



**DRAFT MINUTES**

**Hambleton Parish Council Annual Meeting**

**04 June 2018, 7.30pm**

**Village Hall - Hambleton**

**PRESENT:**

Cllr Quinn OBE  
 Cllr Mason  
 Cllr Wigley  
 Cllr Thornton  
 Cllr Wood

**In attendance:**

Mrs Joanna Tester (Clerk)  
 1 member of the public

**Meeting started at 7.30pm**

	<b>Item</b>	<b>Discussion and Decision</b>	<b>Action</b>
312	Acknowledgements	Bob Beagley Ian Ruthven-Stuart	
313	Apologies	Cllr Higham  Apologies accepted	
314	Disclosable pecuniary interests	None declared.	
315	Public Questions and comments	Standing orders suspended for a maximum of 10 minutes.  The member of the public present wished to comment on a planning application. The Chairman agreed to defer until agenda item 327.	
316	Resume standing orders	Agreed	
317	District Councillor's Report & Questions to DC Arising from Report	Received. Full report on PC website. Main points as follows: <ul style="list-style-type: none"> <li>• 'Mischievous Makers' – Summer Reading Challenge (15/07/18 to 16/09/18) – Hampshire Library Service is asking for volunteers aged 14 and over to work alongside staff.</li> <li>• Apprenticeships: not just for school leavers – details of HCC's Apprenticeship Programme available on the website.</li> <li>• Lepe Country Park – now offers many new and revamped</li> </ul>	

		facilities including 'The Lookout' café, sensory garden and rejuvenated cliff top play area.	
318	County Councillor's Report	Not received	
319	Police//PCSO Report	Not received	
320	Minutes of previous meeting (14 May 2018)	Agreed as a true record with the following amendments to the draft minutes: <ul style="list-style-type: none"> <li>• Cllr Wigley to be added to the list of Councillors elected onto the Village Improvements WG (item no. 285).</li> <li>• Caroline Dibden to be added to the Planning Committee/WG (item no. 285).</li> <li>• Clarification to be given regards which groups are committees and which are WGs (or both) (item no. 285) – all are WGs apart from 'Planning' which is both a WG and a committee.</li> </ul>	Clerk
321	Clerk's Progress Report	<p><b>Fingerpost Signs (FPS) (Heritage Finger Post Signs)</b> Latest response received 31/05/18 – Green Man FP should be installed by the end of June 2018. Clerk to continue chasing to ascertain completion date.</p> <p><b>Community Assets</b> On-going. Time has not permitted progress with this.</p> <p><b>Financial Risk Assessment</b> Requires updating</p> <p><b>Stiles/kissing gates</b> On-going</p> <p><b>Parish Lengthsman Agreement</b> Work schedule 2018-19 as follows: 23/06/18 24/09/18 26/11/18 04/03/19</p> <p>Clerk to publish on PC website and Cllr Quinn to publish in next Hambledonian article.</p> <p><b>(VIPWG)</b> New notice board received &amp; being stored by Cllr Mason. Official acceptance of quote delivered to John Blackman but no response to date. Cllr Mason has also left a message. Will continue chasing.</p> <p><b>WWI Commemorative Event Nov 2018</b> One quote has been received (work would be completed within one month of placing order), and second quote is awaited. Cllr Higham has chased. Cllr Quinn has obtained further possible leads which Cllr Higham is currently pursuing.</p> <p><b>Hambledon Vineyard</b> Provisional meeting booked for 06 July 2018 for Cllrs Quinn &amp; Mason with Ian Kellett.</p>	<p>Clerk</p> <p>Clerk/Cllr Quinn</p> <p>Cllr Mason/Clerk</p> <p>Cllr Higham</p>
322	Bank A/C	<b>Bank balance - £37,702.68</b> (@ 01 June 2018; statement 079)	

323	Annual Governance Statement 2017/18	Completed & approved.	Clerk									
324	Accounting Statements 2017/18	Approved	Clerk									
325	Annual Internal Audit Report 2017/18	<p>Approved</p> <p>Review of Matters Arising from Internal Audit considered and points to take forward are as follows:</p> <ul style="list-style-type: none"> <li>• GDPR – Electors will only be named in the minutes where it aids the decision making of the PC. Clerk to check and update, if necessary, the PC’s privacy policy</li> <li>• ICO registration - Clerk to look into registering with ICO</li> <li>• Payment approval – payments listing will appear in minutes as well as on the agenda. Clerk has already amended minutes template.</li> <li>• Bank statement approval - Cllrs Thornton, Wigley and Higham (on rotation) to reconcile original bank statement against accounts spreadsheet. Clerk to bring previous month’s statement and spreadsheet to each meeting.</li> <li>• Approval of minutes – Clerk and Cllr Quinn to double-check that signed minutes are always dated.</li> <li>• Tennis income – Clerk to investigate whether the PC needs to be registered for VAT.</li> <li>• Tennis bank account – this has already been closed and funds incorporated into main PC account. No action required.</li> <li>• Working parties – all councillors were satisfied with the number of working <u>groups</u> within the PC. No action required.</li> <li>• Rates of pay – Clerk’s terms of employment to be retrospectively minuted in item no 337, below.</li> <li>• Wages for annual return – only employment costs should be included in box 4 of annual return; training &amp; stationery etc. should be in box 5. Clerk now aware.</li> <li>• Policies &amp; procedures – Clerk to review over the next year.</li> <li>• Fixed asset register – Clerk to upload onto PC website.</li> </ul>	<p>Clerk</p> <p>Clerk</p> <p>Clerk/Cllrs Thornton, Wigley &amp; Higham</p> <p>Clerk/Cllr Quinn Clerk</p> <p>Clerk Clerk</p>									
326	Payment of accounts	<p>Agreed, as follows:</p> <table border="1"> <thead> <tr> <th>Payee</th> <th>Description</th> <th>Amount (£)</th> </tr> </thead> <tbody> <tr> <td><b>PC</b></td> <td></td> <td></td> </tr> <tr> <td>Mrs J C Tester</td> <td>Clerk salary (March 2018)</td> <td>£442.87 (salary) £40 (office allowance) £1.50 (printing allowance) LESS £22.14 (5% pension contribution) <b>Total £462.23</b></td> </tr> </tbody> </table>	Payee	Description	Amount (£)	<b>PC</b>			Mrs J C Tester	Clerk salary (March 2018)	£442.87 (salary) £40 (office allowance) £1.50 (printing allowance) LESS £22.14 (5% pension contribution) <b>Total £462.23</b>	Clerk
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		Mrs J C Tester	Clerk expenses	Stationery Folder (£2.00) Paper (£4.50) Postage (£1.01) Additional Printing (£4.00) <b>Total £11.51</b>	
		Mrs J C Tester	Clerk Overtime	10 hrs for May/June 2017 (Ref. Minute Item 311; 14 April 2018) <b>Total £102.20</b>	
		NEST	Clerk Pension	£13.29 (PC contribution; 3% of basic salary) plus £22.14 (Clerk contribution) <b>Total £35.43</b>	
		Village Hall	Hall Hire May 2018 (including APM)	<b>£58.00</b>	
		Village Hall	Contribution Towards Hog Roast for Village Party 20 May 2018	<b>£50.00</b>	
		B C Martin	Grounds Maintenance	<b>£110.00</b> (Grounds maintenance May 2018)	
		Hambledon Pre-School	Sand for Village Hall Playground x8 Bags	<b>£31.10</b>	
		Do the Numbers Ltd	Internal Audit for y/e 31/03/18	<b>£240.00</b>	
		<b>Tennis</b>			
		Jay Smith	Assistant tennis coaching (21/04/18 to 26/05/18)	<b>£112.50</b>	
		James Craven	Tennis coaching (28/04/18 to 26/05/18)	<b>£350.00</b>	
327	Planning Applications	<p><b>SDNP/18/02185/FUL</b> Rushmere Farm Rushmere Lane Hambledon PO7 4SG <u>Approved - PC warmly supports this application.</u></p> <p><b>SDNP/18/02725/HOUS</b> St David's West Street Hambledon Waterlooville Hampshire PO7 4SN <u>No objection</u></p> <p><b>SDNP/18/02572/LIS &amp; SDNP/18/02571/HOUS</b> 7 High Street Hambledon Waterlooville Hampshire PO7 4RS <u>No objection</u></p> <p><b>SDNP/18/02373/HOUS &amp; SDNP/18/02374/LIS</b> Whitedale House East Street Hambledon Waterlooville Hampshire PO7</p>			Clerk

		4RZ <u>No objection</u>  <b>SDNP/18/02375/HOUS &amp; SDNP/18/02376/LIS</b> Whitedale Cottage East Street Hambledon Waterlooville Hampshire PO7 4RZ <u>No objection.</u>	
328	Planning application notifications received after agenda published	<b>SDNP/18/02705/LIS &amp; SDNP/18/02706/HOUS</b> Hook Vinney West Street Hambledon Hampshire PO7 4QL <u>No objection</u>  <b>SDNP/18/02576/LIS</b> 7 High Street Hambledon Waterlooville Hampshire PO7 4RS <u>No objection</u>	Clerk
329	Planning Decisions	Noted	
330	Annual Parish Assembly 2018	Feedback as follows: <ul style="list-style-type: none"> <li>• APM 2019: <ul style="list-style-type: none"> <li>(i) Mixed response from electors regarding changing the format of the 2019 APM to a more relaxed format, including information ‘stands’ of the village groups and societies. Cllr Quinn to ask for views in PC’s article for the next edition of Hambledonian.</li> <li>(ii) Date should not be in half term school holiday – this will hopefully increase attendance by other sections of the community.</li> </ul> </li> <li>• GDPR: <ul style="list-style-type: none"> <li>(i) Form is too complicated and this is discouraging some electors from responding.</li> <li>(ii) Process to be revised. Cllr Wood has in-depth knowledge of GDPR requirements etc. and will advise Clerk re appropriate way forward, including the use of MailChimp.</li> </ul> </li> </ul>	Cllr Quinn  Clerk/Cllr Wood  Clerk/Cllr Wood
331	VIPWG	Report as per APM 31/05/18	
332	Tennis WG	Report as per APM 31/05/18	
333	Torchlight Procession	It was agreed that the Parish Council should take formal responsibility for the torchlight procession, with Ed Vincent leading the arrangements on its behalf, including a full risk assessment which the Clerk will send to PC’s insurers.	Cllr Thornton/Clerk
334	Reports & Issues (Information Only)	<ul style="list-style-type: none"> <li>• <b>HCC Parish Council Transport Representative Meeting</b> - Sat 16 June 2018; 10am-12noon. Mitchell Room, EII Court. <u>No councillors available</u></li> <li>• <b>HCC Winchester Passenger Transport Forum</b> - Thurs 21 June 2018; 2-4pm. Mitchell Room, EII Court. <u>No councillors available</u></li> </ul> <p>Cllr Quinn to include a request for a Passenger Transport Representative in the PC’s article for the next edition of the Hambledonian.</p>	Cllr Quinn
335	Next meeting	Monday 02 July 2018 (Hambledon Village Hall, 7.30pm)	

336	Exclude public & press	No members of the public in attendance.	
337	Confidential matters  Clerk's annual leave       Any Other Business	<p>It was agreed that the Clerk's contract, dated 22/05/2017, should be retrospectively agreed and details formally noted. The Clerk currently works 10 hours per week on current salary point SCP21 (pro-rata; as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales), and 21 working days leave pro rata.</p> <p>It was also agreed that as of 01 Sept 2018 the Clerk's hours will increase to 15 per week. Clerk to monitor working hours closely.</p> <ul style="list-style-type: none"> <li>• Grass cutting – Clerk to check with WCC re grass cutting contract details – where and how many times per year? Current frequency is not enough &amp; long grass cuttings are being left on the ground. No cutting currently done near Donkey Field, East Street.</li> <li>• Key for new notice board – Cllr Quinn to speak to others regarding views on what type of advertisements/articles could be put up in 'public' section.</li> <li>• Dog mess bins - Clerk to investigate with WCC – who is responsible for emptying etc. Cllr Wigley to advise Clerk re. possible positioning of bins.</li> </ul>	<p>Clerk</p> <p>Clerk</p> <p>Cllr Quinn</p> <p>Clerk/Cllr Wigley</p>

**The meeting closed at 8.31pm**

Signed:

Paul Quinn OBE

Dated:

Signed:

Joanna Tester (Clerk & Responsible Financial Officer to HPC)

Dated: