



DRAFT MINUTES

Hambledon Parish Council

01 July 2019; 7.30pm; Village Hall - Hambledon

PRESENT:

Cllr Mason (Acting-Chair); Cllr Thornton; Cllr Twiney; Cllr Higham; Cllr Wood; Cllr Wigley; Cllr Quinn OBE (arrived 8.19pm)

In attendance:

Mrs Joanna Tester (Clerk); Cllr Huxstep (HCC; arrived 7.56pm); Cllr Weston (WCC); and four members of the public.

Meeting started at 7.32pm

	Item	Discussion and Decision	Action
659	Acknowledgements	Councillors paused and remembered in silence the contribution of villagers who have passed away since the last meeting: - Dean Whitlock - John James - Sidney Chaplin - Dorothy Moth - Another Villager, who died today in a tragic incident	
660	Apologies	PCSO Reeves Apologies accepted	
661	Disclosable pecuniary interests	Cllr Twiney – with regards to agenda item 673. The Clerk advised that, as Treasurer for the PCC, Cllr Twiney should abstain from voting on this item.	
662	Requests for dispensations	None requested	
663	Public Questions and comments	Standing orders suspended for a maximum of 10 minutes. A member of the public asked questions regarding the finger-post signs.	
664	Resume standing orders	Agreed.	
665	District Councillor's Report	Received, but not in time for Cllrs to consider before the meeting. Report will be published on the PC website. Main points as follows: <ul style="list-style-type: none"> • Launch of free support service for Winchester small businesses, 01/07/19, funded by WCC, delivered by 	Clerk

		<p>IncuHive.</p> <ul style="list-style-type: none"> • Sport & Leisure park construction underway. • WCC declares climate change emergency. • WCC working with Biffa UK to address problems with bin collections. If your bin has not been emptied on the scheduled day, leave it out and report via https://www.winchester.gov.uk/report <p>Questions to Cllr Weston:</p> <ul style="list-style-type: none"> • Upper Church Lane dustbins have not been emptied for 5 weeks. Cllr Weston advised to contact Mr Taylor at WCC. • Verges do not appear to have been weed-sprayed for a long time and are looking very unkempt. Cllr Weston to request weed-spraying programme from Ian Burt (WCC). 					
666	County Councillor's Report & Questions to CC Arising from Report	<p>Received, but not in time for Cllrs to consider before the meeting. Report will be published on the PC website. Main points as follows:</p> <ul style="list-style-type: none"> • Local authority funding – consultation currently open (05/06/19 to 17/07/19) seeking residents'/stakeholders' views on ways HCC can balance its budget in response to continuing pressure on local government funding & increasing demand for public services. Visit www.hants.gov.uk/balancingthebudget or e-mail insight@hants.gov.uk or call 0300 555 1375. • Climate emergency announced. 	Clerk				
667	Police/ PCSO Report	Not received.					
668	Minutes of previous meetings (03 June 2019)	<p>Agreed as a true record, with the following amendment:</p> <ul style="list-style-type: none"> • The sentence 'Cllr Higham requested...reduce duplication' in item 651 (Street Name Signs) should be removed. <p>It was proposed by one cllr that the wording of the final paragraph in item 651 'Chair requested...before the PC' be amended to specifically include a condition that the quality of the first tranche of five signs be assessed following installation, before the next tranche is agreed (as discussed at a preceding VIPWG meeting). <u>It was resolved that this amendment should not be made to the minutes. (Councillors voted 3 to 2 against the proposal.)</u></p>	Clerk				
669	Clerk's Progress Report	<table border="1"> <tr> <td>Stiles/kissing gates</td> <td>Clerk to obtain full details from Cllr Mason and take forward the grant application.</td> </tr> <tr> <td>Parish Lengthsman Agreement</td> <td>Clerk has registered interest in being part of a local 'cluster' of between 4 and 7 parishes, with lead co-ordinator being Soberton PC. Awaiting further info.</td> </tr> </table>	Stiles/kissing gates	Clerk to obtain full details from Cllr Mason and take forward the grant application.	Parish Lengthsman Agreement	Clerk has registered interest in being part of a local 'cluster' of between 4 and 7 parishes, with lead co-ordinator being Soberton PC. Awaiting further info.	Clerk/Cllr Mason
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		<p>Hambledon Vineyard Clerk still awaiting response from SDNP re. potential date for first liaison meeting. (Confirmation received from SDNP 27/03 that they are waiting on a response from other parties involved. Clerk chased via e-mail 08/05/19.) <u>Cllr Thornton reminded Clerk that Cllrs Quinn & Mason are now PC reps and the action column on the Clerk's Report should be amended to reflect this.</u></p> <p>AOB - dog mess bins Stewarts Green bin has been changed to a closed-lid version. Ian Burt is chasing for info on delivery of remaining bins. <u>Cllr Weston to chase on PC's behalf.</u></p> <p>Chair of Governors' (Primary Sch.) School Travel Plan – HCC briefing notes from 03 June 2019 PC meeting have been uploaded onto PC website, alongside Travel Plan. Headteacher has confirmed that annual meeting of School/PC/HCC should be scheduled for early 2020 (not Oct 2019 as suggested by Cllr Weston) to ... 'make further progress towards its Silver Travel Plan award as well as the opportunity to focus on the core business of wider school improvement.'</p> <p>V/H Play Equipment Clerk to further research requirements and possible funding avenues during quieter summer months.</p> <p>Defib Training Training session confirmed for 7th Sept. 2019, 3.30pm. Village Hall has been booked. Villagers have been informed via June Newsletter. Further reminders to be sent July & August.</p> <p>Fingerpost Signs Correspondence has been sent via e-mail and post to Heritage Signs regarding finger-post and Church/School sign contracts. No response received to date. Deadline 31 July 2019. <u>Cllr reiterated concerns over temporary wooden fingers on Green Man signpost. Cllrs confirmed that this was previously noted by PC and supplier via e-mail, and that the current hardwood fingers have an expected lifespan of 50+ years.</u></p> <p>Confidential matters Vacancy for a councillor public notice has been given – deadline 03 July 2019. If no bye-election is required, the PC will be able to fill the vacancy by co-option.</p> <p>Moving of bollards @ George House Cllr Thornton to meet with Hambledon Man Shed rep. to discuss potential for the group to manufacture the planters.</p> <p>HCC Report (Old Forge Tea Room Headwall) Response to Jan Jarvie (FAG) from Simon Cramp (HCC) received and forwarded to all Cllrs 26/06/19. <u>Cllr Thornton has since written to Simon Cramp in response to this e-mail.</u></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Thornton</p>
670	Bank A/C	Bank balance - £43,583.61 (@ 01 June 2019; statement 096 to be provided to cllrs when it becomes available)	Clerk
671	Q1 2019/20 Financial Report &	Resolved: that the PC approves the Q1 2019/20 Financial Report & Statement. Clerk to publish on PC website.	Clerk

	Statement																																									
672	ICO Registration	Resolved: that the PC approves setting-up an annual direct debit payment of £35.00 for ICO Registration.	Clerk																																							
673	Grant Aid Funding	<p>Resolved: that the PC approves the grant aid funding request from Hambleton PCC for £600 towards the felling of a diseased tree in the churchyard, with the condition that if funding can be obtained from HCC the PC can amend the value of the grant that it provides. (Councillors voted in favour of the proposal 4 to 0; the Chair did not vote.) Clerk to inform PCC of decision.</p> <p>Cllr Weston advised that Rob Humby (Environment & Transport; HCC) and Ros Chad (Schools; HCC) could be contacted for advice on possible HCC funding.</p>	Clerk Clerk																																							
674	Payment of accounts	<p>Payments approved as follows:</p> <table border="1"> <thead> <tr> <th>Payee</th> <th>Description</th> <th>Amount (£)</th> </tr> </thead> <tbody> <tr> <td>PC</td> <td></td> <td></td> </tr> <tr> <td>Mrs J C Tester</td> <td>Clerk salary (June 2019)</td> <td>£664.31 (salary) £40.00 (office allowance) £1.50 (printing allowance) LESS £33.22 (5% pension contribution) LESS £0.46 (NI contribution) Total £672.13</td> </tr> <tr> <td>NEST</td> <td>Clerk pension (June 2019)</td> <td>PC contrib; 3% of basic salary): £19.93 Plus (Clerk contrib.): £33.22 Total £53.14</td> </tr> <tr> <td>Mrs J C Tester</td> <td>Clerk's expenses (June 2019)</td> <td>Additional printing costs (June 2019) Total £4.50</td> </tr> <tr> <td>HMRC</td> <td>Clerk's NI contribution (June 2019)</td> <td>£0.46</td> </tr> <tr> <td>Village Hall</td> <td>Hall hire (June 2019)</td> <td>£16.00</td> </tr> <tr> <td>B C Martin</td> <td>Grounds maintenance/cleaning (June 2019; £110.00) & additional work (clearing Vine Gate bushes; shortening /greasing swings; & painting wall & white line; £100.00)</td> <td>£210.00</td> </tr> <tr> <td>Information Commissioner</td> <td>ICO Registration 2019/20</td> <td>£35.00</td> </tr> <tr> <td>Tennis</td> <td></td> <td></td> </tr> <tr> <td>James Craven</td> <td>Tennis coaching June 2019 (01, 08, & 22 June)</td> <td>£210.00</td> </tr> <tr> <td>Jay Smith</td> <td>Tennis coaching assistance May & June 2019 (18/05/19 to 22/06/19)</td> <td>£112.50</td> </tr> <tr> <td>Rob Peters</td> <td>Tennis Coaching</td> <td>£70.00</td> </tr> </tbody> </table>	Payee	Description	Amount (£)	PC			Mrs J C Tester	Clerk salary (June 2019)	£664.31 (salary) £40.00 (office allowance) £1.50 (printing allowance) LESS £33.22 (5% pension contribution) LESS £0.46 (NI contribution) Total £672.13	NEST	Clerk pension (June 2019)	PC contrib; 3% of basic salary): £19.93 Plus (Clerk contrib.): £33.22 Total £53.14	Mrs J C Tester	Clerk's expenses (June 2019)	Additional printing costs (June 2019) Total £4.50	HMRC	Clerk's NI contribution (June 2019)	£0.46	Village Hall	Hall hire (June 2019)	£16.00	B C Martin	Grounds maintenance/cleaning (June 2019; £110.00) & additional work (clearing Vine Gate bushes; shortening /greasing swings; & painting wall & white line; £100.00)	£210.00	Information Commissioner	ICO Registration 2019/20	£35.00	Tennis			James Craven	Tennis coaching June 2019 (01, 08, & 22 June)	£210.00	Jay Smith	Tennis coaching assistance May & June 2019 (18/05/19 to 22/06/19)	£112.50	Rob Peters	Tennis Coaching	£70.00	Clerk
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			(Replacing James Craven 15/06/19)		
675	Planning applications		SDNP/19/02788 /TCA Little Symonds, West Street, Hambledon, Waterlooville, Hampshire, PO7 4RW	Mature Lime crown & reduce by 3m Thuja next to Lime fell to the ground level Thuja next to drive gate fell to ground level Fell Spruce on front lawn All works to manage garden trees/ shrubs, removing these to enable other trees to grow on. <u>No objection.</u>	
			SDNP/19/02904 /PRE Mere Cottage Rushmere Lane Hambledon Waterlooville Hampshire PO7 4SG	Proposed Two Storey Side Extension, and Changing Flat Roof to Pitched Roof. <u>No comments required as this is a pre-app only.</u>	
676	Planning apps notified after agenda published	None received.			
677	Planning Decisions	Noted.			
678	VIPWG	<p>Cllr Thornton reported the following:</p> <ul style="list-style-type: none"> • Search for contractor to move the bollards at George House continues. • Member of the WG is stepping down. Cllr Quinn to write a letter of thanks. • Cllr Thornton to re-approach WCC regarding cutting off the excess sections of pole above some of the 30mph traffic signs in the parish. Hambledon Man Shed has confirmed that this is not something that it can do. 			<p>Cllr Quinn</p> <p>Cllr Thornton</p>
679	Tennis Working Group	<p>Cllr Higham reported the following:</p> <ul style="list-style-type: none"> • WG to meet 03 July 2019. • Q1 finances as follows: income - £978; expenditure - £1279.25 (giving a balance of -£481.25). However, £3218.34 was brought forward from financial year 2018/19, leaving an over-all balance of £2737.09. • Breakdown of income for Q1 as follows: fees - £515; grants - £250; and donations - £33. • Regarding 2018/19 fees, 72 individuals have paid; 117 have not (some of which are still using the court). • For the 2019/20 budget, an assumption was made that 93 users would pay. • The following income streams were reported for the period 01 Nov 2018 to date ('assumed for the budget'/'actual to date'): <ul style="list-style-type: none"> - Grants - £1000/£500 - Donations - £500/£1000+ - Sponsorship - £1000/£1250 			

		<ul style="list-style-type: none"> - Events - £1000/£3500 - Fees - £2790/£2160 - Outsiders' fees £200/£200 <ul style="list-style-type: none"> • It is not known how many non-payers do not use the court but have not de-registered. • It was confirmed that players are asked to pay a 'fee' not a 'donation' (as previously requested by the PC). • Cllrs made the following suggestions: <ul style="list-style-type: none"> - Carry out a data-cleansing exercise (e.g. send a letter to all non-payers letting them know that they have been de-registered & can no longer use the court, however they are more than welcome to re-register). - GDPR compliance needs to be looked at. Use of MailChimp is an option. Cllr Higham to discuss with Clerk. - A 'suggested donation' could be used instead of 'fee'. - A 'village trust' could be set up. Cllr Quinn to look into further. • Cllr Higham to brief council 02/09/19 on what the WG proposes to do to address the issue of non-payers. 	<p>Cllr Higham/ Clerk</p> <p>Cllr Quinn</p> <p>Cllr Higham</p>
680	VE Day 75	It was agreed that in general councillors were supportive of the PC being involved in the organisation of a village event. Cllr Quinn to canvass for ideas/support in the next edition of the Hambledonian and report back to the PC Sept 2019.	Cllr Quinn
681	Winchester Green Week 2019	Clerk to check who is organizing this initiative and whether events are being held in locations other than Winchester. In general, councillors were not supportive of making a donation or organizing an event during this week.	Clerk
682	Annual Meeting of the Parish 2020	<u>Resolved:</u> that the APM for 2020 should be held on <u>Thursday 19th March 2020.</u> Cllr Quinn to notify village via the Hambledonian.	Clerk/Cllr Quinn
683	APM 2020 Leaflet Drop	<u>Resolved:</u> that a village-wide leaflet drop advertising the APM for 2020 should not be re-introduced, given the <u>environmental impact.</u>	
		Councillors did agree that increasing the number of parishioners on the PC e-mail distribution list could be highly beneficial. Cllr Quinn to highlight in the next Hambledonian article and refer to the Clerk those who wish to be added.	Cllr Quinn
684	Clerk's Laptop	Cllr Wood gave details of three recommended options for a replacement laptop: Opt 1: £1204.99 Macbook air 13" (old model has usb ports): £949 Office: Home & Business £ 225.99 Antivirus: (Webroot) £30/year Opt 2: £1087.98 Lenovo ThinkPad L580 Laptop 15" i5: £831.99 Office: Home & Business £ 225.99 Antivirus: Webroot £30/year	

		<p>Opt 3: (higher power) £1155.35 Lenovo ThinkPad L580 Laptop 15" i7: £899.36 Office: Home & Business £ 225.99 Antivirus: Webroot £30/year Mouse: £25 Microsoft Bluetooth Mouse: £25</p> <p>Cllrs made the following observations:</p> <ul style="list-style-type: none"> - Not budgeted for 2019/20 but reserves should be used as urgent replacement necessary. Current laptop is no longer reliable & the PC cannot function without it. - Office software for Macbook may not be necessary. - Many of the current cllrs use Macbooks. - A 13" screen may not be large enough. Cllr Wood to find out cost of 15" Macbook. - Additional anti-virus imperative. - Clerk to look at functionality of Cllr Thornton's Macbook before making a decision between Lenovo & Macbook. <p><u>Resolved:</u> that the Clerk, under guidance from Cllr Wood, should decide preferred option and proceed with the purchase, with a maximum budget of the cost of a 15" Macbook Air.</p>	<p>Cllr Wood</p> <p>Clerk/Cllr Thornton</p> <p>Clerk/ Cllr Wood</p>
685	Reports & Issues	<ul style="list-style-type: none"> • Cllr Quinn reported that a 1895/96 minutes book for Hambledon PC had been entrusted to him by a villager. Cllr Quinn to research if this is an original (which may need to be given to WCC Records Dept), or whether it can be entrusted to the Hambledon History Group. 	Cllr Quinn
686	Councillor Contribution	Cllrs gave thanks to the retiring Cllr Wigley for her invaluable contribution to the PC over the past five years.	
687	Next meeting	Monday 02 September 2019 (Hambledon Village Hall, 7.30pm)	
588	Excl. public/press	Members of public/press excluded.	
589	Clerk's Annual Leave	Clerk has requested annual leave over the summer period. To liaise with Cllr Quinn re. acceptable dates.	Clerk/ Cllr Quinn

The meeting closed at 8.59pm

Signed:

Neil Mason (Acting-Chair)

Dated:

Signed:

Joanna Tester (Clerk & Responsible Financial Officer to HPC)

Dated:

