



3 Briarwood Close
Fareham
Hampshire
PO16 0PS

www.hambledon-pc.gov.uk

Tel: 0755 7118073
Email: clerkhambledon@gmail.com

Parish Council Meeting Minutes

Monday 7th December 2015, 7.30pm

Present: Cllr D Griffiths, Cllr T Higham, Cllr J Thornton, Cllr S Wigley and Cllr T Wood

In attendance: G Wright (Clerk),
Cllr C Dibden (WCC), D Robertson (for item on Village Signs) and three members of the
Public.

Chair of Meeting: Cllr J Thornton

Clerk for Meeting: G Wright

1. Apologies for absence and declarations of interest
Apologies for absence were received and accepted from Cllr B Birdwood and Cllr M Thistlethwayte.
There were no declarations of interest.
2. Public participation.
The Chairman opened the meeting for public participation
 - a. The Police
PCSO Owen Reeves and Sgt Gilmore had both sent their apologies prior to the meeting. No
Police report had been received.
 - b. The County Councillor
Hampshire County Councillor (HCC) Roger Huxstep had sent his apologies prior to the meeting.
No HCC report had been received.
 - c. The District Councillor
Winchester City Councillor (WCC) for Droxford, Soberton and Hambledon, Caroline Dibden
attended the meeting and reported on the following:-
*Devolution – there had been a meeting with the ministerial team from Central Government and
the issues of House building targets (quite low and not very ambitious) and Governance (lots of
options but not enough detail) had been raised. Regarding House building targets, Local
Authorities stated that they did not wish to take on higher numbers other than those identified in
their Local Plans (already submitted/agreed). Regarding Governance, Hampshire confirmed that
it did not want an elected Mayor as part of the Devolution process.*
A member of the Public then made a complaint regarding WCC's lack of action regarding
Planning Enforcement regarding the site known as St Peter's Farm. WCC Cllr Dibden and HPC
Cllrs listened to the complaint and full details of it were provided to the meeting. Cllr Thornton
said that HPC did not have the necessary powers to address the complaint. However, HPC

resolved to fully support the complaint and forward it to WCC for them to address as it was considered to be a valid complaint.

d. Cllr Higham – Hambledon School

Cllr Higham addressed the meeting as a School Governor and as a nominated representative of HPC. Cllr Higham explained that the Planning application for the school extension was moving forward and it was likely to be approved soon. However, at the moment there was likely to be a significant funding gap of several tens of thousands of pounds between funds approved by HCC and the cost of the building work required. Cllr Higham said that if this proved to be the case then it would be necessary to hold fund raising events in order to raise the significant funds required in order for the new classroom to be ready for the term starting at the beginning of September 2016. Proposed fund raising events were likely to be held during May (Village) and June (School and Parents).

3. Minutes from the previous meeting:

a. The minutes of the Council Meeting held on 2nd November 2015 were approved.

4. Planning

a. Planning Applications as listed in Appendix A were considered and discussed.

b. Planning decisions and updates regarding Enforcements as listed in Appendix B were noted.

It was resolved to take the following action on ????

5. Finance

a. The financial report for the period ending 30th November 2015 was received and approved unanimously. The report can be found at the end of the minutes. It was noted that a significant proportion of the budget allocated for Grants remained unspent and that this should be brought to the attention of Local Groups.

ACTION: All

b. Payments as listed in Appendix C were approved.

c. The Risk Register was reviewed. No changes were recommended and the dates for the next review were agreed.

ACTION: The Clerk

6. Grants and Donations

a. A grant application for £500 from Home Start Meon Valley in order to provide weekly volunteer support was considered. However as an answer in response from Homestart to a question raised by HPC on the application was still outstanding, it was resolved to defer making a decision on the award of the grant until the next HPC meeting (4th Jan 2016).

7. Transport and Highways

a. Douglas Robertson (who lives in the Hambledon) presented his proposal for carved wooden signs for Hambledon to the meeting. Cllrs reviewed the proposal which included examples of signs from other Villages and also of drawings and carvings done by Doug. Following discussion and further clarification of HPC's requirements, it was resolved to approve the commission of initial designs. The initial design fee would be £300.

b. No further progress was reported on finger posts.

c. Correspondence received from Kevin Brown (circulated previously) regarding a recent near miss between a large articulated vehicle and a car on Brook Lane was considered. Kevin attended the meeting and explained the incident in more detail and expressed his concern regarding this matter. Cllrs expressed their concern regarding the incident and agreed to keep the matter under review.

8. Footpaths
 - a. There were no reported actions outstanding regarding Footpaths in the Parish.
 - b. The response made to HCC's draft Walking Strategy consultation by the Parish Council on 7th December 2015 was noted.
9. Business Support
 - a. There were no reported actions outstanding regarding support to Local Businesses in the Parish.
10. Hampshire and Isle of Wight Devolution
 - a. The previously circulated response to WCC's briefing on devolution proposals was agreed and it was resolved to send this to Cllr Godfrey at WCC and also to other relevant Council Leaders in Hampshire.
ACTION: The Clerk
11. Recreation and Play
 - a. The update on Projects for consideration under Open Spaces was deferred until the next meeting.
 - b. The update on the provision of Allotments was deferred until the next meeting.
 - c. James Craven's appointment as Tennis Coach was noted.
12. Village Maintenance and Lengthsmen
 - a. There were no reported actions outstanding regarding Village Maintenance and Lengthsmen.
13. Pipe and Flooding issues

The following actions were noted:-

 - a. that approval had now been received from the landowner to allow work on the path from Stewarts Green to the School.
 - b. that the Bus service would run from Old Barn Crescent from 14th Dec 2015.
 - c. that Mildren would be reporting when the B2150 was likely to re-open soon.
 - d. that at the date of the meeting, that water levels in Hambledon were below average.
14. Parish Council Meeting dates for 2016
 - a. The Parish Council meeting dates for 2016 for full meetings were agreed as 4th Jan; 1st Feb; 7th March; 4th April; 9th May (also AGM of the Parish Council); 6th June; 4th July; 5th Sep; 3rd Oct; 7th Nov and 5th Dec. The first meeting for 2017 would be 9th Jan 2017. A Planning meeting had also been arranged for 8th August 2016.
The date for the Annual Parish Meeting (a meeting for all the residents of Hambledon) was still to be finalised, although it was hoped that this could be arranged for early May 2016, subject to Village Hall availability.
15. Parish Events
 - a. The Village Family Bonfire & Fireworks Night held on Saturday, 7th November 2015 was considered a great success and thanks were given to the event organisers and helpers for their splendid efforts. A suggestion was made that there should be more collection buckets available so that donations could be made more easily for this free event. The date of next year's event, **Saturday 5th November 2016**, was noted.
 - b. The arrangements for the Christmas tree and decorating it were discussed. Cllr Thornton agreed to contact Cllr Thistlethwayte regarding the tree and Cllr Griffiths agreed to contact Toby Finch regarding decorating it.

16. Correspondence

- a. Draft recommendations of the Electoral review of Hampshire were noted; these showed Hambledon as being part of Winchester District under Meon Valley. The date for responses to the Consultation of on 11th Jan 2016 was also noted.
- b. A letter from Winchester Action on Climate Change (WinACC) was noted.
- c. An email from Hampshire Association of Local Councils (HALC) regarding the Draft Strategy for the future of Hampshire Library Service (consultation period ends on 16th January 2016) was noted.
- d. The publication of Winchester District Local Plan Part 2 and consultation was noted. It was observed that Hambledon Parish comes under South Downs National Park (SDNP).
- e. The notification of a vacancy of a property to rent in Lashley Meadow and the application procedure was noted. It was noted that in this instance that priority would be given to Hambledon related applications due to a pre-existing section 106 Planning regulation agreement. It was resolved that this should be publicised on the Website and also via the Village email notification facility.
- f. Receipt of the Parish Precept Requirement (from WCC) for 2016/17 to be set by 15th Jan 2016 was noted. It was resolved that this (and the Parish Budget for 2016/17) should be an agenda item for the next meeting.

The meeting closed at 2115.

Appendix A – Planning Applications & Appeals

Planning Applications

- i) **SDNP/15/05290/FUL** – 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 – **Whitedale Farm, East Street, Hambledon, PO7 4RZ** – Resolved – No Objection.

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

Planning Decisions

- i) **SDNP/15/04404/LIS** – Refurbishment of the second floor and associated works – **The Old Vicarage, Vicarage Lane, Hambledon, PO7 4RP** - **Approved**
- ii) **SDNP/15/05146/HOUS & SDNP/15/05147/LIS** – **St Margarets, East Street, Hambledon, Hampshire, PO7 4RX** – Propose to remove cement render, and replace with lime based render and replace plastic guttering with cast iron as part of the continuous length with St. Agatha (AFFECTS THE SETTING OF A LISTED BUILDING) (AMENDED DESCRIPTION) - **Approved**

Enforcements/Potential Enforcements

- i) **SDNP/13/00187/UNCM - St Peters Farm, Hambledon** – Enforcement of removal of hardstanding – The response from Winchester City Council was noted, however, following the complaint from a member of the Public at the meeting, it was resolved to write to WCC again fully supporting the member of the Public's complaint.
- ii) **12/00713/SHCS – The Lambing Yard, Windmill Down Farm, Hambledon, PO7 4SY** – Alleged breach of Planning conditions by Alsoils – HCC Cllr Huxstep had already forwarded the letter from HPC to HCC Planning Enforcement. A site meeting had been arranged for Monday 11th Jan 2016 with HCC Cllr Huxstep. A response to the letter was also still awaited.

- iii) SDNP/15/00519/GENER & 11/00292/SWKS - Prestfield Stud/Meadow Farm, Menslands Lane, Hambledon – Alleged breach of Planning conditions – Post meeting note – Site inspection carried out by Enforcement on 5th Nov 2015; result of visit still awaited.

Appendix C – Payments

Payments made in November 2015

2/11/15	BACS	G Wright	Salary, Allowance & Expenses - Oct 2015	519.17
2/11/15	BACS	HMRC	Oct 2015	4.00
2/11/15	BACS	G Wright	Microsoft Office 365 for Business - Annual Software License (18/10/15 to 17/10/16) – Reimbursement of payment made	118.08
2/11/15	BACS	Hambledon VH	Mtgs held 5/10 -Mtg Rm; 7/10 – Defib Trng - VH & Mtg Rm	80.00
2/11/15	202	CPRE	Annual Subs for 2015/16	36.00
2/11/15	BACS	Mr Robert W Blackiston	Tennis Coaching 3/10 & 10/10/15 (5hrs @ £20)	100.00
2/11/15	203	Came & Company	Insurance Premium for 1/12/15 to 30/11/16	497.82
29/11/15	BACS	Claymart (Chris Martin)	Grounds Maintenance for Oct 2015	98.00
29/11/15	BACS	James Craven	Tennis Coaching (17/10 - 7/11) - 14 hrs @ £20/hr	280.00
29/11/15	BACS	Hambledon VH	PC Mtg 2/11/15 - Mtg Room	20.00
29/11/15	BACS	HALC	Clerks Update Training 18/11/15 (VAT =£7.00)	42.00
29/11/15	BACS	G WRIGHT	Salary, Allowance, Expenses & Tax refund - Nov 2015	544.27
30/11/15	BACS	The Sportslocker	60 x Karakal Balls for Tennis (VAT = £9.96)	59.76
30/11/15	204	Royal British Legion	Donation for Poppy Wreath	30.00

Total Payments made for November

£2,429.10

	Actual to 30-Nov-15	Annual Budget	Actual-v- Budget
RECEIPTS			
Precept	£13,278.18	£13,278	100%
Council Tax Support (CTS) Grant	£721.82	£722	100%
	<u>£14,000.00</u>	<u>£14,000</u>	<u>100%</u>
Other Income	-	-	-
Bank Interest	£25.95	-	-
VAT Reclaimed to date (prior years)	£8,696.95	-	-
	<u>£8,722.90</u>	<u>-</u>	<u>-</u>
Grants and Donations - see Schedule 1	£2,075.00	-	-
Total income	<u>£24,797.90</u>	<u>£14,000</u>	<u>177%</u>
PAYMENTS			
Parish Council Funded Expenditure			
Grants and Donations - see Schedule 2	<u>£226.00</u>	<u>£2,205</u>	<u>10%</u>
Village Maintenance Costs			
Village Hall (VH) & Stewarts Green (SG) - Playground Maintenance & Inspections	£258.15	£250	103%
Parish Maintenance (includes VH Grass & Grounds)	£418.00	£1,500	28%
Lengthsman	-	-	-
Glebe Land Maintenance	£20.80	£400	5%
Glebe Land Rent (includes prior yrs arrears)	£900.00	£600	150%
Section 137 (Christmas Tree & Wreath)	£30.00	£30	100%
	<u>£1,626.95</u>	<u>£2,780</u>	<u>59%</u>
Publication Costs			
Website (costs include 2 yrly Web host fee)	£605.00	£480	126%
	<u>£605.00</u>	<u>£480</u>	<u>126%</u>
Salaries and Associated Costs			
Net Salaries	£3,649.36	£5,460	67%
HMRC Costs	-	-	-
Clerk's Expenses	£187.20	£200	94%
Clerk's Training (excludes CILCA training)	£35.00	£100	35%
Administration - Clerk's Office	£438.08	£620	71%
	<u>£4,309.64</u>	<u>£6,380</u>	<u>68%</u>
Administration Costs			
Hall Hire	£345.00	£250	138%
Insurance Premium	£497.82	£500	100%
Audit - Internal	£235.00	£320	73%
Audit - External	£200.00	£310	65%
Subscriptions - see Schedule 3	£387.00	£400	97%
Election Expenses (prior year costs)	£75.10	-	-
	<u>£1,739.92</u>	<u>£1,780</u>	<u>98%</u>
Councillors and Meeting Costs			
APM	£121.51	£125	97%
Councillors' Expenses	-	£50	-
Councillors' Training	-	£200	-
	<u>£121.51</u>	<u>£375</u>	<u>32%</u>
Exceptional Items			
	-	-	-
Total Parish Council Expenditure	<u>£8,629.02</u>	<u>£14,000</u>	<u>62%</u>

	Actual to 30-Nov-15	Annual Budget	Actual-v- Budget
Other Funded Expenditure			
Tennis Coaching	£2,775.00		
Sports Equipment	£497.45		
Flood Costs - see Schedule 4	-		
Capital Projects - see Schedule 5	-		
VAT to be reclaimed for payments in FY 15/16	£228.66		
HMRC Costs paid & to be refunded	£35.00		
Reclaimable Expenditure	<u>£3,536.11</u>		
Total Expenditure	<u>£12,165.13</u>		
Net Income for the year to date	<u>£12,632.77</u>		
Assets			
Bank Balance - see Schedule 7	<u>£32,554.23</u>		
Schedule 1 - Grants & Donations Received			
Tennis Donations	£325.00	-	
Tennis Camp Grant from Hambledon & Denmead Ed. Trust	£100.00	-	
Tennis Grant from HIWCF	£1,650.00		
Total Grants & Donations Received	<u>£2,075.00</u>	-	
Schedule 2 - Grants & Donations Paid Out			
Royal British Legion - VJ Day -75th Anniversary - (Village Hall Hire costs)	£126.00	-	
South Central Ambulance League of Friends (1st Aid & Defib training event)	£100.00	-	
Total Grants & Donations Paid Out	<u>£226.00</u>	<u>£2,205</u>	<u>10%</u>
Schedule 3 - Subscriptions			
HALC	£311.00	£320	97%
HPFA	£40.00	£40	100%
CPRE	£36.00	£40	90%
Total Subscriptions Paid Out	<u>£387.00</u>	<u>£400</u>	<u>97%</u>
Schedule 4 - Flood Costs			
Unallocated	-		
	<u>-</u>		
Schedule 5 - Capital Project Costs			
Unallocated	-		
	<u>-</u>		
Schedule 6 - Earmarked Reserves			
Village Design Statement		£1,350	
CILCA Training		£500	
Parish Plan Actions		£2,000	
Flood Reserve		£2,000	
Signs and Signposting		£3,500	
Reprint Walk Book		£1,500	
		<u>£10,850</u>	
Other Ring fenced funds			
HLF Grant for Tennis Coaching	-	£2,200	
Schedule 7 - Bank Balance			
Unity Trust as at 30th November 2015	£32,643.99		
Plus: Credits not shown	£0.00		

less: Cheques & BACS Payments not reflected	-£89.76
	<u>£32,554.23</u>

Report on the Finances**Income**

A Grant of £1650 has been gratefully received from Hampshire & IOW Foundation towards the cost of providing Tennis Coaching.

Expenditure

No invoices for maintaining the Glebe Land have yet been received.

Open Spaces fund balance as at 30th September 2015 (figures not included above)

These funds are held by WCC on behalf of HPC for specific expenditure on defined and permitted Play and Sport schemes

Play = £1,926.74 Sport = £3,393.97 Total = £5,320.71

Geoff Wright
Parish Clerk & RFO
2nd December 2015
