
Councillors' Training	-	£200	-
	-	£375	-
Total Parish Council Expenditure	£2,311.59	£14,320	16%
Other Funded Expenditure			
Tennis Coaching	£686.25		
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		
Total other funded expenditure	£1,112.13		

HAMBLEDON PARISH COUNCIL

Financial Report for Period ending 30th April 2016

Total Expenditure	£3,423.72		
Net Income for the year to date	£5,123.72		
	Actual to 30-Apr-16	Annual Budget	Actual-v- Budget
Assets			
Bank Balance - see Schedule 7	£29,815.61		
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	<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 (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 30th April 2016 (statement 47)	£31,407.45		
less: Cheques & BACS Payments not reflected	-£1,591.84		
	£29,815.61		

Report on the Finances

Income

The first half-year of the precept (£6,645.30) & CTS Grant (£354.71) have been received.
A VAT reclaim of £247.43 for the period 1/4/14 to 29/2/16 has also been received.
Tennis Coaching donations of £300 (from Carter Jonas) & £1,000 (from Anon.), have also
also been gratefully received during April 2016.

Expenditure

Expenditure is currently as anticipated. The VH sandpit has recently been replenished &
Website costs for FY 2016/17 have been paid.

Geoff Wright
Parish Clerk & RFO - 8th May 2016