

Parish Council Meeting Minutes
Minutes Monday 3rd June 2013 7.30pm

Present	In attendance	Apologies
Cllr Norman	E Billingham - Clerk	Cllr Reeve
Cllr Dibden	Cllr Huxstep (HCC)	Cllr Birdwood
Cllr Thornton	Cllr Coates (WCC)	
Cllr Higham	Four members of the public	
Cllr Thistlethwayte		

Subject
<u>35/13- Apologies for absence and declarations of interest.</u>
Cllr Birdwood sent her apologies prior to the meeting. Cllr Reeve was absent.
<u>36/13 - To adjourn for public participation</u>
<p>The Chair adjourned the meeting for public participation.</p> <p>The Chair invited members of the public to speak.</p> <p>Sara Park – Noted that her comments reflected the same concerns as were presented in her address to the APM and should be taken in that context (attached to APM minutes.) They were over parents parking across junctions and on pavements particularly at Vicarage Lane and West Street. Through the Head teacher at the school, she had invited parents to the council meeting to discuss the issues and to try to find a solution. She expressed her disappointment they had chosen not to attend. Since then however, a councillor had suggested a possible parking solution which it was agreed to be worth considering.</p> <p>Those members of the public present would attend the PC meeting in July when the Head Teacher would be attending to present updates including any solutions found and on the Walking Bus, which will have been working for a few weeks.</p> <p>Mrs Park noted that she thought the Walking Bus (WB) would only be available in the morning. Cllr Higham would check on the times of the bus. The WB would commence on Monday 10th June.</p> <p>There was some discussion regarding criteria for WB volunteers and ratios needed. A councillor expressed that in his personal opinion more volunteers from within the village, as well as the school, needed to step forward in the interest of both. It was noted that CRBs took time to process and were not at present portable so volunteers would need a CRB certificate from HCC.</p> <p>It was noted, by a member of the public, that in the past when the school was full there had not been a problem with parking but this was felt to be partly due to daytime spaces available in East Street at that time and that many had been from within the village. The current parking issues came predominantly from a small number of parents but there was concern that in September it might escalate. It was further noted that problems mainly occurred with parents who were running late for school.</p> <p>Cllr Higham noted that within a few years the proportion of pupils attending the school from within the village would increase.</p> <p>Another councillor noted that in her personal opinion that it should be a policy that if a child used the WB then a parent should be a volunteer on the WB rota.</p> <p>It was understood that the Head Teacher would take a strong line with parents agreeing to parking or drop-off arrangements if their child was to attend the school.</p>

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A member of the public noted there had been general parking problems for a number of years with delivery lorries as well as car drivers. He had, in the past, given photographs to the council with evidence of parking irregularities.

ACTION – to ask past council members if they had the photographs.

The Chair noted that the council had requested that the police be in attendance in the village at peak times. It was agreed that the best time would be at about 8.40am. The police had agreed to have a presence in first few weeks after half term from both the PCSO and police officers. It was noted that it would be good practice for a Councillor to attend the next PACT meeting in Denmead to raise these issues.

There was concern about safety for pedestrians throughout the village.

It was noted that the parking issues were not just in West Street and Vicarage Lane but also in East Street and the High Street.

Cllr Coates stated that in the past the Parish Council had made it clear that they did not want double yellow lines etc. There had been some road narrowing to reduce speed and white lines painted at the Peoples Market to discourage parking. The Parish Council needed to consider other ideas and discuss with Highways. Cllr Coates had made further suggestions via email and these, as well as others, would be considered.

The Chair thanked all the members of the public who had attended the meeting for coming and making their points of view.

36.1/13 - To receive Police Report

There was no police report for the meeting.

The Clerk and Chair had been in correspondence with the police regarding the parking.

It was noted that there had not been a police presence at a council meeting for a few months.

ACTION Clerk to email and remind the police of the meeting.

36.2/13 - To receive the County Councillor's report.

The Chair noted that Cllr Huxstep had an action point relating to a contact list for departments and responsibilities at HCC. Cllr Huxstep handed the Clerk a comprehensive list and would email the council with a PDF of the details.

ACTION – Cllr Huxstep.

Cllr Huxstep noted that there had been no council business as a new Council had been appointed following the elections. The Executive members of the cabinet had been appointed and a new role of the Public health executive had been added. This post would be held by Liz Fairhurst.

Cllr Huxstep had been given various roles on select committees.

They were as follows:

- Children and Young People, including social.
- Environment and Transport committee including Shared Space. There would be a meeting for this committee on 11th June. Items on the agenda included the Flooding strategy and options for dedicated flood management. Cllr Huxstep handed Cllr Higham the summary of the strategy and noted the full document was available on the HCC website.
- Regulatory committee.
- Safe and Healthy People committee.

Cllr Huxstep asked that the Council copy him in on any correspondence to HCC.

Cllr Higham noted that he had hoped that the County Council would be reducing costs in some areas by doing less but it was noted that it was too early for the HCC to assess their continued roles and duties.

The Chair noted that reports that were Hambledon related would be most appreciated.

Lengthsman scheme – Cllr Thistlethwayte explained the problems with the current scheme and highlighted issues with communications and that work was not being completed.

ACTION Cllr Huxstep would investigate.

36.3/13 - To receive the District Councillor's report.

Cllr Coates noted that he had sent his comments with the Parish Connect newsletter email.

Cllr Coates had been given the role of the Cabinet member for Housing again.

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Fly Tipping – This continued to be a problem and the recent dumping of 22 bags of asbestos on Back Lane had been reported and Cllr Coates, along with the Chair and the Clerk, had been chasing WCC to make a quick assessment and approve removal. Cllr Coates noted that an assessment team came out first to not only identify the type of items dumped but also to try and search for evidence of who might have dumped the items.

Housing - Council tenants in the village had been invited on a “walk about” to look at items that needed attention or were of concern on the estates within village. Cllr Norman and another resident had taken part and had also met other residents along the walk. Main issues that had an impact on the village were parking and mowing. Comments would be fed in to WCC.

Vineyard - Cllr Dibden noted that she had sent an email with photographs to the enforcement team at WCC. There were continuing concerns about the mounds of soil. ACTION Cllr Dibden to copy the email to Cllr Coates.

Prestfield Stud – Cllr Dibden noted that there had been a site visit by WCC on 23rd May and asked Cllr Coates if he could enquire about the outcome. ACTION Cllr Coates would make enquiries.

6 Old Barn Crescent – Cllr Coates noted that the on-going issue with parking of vans for the tenants business would not be followed up further. The tenant had been operating a business for a number of years and parked his vehicles at his home. The WCC were looking for parking solutions for tenants to improve their personal parking situation.

There was some general discussion about parking at council owned properties within the Old Barns Crescent. It was noted that currently only one tenant had a driveway and that WCC would work with other tenants to provide drop curbs to alleviate parking pressure. It was hoped that there might be scope for additional parking along the central area, which is owned by HCC. It was also noted that it was hoped that the council would put in “Dragons’ Teeth” to stop parking on the green areas. Cllr Coates would keep the Parish Council informed of progress.

It was noted that there were occasion when there were cars left on the green with for sale notices in them and that this should be discouraged.

36.4/13 - Other public participation:

None

37/13 - To approve the Minutes of the meeting held on 13th May 2013.

Agreed as a true record and signed.

38/13 - Matters arising from these minutes

Matters arising from these Minutes

Item 18/13 – To discuss Parish Council role as Tree Warden, Community Representative and Village Hall management representative.

Councillors were asked to think about someone who might be suitable for the role. ACTION: Clerk to email the Tree Warden description.

Neighbourhood Watch coordinator – ACTION: Clerk to email out a description of the role description.

Community Representative – Defer until the next meeting ACTION: AGENDA

Village Hall Management representative – AGREED: It was agreed that Cllr Norman would offer his services as an advisor rather than a Trustee. ACTION: Cllr Norman to discuss with the Village Hall committee.

39/13 Planning Applications and Decisions.

39.1/13 Matters Arising:

Item 208.2/12 Vineyard – Cllr Dibden had sent an email with photographs to the Enforcement team at WCC. Ian Kellet had been asked for a whole farm plan at a meeting and on previous occasions and it was hoped that the SDNP would request a whole farm plan. ACTION Cllr Dibden to ask SDNP to request a whole farm plan. Cllr Dibden would copy Sarah Besly.

Item 14/13 – Village Litter – ACTION Cllr Norman to include in his next Hambledonian article.

Item 14/13 – Flint wall on Green Lane – Cllr Reeve. ACTION Carried forward.

Item 6/13 – The Gardens - UPVC windows and doors. Cllr Norman noted that it was mentioned in the tenants Walk About.

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Some of the tenants had received a letter offering to replace doors and one had been replaced. New heating was more efficient and tenants wanted to ensure heat was not lost through faulty doors. All Council owned housing would have a full survey in the next few months. Some chimneys needed attention in the Gardens. It was noted that rotten soffits and fascias had been replaced by plastic.

It was noted that a property at the Brewery had had their chimney removed after persistent problems with it leaking. ACTION Cllr Dibden to investigate.

There was concern that WCC planners were not always aware if a property was within the Conservation Area. There was some discussion over the replacement of windows and doors and the need for clarification on what work can be undertaken, with or without Article 4, within Conservation Area. ACTION Cllr Dibden would seek clarity on what can and cannot be done within the Conservation Area. She would ask about Article 4 and what action was needed to progress it.

39.2/13 - To receive planning applications from Winchester City Council and agree response

None

39.3/13 - To receive planning decisions

Reference	SDNP/13/01941/LIS
Address	Fairfield House East Street Hambledon Waterlooville Hampshire PO7 4RY
Proposal	Alterations to fenestration with pitched roofs to single storey garages and internal arrangements of the Coach house
Status	Approved

It was noted that Planning permission had been refused. ACTION: Cllr Dibden to email details

39.4/13 - To receive appeals

None

39.5/13 Update on Enforcements.

Update on Enforcement Issues

11/00292/SWKS Prestfield Stud, Menslands Lane - Alleged demolition of stables and siting of residential mobile home. A site visit had been carried out on 23 May 2013 with Trading Standards and the local police in order to gather evidence for the prosecution. ACTION: Cllr Dibden to find out what action was taken.

12/00313/USE 6 Old Barn Crescent - Alleged landscape business being run from property. Cllr Coates had noted that there would be no further action – see minute 36.3/13

Vineyard – To be discussed under enforcement in future minutes – see minute 36.3/13.

40/13 Village Design Statement.

Follow-up as discussed above in 39.1/13 re Article 4 direction

41/13 - Finance and Parish Council management.

41.1/13 - To sign off the internally audited accounts and send to the BDO (Audit Commission) .

RESOLVED: Read the Statements and agreed.

41.2/13 To approve payments

HAMBLEDON PARISH COUNCIL PAYMENTS -June 2013

Signed the existing signatories signed the form to allow as signatory.

CHEQUE PAYMENTS

Date	Cheque number	Company	VAT amount	Total	
03/06/13	45	e-mango		£96.00	£576.00
03/06/13	50	T Higham	Supplies for tennis court		£177.55
03/06/13	47	The Sports Locker	Tennis racquets	£12.00	£72.00
03/06/13	48	Peoples market	APM		£48.00
03/06/13	49	Alan Redman	Grips for racquets		£120.00

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31/05/13	SO	E Billingham	Salary	£415.60
28/05/13	BACS	Multi Sport	Balance	£17,642.60
21/05/13	BACS	Clubnet		£42.00
21/05/13	BACS	Meon Valley Printer		£36.00
			Total	£19129.75

Bank balance :£14,859.34

OS cheques £270.00

OPEN SPACES CLAIM	Payee	Detail	Amount Ex VAT To be claimed from OS
	Multi Sport	Balance of Tennis Court	£5645.00
	Sports Locker	Tennis Equip	£432.47.00
	Brutton and Co	Lease	£480.00
	C Martin	Tree Work	£139.00
	Clubnet	Booking system	£172.00
	T Higham	Supplies	£105.68
	Sports Locker	Extra racquets	£60.00
	Denmead turf	Turf	£99.25
	Goodwillies	Shed	£390.36
	C Martin		£600.00
	Total		£8123.76

Open Space balances at 31/03/13

	Play	Sport	
Hambledon	1,757.83	17,748.37	19,506.20

After Hambledon claim – Remainder = £9624.61 In Sport

41.3/13 To discuss new finance/budget review cycle.

The Clerk explained that the Auditor had recommended reviewing budget against expenditure quarterly and then use the other months to review other financial items such as Financial Regulations, insurance etc.

41.4/13 - Website Update

It was noted there were still areas that needed updating. Cllr Dibden and the Clerk would attend full day training on the 17th June.

ACTION –The Clerk to ask Jon Hollingsworth to remove any reference to the Parish Council and to leave a link to the new website. The council thanked Jon Hollingsworth for his work. It was suggested that there be a flyer delivered to every household with the new website details and poster put in the shop windows.

41.5/13 - Grant Applications:

Hambledon Cricket Club – Request for 75% of total cost of installing an artificial wicket- £6375.00

The wicket would replace the current one. The club were also applying for grass wickets from other funding bodies. There would be an arrangement with the Primary school to use the cricket pitch, football pitch and changing rooms. It was noted that girls have been on the teams and that the cricket club encourages girls to play cricket.

RESOLVED to agree pending confirmation of detail of use of cricket grounds by school

ACTION- Chair to liaise with Cricket Club

41.6/13 APM - Feedback

The feedback from residents had been positive. There had been some comments about the HCC presentation but it was noted that the speaker did not use the sound system and this might have affected the ability to hear the item clearly.

41.7/13 Matters arising - Item 24.2/13 – Cllr Norman to write to anonymous contributors to tennis court.

Drafts had been written and Cllr Norman would hand to Cllr Higham.

41.8/13 - Acknowledgements of APM contributors.

Cllr Norman had thanked all contributors via email.

42/13 - Village Maintenance

42.1/13 - Lengthsman Update

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Cllr Thistlethwayte had met with ISS (contractors) at the start of the work. It was unclear what work had been accomplished. It was agreed to be unsatisfactory but partly due to communication problems with the way the contract was designed with Shedfield.

Areas identified as needing to be on the next list:

Chidden Holt – Sign needs cleaning.

It was agreed that Cllr Thistlethwayte and Cllr Birdwood would be responsible for Lengthsman and Village contractor.

ACTION: Cllr Thistlethwayte to contact ISS regarding worksheet and Shedfield PC regarding communications

42.2/13 - Village Maintenance Contractor

Cllr Norman noted that there had been a tenants walk around by WCC. (see above)

It was felt that the grass cutting at Stewarts Green was not satisfactory.

Biannual clean up – ACTION: Cllr Norman to arrange a date for an Autumn village clear up day.

42.4/13 Village Hall Maintenance update

Chris Martin had completed the Spring clean up at the Village Hall.

43 Flood Action Group

43.1 Matters Arising:

None

44/13 - Play Areas

44.1/13 -Play inspection - To discuss regular play area inspections.

ACTION: Cllr Higham would be reviewing all the points raised and asking the Village Maintenance contractor to make repairs. A copy of tasks will be given to the Clerk.

44.2/13 - Update on tennis courts

The Opening ceremony went well. Coaching sessions were available.

The WCC Mayor would visit the tennis courts on 7th June.

45/13 - Footpaths

Footpath to school/ London Alley – ACTION: Chris Martin to clear.

Cllr Thistlethwayte and the Clerk would meet with the footpath officer from HCC and discuss work needed on Vicarage Lane to the church/school - known as London Alley - footpath 11 and 10b and the one from school past the Vineyard - footpath 15a. Meanwhile, Chris Martin would clear London Alley of recent vegetation growth prior to use by the Walking Bus.

46/13 - Highways

46.1/13 – SLR

Awaiting for response to letter– ACTION: Cllr Norman and the Clerk

46.2/13- Signs Audit

Item 12.2/13 Junction Green Lane – Cllr Thornton had written to WCC to request finger posts

Cllr Thornton had spoken to the owners of the Green Man who were happy for road names to be attached to the wall.

It was noted that the sign on Glidden Lane had broken off.

46.3/13 To agree the Parish Councils action on parking within the village

The Parish Council were working on suggestions to alleviate the parking problem with the school. The Council agreed to investigate the problems. The council had contacted the police. It was noted that in the long term the intake at the school would be predominantly from the village.

There were initiatives within the council housing estates to reinforce parking requirements in this area. ACTION Cllr Norman to report back.

47/13- Parish Plan

Remove Parish Plan action and put Parking under Highways when this needed to be considered.

48/13 – Correspondence

Item 33/13 – Scouts – ACTION Cllr Thistlethwayte to find areas that the Scouts could assist.

Item 33/13 – Welcome Letter – Cllr Norman had written the letter and sent to the PCC.

Item 33/13 Woodland Trust tree packs – Cllr Norman had discussed this with the school and they did not want the tree packs.

New correspondence:

Fly tipping – To note several bags of waste had been tipped on to verge at Back Lane. The Clerk and City Councillor had reported the incident to WCC. It was reported that the bags had been picked up.

Proposed Wild life area in Hambledon. – ACTION Cllr Norman would look at grant aid for wildlife areas. It was noted that there was a Hampshire Wild life Trust Parish Plan. AGENDA

Southern Water – the Chair had received the Water resource plan, a consultation document.

Training – Councillors were informed that the date for Core Skills and the Knowledge had been changed.

Village Agent scheme – ACTION: Cllr Norman to meet with Denmead Village Agent to hear more details about the scheme. It was noted that there needed to be a scheme that would cover various age groups.

50/13 -- Date and time of next meeting and items for the next agenda.

Next meeting: 1st July 2013

Meeting ended at 22.06 pm

DRAFT MINUTES