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### Parish Council Meeting Minutes

**Monday 7th September 2015, 7.30pm**

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

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

Chair of Meeting: Cllr J Thornton

Clerk for Meeting: G Wright

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1. Apologies for absence and declarations of interest  
Apologies for absence were accepted from Cllr M Thistlethwayte.  
The following declarations of interest were made:-  
Cllr T Higham – agenda item 5, Appendix A (i) - Planning Application for Hambledon Primary School – School Governor  
Cllr T Wood – agenda item 5, Appendix A (ii) – Planning Application for 19, The Maltings – Resident of The Maltings (Non Pecuniary Interest)
2. Public participation.  
The Chairman opened the meeting for public participation and invited members of the Public to raise any issues.
  - a. The Police  
PCSO Owen Reeves had sent his apologies prior to the meeting. No Police report had been received.
  - b. The County Councillor  
Hampshire County Councillor Roger Huxstep attended the meeting and reported that he had attended a briefing given by the Leader of Hampshire County Council (HCC), Cllr Roy Perry who had confirmed that the whole of Hampshire had now signed up for devolution. At the briefing, Cllr Perry had said that he hoped that devolution would cascade down to Parish Council level and that the timescale for devolution would probably be 2018 onwards, subject to approval. Cllr Huxstep said that Hampshire did not wish to have an elected Mayor. Cllr Higham asked why the no school in Hampshire featured in the top 150 schools in the country, given the size of the County and asked if Cllr Huxstep was able to provide any reasons. **Cllr Huxstep agreed to ask the question of HCC Cllr Peter Edgar and report back at a later meeting.**

- c. The District Councillor  
Winchester City Councillor Caroline Dibden attended the meeting and said that most of the items regarding District (Winchester City Council – WCC) matters would be covered elsewhere in the agenda. Cllr Dibden explained that Hampshire and the Isle of Wight’s plans for devolution included both South Downs National Park Authority (SDNPA) and the New Forest National Park Authority (NFNPA). Cllr Dibden said that the devolution, if approved should not add any additional bureaucracy, cost or make very much of a difference to a village, such as Hambledon, and should remove some duplication.
3. Minutes from the previous meetings:
  - a. The minutes of the Council Meeting held on 6<sup>th</sup> July 2015 and also the Planning Committee Meeting held on 22<sup>nd</sup> July 2015 were both approved.
4. Casual Vacancy for Parish Councillor
  - a. Cllr Thornton introduced Mr David Griffiths to the meeting, who had volunteered to fill the vacant post on the Parish Council, which had arisen following Caroline Dibden’s resignation as a Parish Councillor earlier in the year. David explained his background (a retired Solicitor) and gave his reasons for applying to fill the vacancy of Parish Councillor. Cllr Thornton formally proposed David to fill the vacancy and Cllr Wigley seconded the proposal which was approved unanimously.  
**ACTION: The Clerk**
5. Planning
  - a. Planning Applications as listed in Appendix A were considered and discussed at length.
  - b. Planning decisions as listed in Appendix B were noted.
  - c. South Downs National Park Authority (SDNPA) Local Plan: Preferred Options Consultation was noted. The timescale for responses to the consultation was also noted.
6. Finance
  - a. The financial report for the period ending 31<sup>st</sup> August 2015 was received and approved unanimously. The report can be found as Appendix D to the minutes.
  - b. Payments as listed in Appendix C were approved.
  - c. BDO’s (HPC’s External Auditor) conclusion of Audit report for year ended 31<sup>st</sup> March 2015 was noted. It was further noted that BDO did not raise any queries or make any comments regarding the completion of the Accounts.
7. Transport and Highways
  - a. No designs for new village signs had been received despite the offer of a prize for the best design. Cllr Thornton said that he would ask the Art Group.  
**ACTION: Cllr Thornton**  
1<sup>st</sup> Drafts of School/Church signs were circulated; it was thought quite important to include a depiction of a Church in the final version of the sign. Cllr Dibden that a signs audit would take post the flood work and Neville Crisp would be contacted nearer completion of the works, but a contribution from HPC may be required towards the cost of replacing signs, especially if finger posts.
  - b. The delay in the resumption of the Bus service to Hambledon was noted as it should have recommenced on 17<sup>th</sup> August, but it didn’t. Discussions were still taking place between HCC, HPC and First Bus regarding resumption of the Bus service.
8. Footpaths
  - a. Windmill Down Farm - Cllrs Birdwood and Thistlethwayte met recently with Liz Giles from

HCC and Liz confirmed that the Footpath application map was correct and that the application had been correctly lodged.

Liz also confirmed that witness statements could continue to be submitted via The Clerk.

- b. Stewart's Green to The Church – It was understood that HCC were looking to upgrade this route as part of the Walking Bus scheme; if this was the case it was requested that whole length of the path needed to be completed. Cllr Thistlethwayte agreed to contact HCC to confirm this action would take place.

As harvests were nearing completion, Cllr Birdwood was requested to politely contact Land owners to remind them of their formal requirements to maintain Footpaths appropriately (e.g. Metre width, stiles, etc); also ditches and water courses between their land and The Highway and hedges.

#### 9. Recreation and Play

- a. The Clerk reminded Councillors of their agreement to purchasing appropriate Play/Sport equipment to utilise monies in the Open Spaces budget held on HPC's behalf By WCC. Cllrs agreed to consider this matter further at a future meeting. The Clerk was asked to check how much longer the Open Spaces funds would be available to HPC.

**ACTION: Councillors/The Clerk**

#### 10. Village Maintenance and Lengthsman

- a. Cllr Birdwood said that Brook Lane had been completed but the ditch had not been done as the Lengthsman did not have appropriate equipment to tackle this work.

Work on the grips on East Hoe Road would be requested next time; also a check would be made on who was responsible for the grips beyond Whitedale.

**ACTION: Cllr Birdwood**

- b. In response to the Parish Lengthsman Questionnaire it was agreed that HPC did not want to pay additional costs for The Lengthsman service.

#### 11. Pipe and Flooding issues

- a. The monthly 'Pipe' liaison meetings were continuing to take place and relevant matters were being discussed. Pipe work was currently on track and it would be turning right in December along Green Lane. Internet ducting was already in place and Cabinets would be going in soon. It was planned to use Neil Mason's field as the pipe dump and also possibly move the offices there as well. There were still some signage issues and HCC was continuing to work on keeping information to SatNav companies up to date, but the SatNav companies were often slow to respond to the information supplied.

#### 12. Correspondence

- a. A letter of complaint and responses to Mr D Long and family regarding the Mildren Works site was noted.

- b. An email from Caroline Girdlestone regarding Alsoils traffic movements was discussed at length and it was resolved to contact HCC Enforcement to ask them to investigate the points raised by Caroline in her email.

**ACTION: The Clerk**

- c. A letter of complaint and response to Mr M Gunston regarding Planning application SDNP/15/02609/FUL was noted.

- d. HCC had responded to an email from Mr Crossley, regarding traffic management for Rushmere.

- e. In response to Mr N Mack's email, Cllr Thornton said that Hambledon Road closures were not HPC's responsibility.

- f. The correspondence from Cam & company (HPC's Insurers) was noted, especially the increase

in Insurance Premium Tax from 1<sup>st</sup> Nov 2015. The Risk Assessment and Plan for the Hambledon Bonfire and Fireworks event on Saturday 7<sup>th</sup> November had been submitted to the Insurers for approval and cover by HPC.

The meeting closed at 2120.

## Appendix A – Planning Applications & Appeals

### Planning Applications

- i) **SDNP/15/03574/RE3 – Hambledon Primary School, Church Lane, Hambledon, PO7 4RT – Free standing canopy to be installed in front of year R classroom**  
**Hambledon Parish Council objects to this application – full details of the reasons for this objection can be found on the SDNPA website.**
- ii) **SDNP/15/03985/HOUS – 19, The Maltings, Hambledon, PO7 4AE – Replace original metal gates with wooden gates**  
**Hambledon Parish Council strongly objects to this application – full details of the reasons for the objection can be found on SDNPA website.**
- iii) **SDNP/15/04404/LIS – The Old Vicarage, Vicarage Lane, Hambledon, PO7 4RP – Refurbishment of the second floor and associated works**  
**Hambledon Parish Council decided to defer making comments on this application until the next HPC meeting on 5<sup>th</sup> October 2015 as the plans had only just been made available (online) for viewing by Council members. The Clerk was requested to ask for an extension of time in order to submit Consultee Comments.**  
**ACTION: The Clerk**

## Appendix B – Planning - Decisions and Enforcements

### Decisions

- i) **SDNP/15/02262/HOUS – Deepdale, East Street, Hambledon, PO7 4RZ – Proposed detached oak framed garage – Approved (7 July 2015)**
- ii) **SDNP/15/01488/FUL – Old Rushmere, Rushmere Lane, Hambledon, PO7 4SG – Replacement Dwelling (Amended plans received 15.06.2015) – Approved (10 July 2015)**
- iii) **SDNP/15/03253/HOUS – 5 Rushmere Gate, Green Lane, Hambledon, PO7 4SS – Replacement windows and doors and sun tunnel to rear roofslope – Approved (24 August 2015)**
- iv) **SDNP/15/03254/HOUS – 1 Rushmere Gate, Green Lane, Hambledon, PO7 4SS – Replacement windows and doors – Approved (24 August 2015)**
- v) **SDNP/15/03406/HOUS – 3 Crossways, West Street, Hambledon, PO7 4RW – Replacement outbuilding – Approved (28 August 2015)**

### Enforcements

None.

## Appendix C - Payments

Payments made during July and August 2015

6/7/15	BACS	G Wright	June 2015 – Salary, Allowance & Expenses	498.37
6/7/15	BACS	HMRC	Tax on Salary	6.80
6/7/15	BACS	Taylor Robertson	Assistant Tennis Coach – 6/6; 13/6 & 20/6/15	56.25

6/7/15	BACS	B C Martin (Claymart)	Village Maintenance & addl work on VH Play area - May 2015	133.00
6/7/15	BACS	Hambledon VH	Hall Hire for April (£95) & May (£60)	155.00
6/7/15	BACS	WCC	Annual Play Inspection – SG & VH sites, April 2015 (VAT = £6.30)	37.80
6/7/15	BACS	B C Martin (Claymart)	Village Maintenance - June & addl work to address Play Inspection report	191.99
6/7/15	BACS	Hambledon VH	Hall Hire for June 2015	20.00
6/7/15	BACS	R Blackiston	Tennis Coaching – June 2015	280.00
12/8/15	BACS	Hambledon & District Royal British Legion	Grant for Hall Hire for VJ Day Dance	126.00
12/8/15	BACS	Chris Martin (Claymart)	July Village Maintenance & Wayfarers Walk 22/5 & 28/7	110.00
12/8/15	BACS	Mr D P Gillott	Tennis Coaching 18/7	70.00
12/8/15	BACS	Taylor Robertson	Asst Tennis Coach 1/8	18.75
12/8/15	BACS	WCC	Play Inspection - 2014 - 16/4/14 (VAT = £6.30)	37.80
12/8/15	BACS	Sports Locker	Balls & Grips (VAT = £21.60)	129.60
12/8/15	BACS	R Blackiston	Tennis Coaching 4/7; 11/7; 18/7 & 25/7	260.00
12/8/15	BACS	Hambledon VH	Hall Hire 6/7 & 22/7	30.00
12/8/15	BACS	G W WRIGHT	July - Salary (Net), Allowance & Expenses	507.37
12/8/15	BACS	HMRC	Tax on July Salary	6.80
12/8/15	BACS	WCC	2014 Election - RO Fees (£24.10) & Clerical Fee (£51.00) 11/12/14 – No VAT	75.10
13/8/15	BACS	BDO	External Audit Fee for FY to 31/03/15 – (VAT = £40.00)	240.00

**Total Payments made in July & August**

**£2,990.63**

Payments to be made in September 2015

7/9/15	BACS	G Wright	Aug 2015 – Salary, Allowance & Expenses (incl Tax Refund)	503.77
7/9/15	138	T Higham	8 x Bags of Sand for Play Sand Pit (£23.92) & Toys for Play Area (£12.00)	35.92
7/9/15	BACS	Taylor Robertson	Assistant Tennis Coach 29/8/15	18.75
7/9/15	BACS	R Blackiston	Tennis Coach – 1/8; 8/8; 15/8 & 22/8/15 = 14 hrs @ £20/hr	280.00

**Total Payments to be made in September**

**£828.44**

**Total Payments for July, August & September 2015**

**£3,819.07**

#### **APPENDIX D**

#### **HAMBLEDON PARISH COUNCIL – FINANCIAL REPORT FOR YEAR TO DATE ENDING 31<sup>ST</sup> AUGUST 2015**

	Actual to 31-Aug-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	£12.36	-	-

	£7,012.36	£14,000	50%
<b>Other Income</b>			
VAT Reclaimed to date (prior years)	£8,696.95	-	-
	£8,696.95	-	-
<b>Grants and Donations - see Schedule 1</b>	£400.00	-	-
<b>Total income</b>	<b>£16,109.31</b>	<b>£14,000</b>	<b>115%</b>
<b>PAYMENTS</b>			
<b>Parish Council Funded Expenditure</b>			
<b>Grants and Donations - see Schedule 2</b>	£126.00	£2,205	6%
<b>Village Maintenance Costs</b>			
Village Hall (VH) & Stewarts Green (SG) - Playground Maintenance & Inspections	£222.23	£250	89%
Parish Maintenance (includes VH Grass & Grounds)	£222.00	£1,500	15%
Lengthsman		-	-
Glebe Land Maintenance	£20.80	£400	5%
Glebe Land Rent		£600	-
Section 137 (Christmas Tree & Wreath)		£30	-
	£465.03	£2,780	17%
<b>Publication Costs</b>			
Website	£605.00	£480	126%
	£605.00	£480	126%
<b>Salaries and Associated Costs</b>			
Net Salaries	£2,269.05	£5,460	42%
HMRC Costs	£19.40	-	-
Clerk's Expenses	£119.70	£200	60%
Clerk's Training (excludes CILCA training)	-	£100	-
Administration - Clerk's Office	£200.00	£620	32%
	£2,608.15	£6,380	41%
<b>Administration Costs</b>			
Hall Hire	£225.00	£250	90%
Insurance Premium	-	£500	-
Audit - Internal	£235.00	£320	73%
Audit - External	£200.00	£310	65%
Subscriptions - see Schedule 3	£351.00	£400	88%
Election Expenses (prior year)	£75.10	-	-
	£1,086.10	£1,780	61%
<b>Councillors and Meeting Costs</b>			
APM	£121.51	£125	97%
Councillors' Expenses		£50	-
Councillors' Training		£200	-
	£121.51	£375	32%
<b>Exceptional Items</b>			
		-	-
<b>Total Parish Council Expenditure</b>	<b>£5,011.79</b>	<b>£14,000</b>	<b>36%</b>
<b>Other Funded Expenditure</b>			
Tennis Coaching	£2,082.50		
Sports Equipment	£406.75		
Flood Costs - see Schedule 4	-		

Capital Projects - see Schedule 5	-		
VAT to be reclaimed for payments in FY 15/16	£203.52		
<b>Reclaimable Expenditure</b>	<u>£2,692.77</u>		
<b>Total Expenditure</b>	<u><b>£7,704.56</b></u>		
<b>Net Income for the year to date</b>	<u><u>£8,404.75</u></u>		
	<b>Actual to</b>	<b>Annual</b>	<b>Actual-v-</b>
	<b>31-Aug-15</b>	<b>Budget</b>	<b>Budget</b>
<b>Assets</b>			
Bank Balance - see Schedule 7	<u>£29,138.73</u>		
<b>Schedule 1 - Grants &amp; Donations Received</b>			
Tennis Donations	£400.00	-	
<b>Total Grants &amp; Donations Received</b>	<u><b>£400.00</b></u>	-	
<b>Schedule 2 - Grants Paid Out</b>			
Royal British Legion - VJ Day -75th Anniversary	£126.00	-	
	<u>£126.00</u>	<u>£2,205</u>	<u>6%</u>
<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	-		
	<u>-</u>		
<b>Schedule 5 - Capital Project Costs</b>			
Unallocated	-		
	<u>-</u>		
<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	-	<u>£2,200</u>	
<b>Schedule 7 - Bank Balance</b>			
Unity Trust as at 31st August 2015	£29,138.73		
less: Cheques & BACS Payments not reflected	£0.00		
	<u><b>£29,138.73</b></u>		

## Report on the Finances

### Income

No income received during August.

### Expenditure

This statement does not include expenditure for costs incurred during August, these costs will be shown in a subsequent report.

Election Admin expenses (£75.10) and Play inspection costs (£31.50), both relating to services supplied in 2014, but not previously invoiced have now been paid and included in this report.

Geoff Wright  
Parish Clerk & RFO  
7th September 2015