



DRAFT MINUTES

Hambledon Parish Council

03 Dec 2018, 7.30pm

Village Hall - Hambledon

PRESENT:

Cllr Mason (Acting Chair)
 Cllr Thornton
 Cllr Twiney
 Cllr Higham
 Cllr Wigley

In attendance:

Mrs Joanna Tester (Clerk)
 Cllr Weston (WCC)
 Cllr Huxstep (arrived 8.15pm)
 Eight members of the public

Meeting started at 7.30pm

	Item	Discussion and Decision	Action
448	Acknowledgements	None	
449	Apologies	Cllr Quinn OBE Cllr Wood PCSO Owen Reeves Apologies accepted	
450	Disclosable pecuniary interests	None declared.	
451	Requests for dispensations	None requested	
452	Public Questions and comments	Standing orders suspended for a maximum of 10 minutes. It was agreed that members of public would be permitted to speak during agenda items 458 and 468.	
453	Resume standing orders	Agreed	

			<p>Hambledon Vineyard</p> <p>Cllr Thornton is in contact with Tim Slaney regarding the organisation of a liaison meeting between Vineyard, PC, Villagers, WCC Enforcement, and SDNP.</p> <p>A number of letters from villagers have been received, expressing concern about the stance taken by HPC on planning application SDNP/16/03880/FUL.</p>	Cllr Thornton
		AOB	<ul style="list-style-type: none"> Grass cutting @ Donkey Field & Cams Hill verges) – (Ian Burt; Contract Monitoring Officer). E-mails and phone messages have not been responded to. Clerk to send details to Cllr Weston to chase. Dog mess bins – (Waste Team @ WCC/ Mark Bailey). E-mails and phone messages have not been responded to. Cllr Weston advised no longer doing. Clerk to send details to Cllr Weston. 	Clerk
		County Councillor's Report	<p>Old Forge Tea Room to Hook Vinney ditch – E-mail received from Simon Cramp (HCC) 22/11/18 confirming that the following work will be carried out before Christmas 2018:</p> <ul style="list-style-type: none"> All gullies between Green Lane/West street junction and Hambledon Road/Cams Hill junction are to be cleansed; and The headwall/Outfall at Cams Hill/Hambledon Road junction is to be cleaned of all vegetation and detritus up to the gabions; the two grills are to be removed of all detritus; and the slit in the 1200mm and 450mm diameter pipe is to be removed up the pipe as far as is reasonably possible from the headwall to ensure there are no blockages and that any water flows away freely. <p>Cllr Mason reported the following:</p> <ul style="list-style-type: none"> Some work due to start 04/12/18. A fence has been damaged near the Big Pipe outlet (Cams Hill corner) which presents a H&S issue. Eight gullies full of tarmac 	Clerk

				<p>therefore can't clear. Jan Jarvie in discussion with Neil Jenkins and Simon Cramp.</p> <ul style="list-style-type: none"> Riparian ditch owner has cleared culverts along East Street, although culvert underneath Whitedale Farm Estate entrance has not yet been created. 	
			<p>Chair of Governors' (Hambledon Primary School) Report</p>	<p>E-mail sent to Headmaster 28/11/18, asking for progress report and offering to liaise between School/PC/Village in organising first meeting. [As advised by Cllr Weston, who also suggests that three village reps should be engaged.] Response received 03/12/18, as follows:</p> <ul style="list-style-type: none"> Headteacher has met with a representative from the Hampshire School Travel Plan Team. Hampshire now use an online template that allows the school to detail a range of positive measures for proactively managing our families' journeys to and from school. Hope to have the plan completed by the Spring of 2019. Travel team advocate plan being undertaken by the school but Headmaster still keen to receive the views of local residents. This will be achieved via paper-based questionnaire that will shortly be sent to local residents. This has been written by the travel team themselves and will be issued early in January. Parents will also be asked to respond. These views will be taken on board, along with those of other stakeholders. <p>Clerk to contact Hampshire School Travel Plan Team and ask for formal engagement with travel planning.</p> <p>One member of the public informed the PC that they have received a</p>	<p>Clerk</p>

			<p>response from the School stating that it <u>may</u> engage with them in the development of the plan.</p> <p>A further member of public informed the PC of their concerns about the number and speed of vehicles using Church Lane at school drop-off and pick-up times. They will shortly be conducting a survey and will report back to the PC in due course. Cllr Thornton requested that the survey be carried out during term and holiday times.</p>	
		Fallen Tree @ Glebeland	Clerk reported that Portsmouth Diocese has accepted responsibility over the removal of the tree and repair of the fence and is liaising with the tenant directly. However, work has not yet started. Clerk to send note to Agent re-iterating H&S concerns and to suggest safety barrier around the tree.	Clerk
459	Bank A/C	Bank balance - £39,531.97 (@ 01 Dec 2018; statement 086)		
460	CiLCA Re-registration	Resolved: that the PC should approve the payment of the increased cost of CiLCA re-registration from £250 (as approved at 05/11/18 PC meeting) to £350.		Clerk
461	Insurance Policy	<p>Resolved: that the PC should accept the revised insurance quotation supplied by Came & Co. (AXA Insurance UK plc; ref. 4788008; dated 12/11/18). Details as follows:</p> <ul style="list-style-type: none"> • 3-Year Long Term Agreement • Premium: £625.16 (including IPT @ £66.98) • Administration fee: £50.00 • Total annual premium: £675.16 <p>This cover includes all assets listed on the PC's latest asset register (dated 31/10/18).</p>		Clerk
462	Village Design Statement	Resolved: to agree in principle the sum of approximately £100 (against a budget of £250) to pay for expert services to improve the text design of the VDS.		Cllr Thornton
463	Citizens Advice Winchester District	<p>Resolved: to approve the payment of a £250 grant to Citizens Advice Winchester District (as per 2018/19 budget).</p> <p>The request to increase the grant to Citizens Advice Winchester District from £250 to £300 in 2019/20 will be discussed in Dec/Jan when the 2019/20 budget is approved.</p>		Clerk

464	Payment of accounts	Payments approved as follows: <table border="1" data-bbox="587 264 1310 2009"> <thead> <tr> <th data-bbox="587 264 783 304">Payee</th> <th data-bbox="783 264 1066 304">Description</th> <th data-bbox="1066 264 1310 304">Amount (£)</th> </tr> </thead> <tbody> <tr> <td data-bbox="587 304 783 344">PC</td> <td data-bbox="783 304 1066 344"></td> <td data-bbox="1066 304 1310 344"></td> </tr> <tr> <td data-bbox="587 344 783 674">Mrs J C Tester</td> <td data-bbox="783 344 1066 674">Clerk salary (Oct 2018)</td> <td data-bbox="1066 344 1310 674"> £664.31 (salary) £40.00 (office allowance) £1.50 (printing allowance) LESS £33.22 (5% pension contribution) Total £672.59 </td> </tr> <tr> <td data-bbox="587 674 783 969">NEST</td> <td data-bbox="783 674 1066 969">Clerk pension Nov 2018</td> <td data-bbox="1066 674 1310 969"> £19.93 (PC contribution; 3% of basic salary) plus £33.22 (Clerk contribution) Total £53.14 </td> </tr> <tr> <td data-bbox="587 969 783 1077">HMRC</td> <td data-bbox="783 969 1066 1077">Clerk's NI contribution (Sept & Oct 2018)</td> <td data-bbox="1066 969 1310 1077">£51.20</td> </tr> <tr> <td data-bbox="587 1077 783 1189">HMRC</td> <td data-bbox="783 1077 1066 1189">Clerk's NI contribution (Nov 2018)</td> <td data-bbox="1066 1077 1310 1189">£0.46</td> </tr> <tr> <td data-bbox="587 1189 783 1263">Village Hall</td> <td data-bbox="783 1189 1066 1263">Hall hire Nov 2018</td> <td data-bbox="1066 1189 1310 1263">£16.00</td> </tr> <tr> <td data-bbox="587 1263 783 1413">B C Martin</td> <td data-bbox="783 1263 1066 1413">Nov 2018 - Grounds maintenance/cleaning</td> <td data-bbox="1066 1263 1310 1413">£110.00</td> </tr> <tr> <td data-bbox="587 1413 783 1525">Came & Company</td> <td data-bbox="783 1413 1066 1525">Annual insurance premium (renewal date 01/12/18)</td> <td data-bbox="1066 1413 1310 1525">£675.16 (agenda item 461)</td> </tr> <tr> <td data-bbox="587 1525 783 1637">GreenZone Design Ltd</td> <td data-bbox="783 1525 1066 1637">Design fees for planters @ The George</td> <td data-bbox="1066 1525 1310 1637">£262.50</td> </tr> <tr> <td data-bbox="587 1637 783 1861">SLCC</td> <td data-bbox="783 1637 1066 1861">CiLCA re-registration (to replace payment of £250 agreed 05/11/18; see agenda item 460)</td> <td data-bbox="1066 1637 1310 1861">£350.00</td> </tr> <tr> <td data-bbox="587 1861 783 2009">Citizens Advice Winchester District</td> <td data-bbox="783 1861 1066 2009">Grant 2018/19</td> <td data-bbox="1066 1861 1310 2009">£250.00</td> </tr> </tbody> </table>	Payee	Description	Amount (£)	PC			Mrs J C Tester	Clerk salary (Oct 2018)	£664.31 (salary) £40.00 (office allowance) £1.50 (printing allowance) LESS £33.22 (5% pension contribution) Total £672.59	NEST	Clerk pension Nov 2018	£19.93 (PC contribution; 3% of basic salary) plus £33.22 (Clerk contribution) Total £53.14	HMRC	Clerk's NI contribution (Sept & Oct 2018)	£51.20	HMRC	Clerk's NI contribution (Nov 2018)	£0.46	Village Hall	Hall hire Nov 2018	£16.00	B C Martin	Nov 2018 - Grounds maintenance/cleaning	£110.00	Came & Company	Annual insurance premium (renewal date 01/12/18)	£675.16 (agenda item 461)	GreenZone Design Ltd	Design fees for planters @ The George	£262.50	SLCC	CiLCA re-registration (to replace payment of £250 agreed 05/11/18; see agenda item 460)	£350.00	Citizens Advice Winchester District	Grant 2018/19	£250.00	Clerk
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			James Craven	Tennis coaching (03/11/18 to 24/11/18)	£280.00		
			Jay Smith	Tennis assistant (27/10/18 to 24/11/18)	£93.75		
465	Planning applications		Reference SDNP/18/04273/HOUS	Address 9 Stewarts Green Hambleton PO7 4SU	Proposal Low profile conservation style roof light with vertical glazing bar to front elevation roof slope. <u>SUPPORT. The PC welcomes the choice of a conservation style roof light. It assumes the description “low profile” means set in flush with the roofing tiles, which is also what the section appears to show. That is what the PC would wish to see.</u>		
466	Planning apps notified after agenda published	None received.					
467	Planning Decisions	Noted. Ref. SDNP/18/05353/PA3R (Whitedale Farm) - Clerk to contact Planning Dept and check that PC submission was received/taken into account.					Clerk
468	Hambleton Vineyard Liaison Group	<p>Cllr Thornton reported the following:</p> <ul style="list-style-type: none"> • Tim Slaney (Director, SDNP Planning) made contact shortly after the SDNP Planning Committee and expressed support for liaison meetings such that ...'matters such as noise and traffic management can be aired outside of the 'formal' planning system but feed in to conditions discharge and the like.' • Cllr Thornton subsequently spoke to Richard Ferguson (SDNP) who has support from Tim Slaney to organise first liaison meeting, and who will contact Ian Kellett at The Vineyard. 					

		<p>Cllr Mason asked Cllr Thornton to engage with Tim Slaney re timescales & obtain confirmation that planning consent conditions will not be set in stone before liaison meetings are carried out.</p> <p>Cllr Weston (WCC) commented that conditions are usually looked at by the case officer head of Planning in conjunction with the chair of planning in Winchester, and therefore recommends the PC asking for clarity with regards to the remit of the liaison group.</p> <p>Cllr Huxstep to liaise with SDNP Planning also to ascertain timescales.</p> <p>Members of the public expressed concerns about PC's stance at the SDNP Planning Committee meeting, and about the potential for the PC and villagers to have input in the formulation of the planning consent conditions.</p>	Cllr Thornton
469	VIPWG	<p>Cllr Thornton reported the following:</p> <p>Summary Spreadsheet re. VIPWG finances – issued to councillors. Cllr Higham commented that there is a further £250 (donation from the PCC) to add to the war memorial contributions. Figures will be discussed further at Finance Committee meeting this month and will feed into the 2019/20 budget.</p> <p>Bollards @ Cams Hill Resolved: (1) to accept the revised quotation from Chris Brown Joinery (dated 08/11/18) in replacement of quotation dated 31/08/18 (accepted at PC meeting Sept 2018). Quote has been revised in respect of 8 short oak bollards being amended to 6 short and 2 tall (1m) reflective. The cost implication is an increase of £45.00.</p> <p>(2) to accept the quotation from Chris Brown Joinery (via e-mail correspondence with Cllr Thornton dated 08/11/18) for the supply of two additional tall reflective bollards, at a cost of £165.00.</p> <p>Clerk to inform Chris Brown Joinery.</p> <p>The Gardens – no progress</p>	Clerk
470	Tennis Working Group	<p>Cllr Higham reported the following:</p> <ul style="list-style-type: none"> • court and coaching have been run for 5 1/2 years without recourse to the precept; 	

		<ul style="list-style-type: none"> provided the opportunity for hundreds of adults and children to play tennis; jewel in the PC crown - only one such facility in southern England offering free coaching to children south of Oxford; expect to be £600 in the black by 31 Dec with one sponsorship offer in addition expected soon; with annual sponsorships and further fees income to come plus fundraisers, expect to be in the black for Q4 FY 19-19 and Q1 & 2 19-20. Fee income arrives in Q3; white lines will need re-painting in 2019 but a part grant has been indicated by HCC and expect to receive a grant for the remainder; in 2021, court installer recommends a full re-paint to prolong surface life costing £2200. SDNP CIL have indicated in writing this would qualify for CIL support and an application will be made in Jan 2021; and contractor further expects the court will need re-surfacing in 2033. Would expect this to be covered by various grants with applications made nearer the time. <p>Councillors requested that at the next Tennis WG meeting it is discussed in more detail how to keep finances in the black. One suggestion was to increase the annual fee from £30 to £35. Other income sources should be explored and reported back at the Jan 2019 PC meeting. Clerk to add item to Jan 19 agenda.</p>	Cllr Higham
471	Annual Play Area Inspections	Resolved: that The Play Inspection Company should carry out the inspections on both Village Hall and Stewarts Green play areas, January 2019, at a cost of £44.95 per site.	Cllr Higham Clerk
472	CIL Funding 2019/20	Clerk to send info of last year's application (which was refused) to all councillors & put on agenda for Jan 2019.	Clerk
473	Footpaths	Resolved: that 'footpaths' should NOT be reinstated as a standing item on the agenda for ordinary PC meetings. (Councillors voted 4 to 1 against the proposal.)	
474	Correspondence	Resolved: that 'correspondence' should NOT be reinstated as a standing item on the agenda for ordinary PC meetings. (Councillors voted 3 against, 1 for, and 1 abstained.)	
475	Next meeting	Monday 07 Jan 2019 (Hambleton Village Hall, 7.30pm)	
476	Excl. public/press	Cllr Wigley raised concerns in general about public question time i.e. confusion about when they may speak; timings; and feeling that their concerns have not	

		been acknowledged. Councillors agreed that the PC should be more mindful of these issues.	
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The meeting closed at 9.34pm

Signed:

Neil Mason (Acting Chair)

Dated:

Signed:

Joanna Tester (Clerk & Responsible Financial Officer to HPC)

Dated: