

Hambledon Parish Council meeting on Tuesday 11<sup>th</sup> December 2018 at the Village Hall in Hambledon at 20:00 hours.

**Draft Minutes**

Present: Cllr John Anderson, Cllr Philip Underwood, Cllr Stewart Payne, Cllr Mike Parry, Cllr Mary Grove, Cllr Paul Pattinson, Cllr Sean Sinnott, Joanna Cadman, Caroline White

1. Questions from Members of the Public – There were no members of the public in attendance.
2. Apologies for Absence – None reported
3. Draft Minutes of the Parish Council Meeting held on 6<sup>th</sup> November – The minutes were signed by Cllr Anderson as a true record of the last meeting.

4. Declaration of Interests

Cllr Anderson: Trustee, Hambledon Almshouses; Trustee, Hambledon Football Club

Cllr Parry: Trustee, Hambledon Almshouses

Cllr Pattinson: Trustee, Hambledon Almshouses

Cllr Payne: Trustee, Hambledon Nursery School

Cllr Grove: Member, Village Hall Committee; Trustee, Hambledon Football Club.

Cllr Sinnott: Member of the Management Committee, Hambledon Village Shop

- Cllr Underwood offered to be co-opted to the Parochial Church Council as a representative. There were no objections from the other councillors.

- Cllr Anderson declared an interest in the planning application **WA/2018/1883** as a neighbour to the site in question.

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5. Brief Verbal Report from the County Councillor on matters from Surrey County Council affecting this Parish. Cllr Victoria Young was not in attendance at the meeting
6. Brief Verbal Report from the Borough Councillors on matters from Waverley Borough Council affecting this Parish. Neither Cllr Holder or Cllr James were present at the meeting.

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7. Finance

- a. Verbal update on finances. The Clerk and RFO reported that the current account balance is £9,256.63. The reserve account balance is £3,345.00 and the Henry Smith Charity account balance is £1,570.16.  
The Henry Smith Charity Grant for 2018 will be paid into the specific account before Christmas and Cllrs Grove and Sinnott are leading on the decisions around grant spending from that account.
- b. The following payments were agreed to be paid and signed by two councillors. **They will all be paid with dual authorisation through the online banking system.**
  - i. Village Hall Hire 2018 - £196
  - ii. Clerk's Expenses Q3 and 4 £73.80
  - iii. Workstation – printing paper - £7.50
  - iv. Family Tree Folk - Archive Paper - £26.55
- c. Cllr Anderson suggested that we deal with item 14 as it is relevant to the budget discussion – Cllr Anderson explained that Following advice from Surrey and Sussex

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Association of Local Councils (SSALC), it was noted that the role of Clerk and Responsible Finance Officer is a statutory one with increasing pressures and administration and as such must be properly resourced and recompensed. The Parish Council therefore agreed to appointment Mrs Julie Flenley, who lives locally and was the second-place applicant from the previous recruitment process) as new Clerk. In addition to that, because of the Budget and upcoming elections, a Locum acting as Assistant Clerk will be brought on board to cover the transition period. Councillors undertook a discussion on the costs involved. **Members agreed to the appointments of Julie Flenley as Clerk (at £4320 per annum) and Joanna Cadman as temporary Assistant Clerk and the overspend request for £600 in relation to the latter post.**

- d. The draft budget for 2019/20 was discussed bearing in mind pressures from Waverley Borough Council and the costs of a Parish Council election in 2019. Subscription levels remain the same as in the last year. Councillors agreed an increased maintenance figure of an extra £1000, due to the ever-decreasing budgets from SCC and the continued pressure on the verges, ditches and hedges in the Parish. Grants were agreed in the budget at the same level for CAB and Hoppa, should they request them. It was agreed to add £100 to the budget for the informal area in anticipation of maintenance and improvement. Cllr Sinnott reported the figures raised in the summer by the Village Festival and outlined the grants given to the local organisations in the Parish. Councillors thanked Cllr Sinnott and the committees for all their hard work and expressed a strong will to continue the Parish Council support the Fete and associated events in the future. It was noted that a budget of £800 must be allowed for the Parish Council election which is scheduled for 2019. A figure must be submitted to Waverley by 4<sup>th</sup> January in order to request the precept amount. **A figure of £13,017 will be submitted representing an increase of £1000.**

### 8. Planning Policy

The Clerk gave an update on Planning enforcement items – Re: 5 Hydestile Cottages. It was noted that the tenant has until 31<sup>st</sup> December to submit the retrospective planning application for the crossover. **Contact will be maintained with WBC on this matter.**

### 9. New Planning Applications

**WA/2018/1883 Hambledon House Farm Buildings, Vann Lane, Hambledon, Godalming, Surrey, GU8 4HW**

**Application under section 73 to vary condition 1 of WA/2018/0355 (approved plans) to allow internal alterations and alterations to elevations.** Deadline 11<sup>th</sup> December. We have been granted an extension until the 17<sup>th</sup> December for our comments. Councillors noted that there are enforcement issues around permitted hours of work, mud on the road and works already undertaken. It was noted that the environmental management plan was not being adhered to.

It was pointed out that on very many occasions we have tried to support affordable and small starter-home type housing. However, Waverley, and the planning system have enabled developers to thwart our objectives by allowing repeated applications for incremental enlargement of living space. The original scheme had 12 bedrooms and the current scheme is now up to 16 study/bedrooms. This has been achieved by reconfiguration of the first-floor rooms and increase of the roof heights.

Additionally Car-Parking could be a material planning consideration. **An objection along these lines will be drafted and sent to the planning officer, together with a supplementary letter to Elizabeth Sims and the enforcement team.**

**10. Recent Planning Applications**

- a. **WA/2018/1519 Erection of extension and alterations to existing garage to provide ancillary accommodation.** The Sheiling, Petworth Road Councillors noted that permission was refused.
- b. **WA/2018/1527 Erection of 11 cabins for holiday let together with associated works. Land known as Hammonds Piece, Roundals Lane** It was noted that Waverley had advised the applicant that the application would be refused, and the application was subsequently withdrawn.
- c. **WA/2018/1604 St Dominic's School. Erection of A Performing Arts Building Following the Demolition of the Existing Swimming Pool Building and Greenhouse.** It was noted that full permission has been granted for the above scheme.
- d. **WA/2018/1668 Erection of a single storey extension. Heath Cottage, Malthouse Lane.** It was noted that full permission has been granted for the extension.

In relation to St. Dominic's, members asked the Clerk to check in with contacts at St. Dominic's about any plans for The Lodge. We were advised that discussions would take place at a senior level over the summer. **The query will be copied to Andrew Falk and the Chairman of the Board of Governors.**

**11. Maintenance Update**

Cllr Parry reported that ditch clearance will begin in the village on Monday 17<sup>th</sup> December. The Clerk was asked to advise Stuart Copping at SCC and to add a note to the village website. The invoice for the work will be submitted to SCC for inclusion in the grant application.

Cllr Parry noted that there are 6 people so far who have volunteered to get involved in the volunteer path warden scheme to maintain footpaths in the village. Cllr Parry will go back to Surrey County Council to investigate the next steps and report back to the next meeting.

Bridleway 186 – we have received a quote from SCC for refurbishment and repair works at a cost of £3-5k. It was noted that the Community Fund might contribute to funding and there are several other funding opportunities that we might explore. **Cllr Anderson and Cllr Parry will investigate these options and report back to the next meeting.**

**12. Village Matters**

Update on Speed Limits – Cllr Grove reported that she is still investigating the options around limiting speed through the village. Surrey Police will also be contacted to see whether they can get involved. **The Clerk was asked to check with SSALC of any pilot projects they are aware of.**

Welcome Packs – Add this as a standing item to ensure that people are contributing information on new residents and **Cllr Grove will get Welcome Packs sent out, once they are checked for accuracy.**

**13. Village Organisations**

Almshouses - nothing to report

Nursery School –

Village Hall – It was noted that new stage curtains will be arriving soon. A tea party is planned for Saturday 15<sup>th</sup> December to thank residents for supporting the Hall.

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Village Shop – Cllr Sinnott passed on positive reports from the shop. Carols will be sung outside at 12noon on 24<sup>th</sup> December. Councillors noted that the drainage smell is still an issue, despite a new pipe being laid.

It was noted that Saturday June 20<sup>th</sup> and Sunday 21<sup>st</sup> 2020 are set dates for the next Village Midsummer Festival. **Chiddingfold and Witley Parish Councils are to be advised.**

14. Update on Clerk Appointment and interim arrangements – This item was discussed and agreed earlier on in the agenda.

15. Reports from outside meetings

Monday 19<sup>th</sup> November Town and Parish Planning Forum. The meeting was attended by 4 councillors. Cllr Anderson updated members on the Peer Review. There are some salient points around the resourcing of the planning department and processes undertaken. Feedback to be given includes the desire for an executive summary on each planning application to assist consultees with their responses. **The Clerk was asked to check again for the handouts and the notes from the meeting on 19<sup>th</sup> November.**

Wednesday 28<sup>th</sup> November Surrey Hills Symposium. – No representatives from Hambledon attended this event.

Monday 3<sup>rd</sup> December Joint meeting with Towns and Parishes – The Clerk attended this meeting which concentrated on finance and budgets for the coming year as well as the current County Council consultation on proposed closures of recycling facilities and children's' centres.

16. Forthcoming outside meetings – There are none scheduled as yet.

17. Correspondence – The Clerk reported that a CAB grant request has been received – Councillors agreed that £100 will be sent as per the budget.

Cllr Sinnott noted that he had been sent an e-mail from a resident Nick Massey in support of a 20mph speed limit through the village.

18. Date of next meetings

**9<sup>th</sup> January 2019**

5<sup>th</sup> February 2019

5<sup>th</sup> March 2019

2<sup>nd</sup> April 2019

Annual Village Meeting - Thursday 25<sup>th</sup> April

14<sup>th</sup> May 2019 – Annual Meeting

4<sup>th</sup> June

2<sup>nd</sup> July

3<sup>rd</sup> September