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Parish Council Meeting Minutes

Monday 2nd February 2015, 7.30pm

Present: Cllr B Birdwood, Cllr T Higham, Cllr M Thistlethwayte, Cllr J Thornton, Cllr S Wigley, Cllr T Wood and one member of the public.

In attendance: G Wright (Clerk)

Chair of Meeting: Cllr J Thornton

Clerk for Meeting: G Wright

1. Apologies for absence and declarations of interest
Cllr C Dibden's apologies for absence were accepted.
There were no declarations of interest.
2. Public participation.
The Chairman opened the meeting for public participation.
 - a. The Police
PCSO Amey Stevens was not in attendance at the meeting and no report had been received prior to the meeting regarding Police matters.
 - b. The County Councillor
HCC Cllr Huxstep sent his apologies for being unable to attend the meeting and had circulated his report regarding Hampshire County Council matters prior to the meeting (please see below):-

Council proceedings. *There has been no full council meeting since I reported on 1st December. The next one is on Thursday 19th inst and although the agenda has not yet been published, councillors will receive a briefing from Sir Tony Redmond, the Lead Commissioner of the Local Government Boundary Commission for England in anticipation of re-drawing divisional boundaries for the 2017 County Election. Our division, the Meon Valley may well be the subject of an enlarged area to bring in up to further 10 % more electorate.*

Care at Home. *This will be the new service for providing care and support in people's own homes to older people and physically disabled service users. It replaces the current Preferred Provider Panel that is due to finish in July 2015. The Care at Home service will also provide the 'Take a Break' service for carers.*

The current service has contracts with over 100 agencies. Adult Services will be reducing this number to 11 providers, who have 17 contracts between them. By using fewer agencies, stronger working relationships can be built with them, which in turn will help to improve the quality of their service and to better understand the challenges they sometimes face.

The new service will also introduce a standard hourly rate for care and support services that will be the same across the county for all the new agencies. This is to ensure quality is the reason for choosing a provider, rather than price. The new standard rate has been set at a level that will allow agencies to properly reward and train care staff. All of the new providers have committed to paying rates that exceed the living wage when performance related payments are taken into account.

All service users who will be affected by a change to a new agency will receive a letter to tell them who their new agency is and when the change is happening. They will then be contacted by the agency who will arrange to meet them and introduce their new carer.

This service is being rolled out on a staged basis and will take place between February and August this year, and those who will experience a change will be written to in advance of this. Service users or family members who have any concerns in the meantime should contact 0845 603 5630.

*Recruitment is a major issue in the care sector at the moment. Negative publicity and a lack of awareness of the opportunities in care are significant factors in this. The County Council is therefore working with its providers to launch a Care Marketing Campaign to promote the positives and encourage more people to consider a career in care. Look out for our **Change Lives** campaign in local papers, bus shelters and local radio or visit www.hants.gov.uk/changelives*

Adult Services are also working with colleagues in Trading Standards to extend the Buy with Confidence Scheme to include care and support services. This will provide Hampshire residents with more of a quality indicator should they wish to purchase these services directly.

Changes to waste recycling centres' opening hours

Opening hours at Hampshire's 24 Household Waste Recycling Centres (HWRCs) will be changing from 1st April 2015.

The change follows consultation with residents on a number of options to shape the service for the future. These looked at affordable ways to ensure the County Council continues to deliver a modern, value for money service for Hampshire's residents.

Councillor Sean Woodward, Executive Member for Economy, Transport and Environment at Hampshire County Council, said: "We've looked at what changes we need to make to maintain this service at a time when we need to save more than £100million from the Council's overall budget and our grant from Government is nearly half what it was a few years ago. I am pleased to say that the changes we will be making mean that none of the recycling centres will be closed down to meet the required overall budget savings for 2015.

"The response from residents to the consultation last year showed there is strong support for the HWRC service and so the changes we are making to deliver the necessary savings

reflect how people want to use this service. We analysed the peak times the centres are used, listened to what people said about opening times, and talked to the operators about how and when the sites are serviced and cleaned.

"Taking all this into consideration, we will be able to save over £150,000 from the cost of running the service, while making sure the sites are open when people most want to use them, which is a much more effective use of money. This will see the sites opening an hour later in the morning and closing at 4pm in the winter, at 5pm during March and at 6pm during the summer months."

The results of the consultation indicated that a later start in the morning was the most preferred option in terms of reduced opening hours. Our HWRC operator, however, has indicated that the first part of the morning is crucial for initial servicing and the effective running of the sites to ensure there is sufficient capacity for the day ahead, ensuring that the sites are clean, tidy and ready for the public to use, especially during the busier summer months. Analysis shows that the average peak times for people using all sites are mid-morning and early afternoon.

Taking all this into account, from 1 April 2015 the opening hours of HWRCs will be:

- 1 Oct - 28 Feb - 9am - 4pm
- 1 Mar - 31 Mar - 9am - 5pm
- 1 Apr - 30 Sep - 9am - 6pm

This is with the exception of the site at Efford, which will close at 4:30pm in the summer as it has specific planning conditions governing its opening times. The site at Hedge End already opens at 9am on Sundays and bank holidays and the Hayling Island site already opens at 9am every day.

Open this link for further details: [Household Waste Recycling Centres](#)

Hambleton Pipe Scheme. The scheme is now out to tender so we are in a waiting game to see who bites! A fuller statement on the scheme is due to be issued within a week or so.

c. The District Councillor

Cllr Dibden sent her apologies for being unable to attend the meeting and had circulated her report regarding Winchester City Council matters prior to the meeting (please see below):-

"Portfolio Plans

The last Full Council meeting approved all the Portfolio Plans from the Cabinet, these are - Leader, Communities & Transport, Business Services, Environment Health & Wellbeing, Built Environment, Housing Services, Finance & Organisational Development.

The Council's Portfolio Plans set out the priorities for the coming year via the projects and programmes of work that will deliver the Community Strategy's key outcomes. To view them via web link:

<http://www.winchester.gov.uk/councillors-committees/portfolio-holder-plans/>

Housing

It was agreed that Social, affordable and hostel rents for 2015/16 are to be increased by September CPI +1% from April 2015 giving an overall increase of 2.2%.

Budgets

There was a budget briefing for Parish Councils in December, [and the presentation is available on the Parish Council website]. It discusses the guiding principles and priorities and key budget principles like keeping council tax increase to a minimum, protecting front line services, reducing dependency on funding streams, maximising efficiency and value for money in all areas of activity and more. (It also has details of the Great Waste campaign for recycling.)

Fly-tipping

WCC's Neighbourhood Services Team successfully prosecuted a builder responsible for dumping five dilapidated caravans in the South Downs National Park north of Bishop's Waltham. Working in partnership with Hampshire Constabulary's Country Watch Team, and with the local community, they identified the individual who had used the caravans as temporary accommodation for his workforce whilst renovating a house. The London-based builder was found guilty on five charges of fly-tipping at Fareham Magistrates Court on Wednesday 7 January. The defendant was fined £200 per caravan and required to pay a victim surcharge of £20 and costs of £2,500 - a total of £3,520.

Hospitals in Winchester

There was a briefing for WCC Councillors about the proposals for a new hospital between Winchester and Basingstoke last week. The plan is for a critical injuries unit, plus cancer speciality and special needs maternity care to be provided at a new hospital to be built just off the A34/A303 junction on a greenfield site, near Dummer. Care would still be provided for most normal surgery and aftercare at Winchester and Basingstoke, but this would enable 24 hour consultant care for extreme emergencies. It would not really make much change to us in Hambledon, where most care would remain with QA.

Hambledon School Fundraising

On Monday I went to the school's assembly, where they handed me a cheque for £242.75 for the defibrillator.

People's Market

On Friday I visited the shop with George Hollingbery [MP], who was extremely impressed with the refurbishment and the stock, particularly the fresh fruit and vegetables. Chris mentioned that he would like to leaflet the village at some point, and I suggested we join forces if we are going to publicise our Annual Parish Meeting".

3. Minutes from the previous meetings:

a. Council Meeting of 5th January 2015

The minutes of this meeting were accepted and approved unanimously.

4. Planning

a. Planning applications as listed in Appendix A were discussed and decided upon unanimously.

ACTION: The Clerk

b. Planning decisions as listed in Appendix B were noted.

c. Dark skies within South Downs National Park

A discussion took place on Dark skies, following a written request and information provided from Dan Oakley (the Dark Skies Lead for South Downs National Park Authority [SDNPA]). In his submission to the Parish Councillors (which had been circulated prior to the meeting), Dan requested the Parish Council to consider:-

- i. Supporting the dark skies project.
- ii. Look at reducing light pollution where possible
- iii. Include dark sky friendly policies in the Village Design Statement.

Following further discussion these proposals were approved unanimously. It was also considered appropriate to include Dark skies as an agenda item for this year's Annual Parish Meeting [APM] and that an invitation should be sent to SDNPA accordingly.

ACTION: The Chairman and the Clerk

5. Finance

- a. The financial report to the 31st January 2015 was received and accepted.
- b. Payments as listed in Appendix C were approved. The Clerk agreed to circulate a detailed list of agreed Parish Council Village Hall bookings for 2014. **ACTION: The Clerk**

6. Transport and Highways

- a. The proposal for signage to Hambledon Primary School was discussed. Cllr Thornton provided and circulated information obtained from the Transport Research Laboratory which supported the argument of reducing traffic signage clutter in general. However, following further discussion, it was recognised that a suitable sign providing directions to both the School and also to the Church on the same sign would be useful and provide help to visitors looking for these locations. It was agreed unanimously that arrangements should be made to procure, agree the site of and provide some of the costs for a suitable and appropriate sign. Cllr Thornton agreed to contact the Church and the School and Cllr Birdwood agreed to source a suitable supplier for the sign.

ACTION: Cllrs Birdwood and Thornton

- b. There were no other specific current issues concerning Transport and Highways.

7. Annual Play Equipment Inspection

- a. Councillors considered the proposal to use Dunlop Playground Services (DPS) to carry out the annual playground inspection for 2015. The Clerk explained although Annual Inspections are not mandatory, they are highly recommended and provide independent, expert advice and may highlight potential risks that the Council may be unaware. DPS were fully qualified and used by Winchester City Council to carry out their inspections. It was agreed unanimously to use DPS to carry out HPC's Play equipment annual inspection at the Village Hall and Stewarts Green sites for 2015. **ACTION: The Clerk.**

8. Footpaths

- a. Windmill Farm

The Clerk said that HCC had confirmed that HPC's Footpath application complied with legislation, however, further clarification was now required on specific aspect of the application. The Clerk was asked to liaise with HCC on this matter and report back to the Council. **ACTION: The Clerk.**

- b. Stewarts Green
The current state of the footpath from Stewarts Green to the Church was discussed following an email from Mike Swinburne (see Correspondence item). Cllr Birdwood confirmed that she had contacted Chris Martin and asked him to put some scalplings down to improve the footpath's condition and scrap the old hay away from it, so the problem should now have been resolved.
9. Pipe and Flooding issues
- a. Cllr Higham provided a verbal update regarding the Pipe and Flooding issues. Phase 1 had not yet finished and was running approximately 6 weeks late. A temporary road closure notice had now been issued and details would appear on the website soon.
10. To agree date for Annual Parish Meeting for 2015 and any further action required.
- a. The Clerk confirmed that in order to comply with legislation the Annual Parish Meeting [APM] (also known as the Annual Parish Assembly and specifically held for Parish Electors), should be held on a date between 1st March 2015 and 1st June 2015. After some discussion, the preferred date for the APM was Wednesday 29th April 2015. The Clerk was asked to check to see if the Village Hall was free on this date. There was some further discussion regarding possible Publicity for the APM and potential topics; these included Dark Skies; Village Design Statement – Mock up and Pipe update. **ACTION: The Clerk**
11. Correspondence
- a. A Grant thank you email from Winchester Citizens Advice Bureau (CAB) was acknowledged.
 - b. Email letter from Mr & Mrs Lake regarding Wheelie Bins for Garden Waste. Cllr Dibden had already responded to this query.
 - c. Email from Julie Etele reporting large amounts of Dog mess left on East Street. Following discussion it was decided to produce and display some temporary notices reminding dog owners to clear up after their dog and point out that all Public waste bins could now be used for dog mess. **ACTION: Cllr Thornton**
 - d. Email from Mike Swinburne reporting Footpath from Stewarts Green to The Church in poor state. This matter had now been addressed – see item under Footpaths.
 - e. A notification from Unity Bank (Hambleton Parish Council's Bank provider) regarding proposed changes of supplier for payment processing services was noted.
12. The next meeting will be held at 7.30pm on Monday, 2nd March 2015 in Hambleton Village Hall.

Items to be included on the Agenda for the next meeting:-

- a. Community Assets – Community Right to Buy – procedure and next steps of process
- b. Village email list – procedure and compliance with legislation

The meeting closed at 20:50.

Appendix A – Planning Applications

- i) **SDNP/14/06650/LIS & SDNP/14/06633/HOUS – St Agatha, East Street, Hambledon, Waterlooville, Hampshire, PO7 4RX** – Removal of 4 no. PVCU windows and french doors to northwest elevation and replace with timber windows/french doors (affects the setting of a listed building) – **No objection. ACTION: The Clerk**
- ii) **SDNP/15/00301/PRE– Land at Cams Hill, Cams Hill Lane, Hambledon, Hampshire -** Installation of share telecommunications mast – **HPC requested that, if possible, more screening was planted around the base of the proposed mast to minimise its visual impact from the North of the site; that it would prefer that no new ‘permanent hardcore tracks’ are created and that ongoing maintenance be provided from the existing track; that a dark colour be used for the close boarded fence compound at the base to make it as inconspicuous as possible, otherwise No objection. ACTION: The Clerk**

Appendix B – Planning Decisions

- i) **SDNP/14/05233/HOUS – Rushmere Farm, Rushmere Lane, Hambledon, Waterlooville, Hampshire, PO7 4SG** – Two storey extension, replacement conservatory – **Application Approved.**
- ii) **SDNP/14/05335/FUL – Mobile Home, Old East Hoe Down, Green Lane, Hambledon, Hampshire, PO7 4SY**– Creation of new access to site – **Application Approved.**
- iii) **SDNP/14/04071/TCA – Mornington House, Speltham Hill, PO7 4RU** – Trees in a conservation area – **Raise no objection.**
- iv) **SDNP/14/05546/HOUS – 13, Stewarts Green, Hambledon, PO7 4SU** – Two storey rear extension & conversion of outbuilding – **Application Refused.**
- v) **SDNP/14/06029/TCA; SDNP/14/06031/TCA & SDNP/06032/TCA – Hook Vinney, West Street, Hambledon, PO7 4QL** – Trees in a Conservation area – **Raise no objection.**
- vi) **SDNP/14/06030/FUL – Little West End Farm, Teglease Lane, Hambledon, Waterlooville, Hampshire, PO7 4TE** – Steel framed extension to a livestock building – **Application Approved.**

Appendix C – Payments

Payments made between Council Meetings

6/01/15	BACS	G Wright	December – Pay, Expenses & Travel	£457.92
6/01/15	BACS	Taylor Robertson	Asst Tennis Coach – 13 th Dec (No VAT)	£18.75
6/01/15	130	Society of Local Council Clerks	VAT payable and due on Invoice 114449 (Job Advert - April 2014)	£18.00
6/01/15	131	Mik Norman	Travel expenses for attending Winchester Transport forum	£19.70
6/01/15	BACS	Winchester CAB	Unrestricted use Grants for 2013 (replaces lost cheque for £150 for 2013) and 2014 Grant of £150	£300.00

Total Payments made

£814.37

Payments to be made

31/01/15	BACS	G Wright	January 2015 – Pay, Expenses & Travel (includes Pay Award)	£494.02
31/01/15	132	CPRE	Annual Subscription for 2014/15 (no VAT)	£36.00
31/01/15	BACS	Taylor Robertson	Asst Tennis Coach – 20 th Dec 2014 & 10 th Jan 2015 (no VAT)	£30.00
31/01/15	BACS	Village Hall	Hall Hire costs for period 6 th Jan 2014 to 9 th Dec 2014 (including Defib. Training events).	£480.00

Total payments to be made

£1,040.02

Total Payments

£1,854.39