



**DRAFT MINUTES**

**Hambleton Parish Council Annual Meeting**

**14 May 2018, 7.30pm**

**Village Hall - Hambleton**

**PRESENT:**  
 Cllr Quinn OBE  
 Cllr Mason  
 Cllr Higham  
 Cllr Wigley

**In attendance:**  
 Mrs Joanna Tester (Clerk)  
 Cllr Weston  
 No members of the public

**Meeting started at 7.33pm**

	<b>Item</b>	<b>Discussion and Decision</b>	<b>Action</b>
273	Election of Chairman	Cllr Quinn was nominated to continue as Chairman; Cllr Quinn accepted the nomination, which was seconded and approved unanimously.	
274	Election of Vice-Chairman	Cllr Mason was nominated as Vice-Chairman; Cllr Mason accepted the nomination, which was seconded and approved unanimously.	
275	Casual Vacancy	Clerk is aware of three interested parties to date. Awaiting written application from two. Cllr Quinn has included info in his article for the June/July 2018 Hambletonian. Co-option to take place at July 2018 PC meeting.	Clerk
276	Acceptance of Office Forms	Chairman and Councillors delivered their acceptance forms, and it was agreed that Cllrs Thornton and Wood may complete their forms following this meeting and deliver to the Clerk before the next PC meeting	Clerk
277	Acknowledgments	A moment of silent reflection was held to remember villagers who have recently passed away:  Ian McGilvery Jeff Ball	
278	Apologies	Cllr Thornton Cllr Wood Cllr Huxstep	

		Cllr Gemmel	
		Apologies accepted	
279	Disclosable pecuniary interests	None declared.	
280	Public Questions and comments	Standing Orders suspended for 10 minutes.	
	Public Question Time	No members of the public in attendance	
	District Councillor's Report	<p>Received. Full report on PC website. Main points as follows:</p> <ul style="list-style-type: none"> <li>• Cllr Gemmel was elected back in to WCC at the 03 May 2018 elections. For more info go to <a href="http://www.winchester.gov.uk/elections-results-may-2018">http://www.winchester.gov.uk/elections-results-may-2018</a></li> <li>• Winchester Family Cycle Ride – Sunday 10 June 2018, Abbey Gardens, 9.45am.</li> <li>• Fieldfare LEADER Local Action Group (LAG) grant funding – supporting rural enterprise – open to bids until end Aug 2018. Further details at <a href="http://www.Fieldfareleader.org.uk">www.Fieldfareleader.org.uk</a></li> <li>• Eighteen71 Café has been awarded silver accreditation by WAAFA.</li> <li>• New innovation fund for small businesses -members of the public will be given the opportunity to vote on which ideas the council should fund. Applications must be in by 30/06/18.</li> <li>• GDPR – WCC's Data Protection Officer can be contacted regarding any queries at <a href="mailto:legalwork@winchester.gov.uk">legalwork@winchester.gov.uk</a></li> <li>• Winchester District Gypsy, Traveller &amp; Travelling Showpersons' Development Plan Document – submitted to the Secretary of State 09 May 2018. See <a href="http://winchester.gov.uk/planning-policy/traveller-dpd/gypsy-and-traveller-dpd-examination">http://winchester.gov.uk/planning-policy/traveller-dpd/gypsy-and-traveller-dpd-examination</a></li> <li>• Fifty-six MPs have called on the government to do more to improve 4G coverage in rural areas. The full letter can be read at <a href="http://cla.org.uk/sites/default/files/Rural%20Mobile%20Coverage%20-%20Joint%20MP%20Letter.pdf">http://cla.org.uk/sites/default/files/Rural%20Mobile%20Coverage%20-%20Joint%20MP%20Letter.pdf</a></li> </ul>	
	Questions to DC Arising from Report	Cllr Mason asked about the Electoral Register being made available for sale to third parties. Cllr Weston to investigate and report back.	
	County Councillor's Report	<p>Received. Main points as follows:</p> <ul style="list-style-type: none"> <li>• 'Dragon Masters' have been intensifying efforts to catch up with pothole repairs. Recent bad weather has caused approx. £10m of damage.</li> <li>• Later this year there will be a survey carried out to assess how best to reduce amount of rubbish thrown away.</li> <li>• Cllr Roy Perry has been re-elected as leader of the CC.</li> <li>• HCC is proposing to change its Short-Break Activity Programme &amp; is consulting parents/carers of children with disabilities. Consultation can be found on the HCC website (closing date</li> </ul>	

	Questions to CC Arising from Report	03/05/18). None received.	
	Police/PCSO Report	Not received.	
281	Resume standing orders	Agreed	
282	Minutes of previous meeting	Agreed as a true record.	Clerk
283	Review of Delegation Arrangement	No amendments required to current arrangements.	
284	Review of terms of reference for communities	No amendments required to current terms of reference.	
285	Election of Councillors to Committees/Working Groups	The following appointments were confirmed: <ul style="list-style-type: none"> <li>• Finance - Cllrs Thornton, Wigley &amp; Higham</li> <li>• Planning – Cllrs Thornton, Quinn &amp; Mason</li> <li>• Village Improvement Project Working Group – Cllrs Thornton, Wood &amp; Mason</li> <li>• Highways, roads &amp; transport – Cllrs Wood &amp; Thornton</li> <li>• Recreation &amp; play – Cllr Wigley &amp; Higham</li> <li>• Footpaths – Cllr Mason</li> <li>• Village maintenance &amp; Lengthsman – Cllr Wood</li> <li>• Flood action group representative – Cllrs Mason &amp; Quinn</li> <li>• Tennis working group – Cllrs Higham &amp; Wigley</li> </ul> Clerk to update website etc.	Clerk
286	Appointment of New Committees	None required	
287	Revision of Standing Orders	Councillors agreed to adopt the new NALC Model Standing Orders 2018.	Clerk
288	Arrangements with Other Local Authorities	Lengthsman Scheme – Councillors agreed that the Clerk should sign and return the 2018/19 contract with Lead Parish (Shedfield PC).	Clerk
289	Representation on/Work with External Bodies	<ul style="list-style-type: none"> <li>• Village Hall Committee - Mik Norman</li> <li>• Flood Action Group – Cllr Mason</li> </ul> It was agreed that both parties will report back at each PC meeting.	
290	General Power of Competence	Review May 2019.	
291	Asset Register	Updated register for March 2018 approved. Clerk to update website etc. New noticeboard and fingerpost signs need to be added to register when installation complete.	Clerk
292	Insurance Arrangements	Current policy resides with Aviva Insurance Ltd. Due for renewal 30/11/2018. Noticeboard and fingerposts need to be added to policy in Nov 18.	Clerk

293	Subscriptions	The following subscriptions were reviewed and agreed to continue unchanged: <ul style="list-style-type: none"> <li>• HALC/NALC</li> <li>• SLCC</li> <li>• CPRE Hampshire</li> <li>• Microsoft Office 365</li> <li>• Hampshire Playing Fields Association</li> </ul>	
294	Complaints Procedure	<ul style="list-style-type: none"> <li>• Reviewed and no amendments required.</li> </ul>	
295	Data Control	<ul style="list-style-type: none"> <li>• Hambledon S/Os regarding handling info and GDPR to be updated as per new 2018 NALC Model S/Os</li> <li>• Clerk to contact everyone on the Village Distribution List with details of GDPR and to request consent. Clerk to base forms on those used by Droxford PC. Forms will also be made available at the Annual Parish Assembly.</li> </ul>	Clerk
296	Press/Media Policy	<ul style="list-style-type: none"> <li>• Clerk to create a policy which directs all press/media enquiries 'via the Chair'.</li> </ul>	Clerk
297	Time/place of Ordinary Meetings of the Council	First Monday of each month (unless a Bank Holiday or in August, when no PC meeting is held); 7.30pm; Meeting Room, Hambledon Village Hall Annual Parish Assembly (APA) date to be agreed a year in advance. In 2019 it will be held on Thursday 23 <sup>rd</sup> May.	
298	Clerk's Progress Report	<p><b>Heritage Finger Post Signs</b> Installation of first fingerpost sign occurred on Thursday 10th May 2018. Awaiting update from Marcus regarding next installation. Clerk to e-mail Marcus and request all work finished by 31/05/18 before the APA.</p> <p><b>Community Assets</b> On-going. Time has not permitted progress with this.</p> <p><b>Financial Risk Assessment</b> To be reviewed Sept 2018.</p> <p><b>Stiles/kissing gates</b> Main update to be discussed under agenda item 307.</p> <p><b>Parish Lengthsman Agreement</b> Appointment of Village Maintenance and Lengthsman representative to be covered under agenda item 285.</p> <p>New contractor is idverde. Work schedule 2018-19 as follows:   21/05/18  23/06/18  24/09/18  26/11/18  04/03/19</p> <p>Councillors to advise on work required for w/c 21/05/18 &amp; Clerk to send worksheet to Lead Parish asap.</p>	Clerk

		<p><b>VIPWG</b></p> <p><b>Street Name Signs</b> Making progress with obtaining permission to fix to walls. Mostly amenable. Chasing the last few responses.</p> <p><b>Village Entrance Signs</b> Discussing details of background shade and type face. Identifying additional potential suppliers.</p> <p><b>Planters in East Street</b> Engaged with the residents of George House and also with the Hort Soc. Broad agreement emerging.</p> <p><b>Twinning signs</b> Exploring potential alternative locations in or around the village prior to engaging with the twinning association.</p> <p><b>The Gardens</b> WCC has nominated a single point of contact for this project. WCC seems very positive and may be able to contribute some funds.</p> <p><b>(VIPWG) New notice board</b> Notice board received &amp; being stored by Cllr Mason. John Blackman quote for installation to be discussed under agenda item 305.</p> <p><b>WWI Commemorative Event Nov 2018</b> Cllr Higham has been advised by the War Memorials Trust that cleaning the stone and lettering are not issues that a grant can cover. Cllr Higham has approached two restorations companies and is awaiting quotes. Cllr Mason has suggested Cllr Higham speaks to Cllr Huxstep regarding possible funding.</p> <p><b>HMS Hambledon Ship's Badge</b> Cllr Quinn and Tony Coates met with Simon Inchbald (Mayor, Waverley) 23/04/18 to officially hand over the badge. Copy of agenda of the Waverley Annual Council meeting for 15/05/18 forwarded to HPC councillors. Item 1, as follows: <i>'It is proposed that Waverley Borough Council welcomes the return of the HMS Hambledon memorial plaque and records its thanks to the Parish Council and British Legion in Hambledon (Hampshire) for facilitating this...'</i></p> <p><b>Hambledon Vineyard</b> Cllrs Quinn &amp; Mason will take forward after May PC meeting.</p> <p><b>Annual Parish Meeting 2018</b> Booked for 31 May 2018, 7.30pm, Hambledon Village Hall</p> <p>Cllr Wigley to speak to Melissa Thistlethwayte re refreshments &amp; organise from Peoples' Market</p> <p>Clerk to ask Cllr Wood to print invitations (as per 2017 but add – 'let us have your questions in advance, via e-mail to Clerk')</p> <p>Cllr Mason to speak to Chris Neville re. letter-drop.</p>	<p>Cllr Higham</p> <p>Cllrs Quinn &amp; Mason</p> <p>Cllr Wigley</p> <p>Clerk/Cllr Wood</p> <p>Cllr Mason</p>
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		Clerk to organise publicity – e-mail, notices in shops, café, pub, on notice-boards etc.	Clerk
299	Bank A/C	<b>Bank balance - £40,685.54</b> (@ 01 May 2018; statement 078)	
300	Q4 Statement of Accounts and Analytical Review of Entries y/e 31/03/18	Reports approved.	Clerk
301	Payment of accounts	Agreed as per details on agenda.	Clerk
302	Planning Applications	<ul style="list-style-type: none"> <li>• <b>SDNP/18/01938/HOUS</b> Peartree Cottage Green Lane Hambledon Waterlooville Hampshire PO7 4SS <u>No objection</u></li> <li>• <b>SDNP/18/01939/LIS</b> Peartree Cottage Green Lane Hambledon Waterlooville Hampshire PO7 4SS <u>No objection</u></li> <li>• <b>SDNP/18/01959/DCOND</b> Highbank Speltham Hill Hambledon Waterlooville Hampshire PO7 4RU <u>Decondition only therefore no comments required</u></li> <li>• <b>SDNP/18/02117/PRE</b> The Small House, 11 High Street, Hambledon, Waterlooville, Hampshire PO7 4RS <u>Hambledon PC does not object in principle to the proposed works at The Small House and regards most of them as an improvement. The emerging Village Design Statement would however not be supportive of the solar panels as they are visible from adjacent listed buildings. The PC would also like to see the barn treated as within the curtilage of the listed building, as this provides some protection from any adverse works which might also affect other nearby listed buildings, which surround the barn.</u></li> </ul>	Clerk
303	Planning application notifications received after agenda published	<ul style="list-style-type: none"> <li>• <b>SDNP/18/01968/PRE</b> Proposed annex building; Glidden Farm, Glidden Lane, Hambledon, Waterlooville, Hampshire PO7 4SD <u>Hambledon PC would like confirmation that this building is indeed an annexe, as the plans appear to be for a distinct building.</u></li> </ul>	Clerk
304	Planning Decisions	Noted	
305	VIPWG	New noticeboard installation - J Blackman Quote accepted. Clerk to arrange installation asap.	Clerk
306	Tennis WG	<ul style="list-style-type: none"> <li>• Draft letter to registered players – Cllr Thornton’s concerns over concessions for adults were acknowledged and councillors agreed that the sentence in question be removed before letter sent to registered players.</li> <li>• Report of the Tennis W/G meeting held 12/3/18 - accepted</li> </ul>	Cllr Higham
307	Footpaths	Clerk obtained advice from HCC Legal Team (via HALC) regarding the PC funding improvements to stiles on private land. It was confirmed that the PC has the power to repair and maintain public footpaths (ss.43, 50 of the Highways Act 1980), but the landowner would be responsible for the on-going maintenance and repair (s.146 of the Highways Act 1980). Councillors agreed that metal kissing	Cllr Mason

		gates would be the most practical solution, as wooden alternatives would require more frequent maintenance/replacement. Cllr Mason to speak to landowners & apply for grants.	
308	Reports & Issues (Information Only)	<ul style="list-style-type: none"> <li>• <b>SDNPA Parish Workshop</b> 12 June 2018; Festival Hall, Petersfield; 18.30 - 21:00 (venue to be confirmed) <u>Cllr Thornton attending</u></li> <li>• <b>HALC 'Neighbourhood Planning - Your Plan-Evolving Together' Seminar</b> Thursday 24<sup>th</sup> May 2018; Eastleigh 10.00-16.00 <u>No councillors available</u></li> <li>• <b>Winchester Sport &amp; Leisure Park Project Meeting</b> Friday 18th May 2018; Winchester Sport Stadium; 14.30-16.30 or 18.00 to 20.00 <u>No councillors available</u></li> </ul>	
309	Next meeting	Monday 04 June 2018 (Hambledon Village Hall, 7.30pm)	
310	Exclude public & press	No members of the public in attendance.	
311	Clerk's annual leave	It was agreed that the Clerk could carry over 4 days of 2017/18 leave allowance and claim 10 hours overtime for May 2017 (5 days annual leave taken but hours made up either side of annual leave).	Clerk

**The meeting closed at 8.57pm**

Signed:

Paul Quinn OBE

Dated:

Signed:

Joanna Tester (Clerk & Responsible Financial Officer to HPC)

Dated: