

## HAMBLEDON PARISH COUNCIL MINUTES

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Hambledon Parish Council meeting on Tuesday 12<sup>th</sup> November 2019 at Hambledon Village Hall at commencing at 20:00 hours.

### Present

Cllr John Anderson (Chairman), Cllr Mary Grove, Cllr Robin McKeith, Cllr Sean Sinnott, Cllr Philip Underwood, Cllr Jan Floyd-Douglass (WBC) and Julie Flenley (Clerk).

### AGENDA

1. Questions from members of the public – One present, no questions fielded.
2. Apologies for Absence – Cllr Trevor Sadler (WBC).
3. Draft Minutes of the Parish Council Meeting held on 8<sup>th</sup> October 2019 were agreed and signed by the Chairman.
4. Declaration of Interests.  
Cllr John Anderson: Trustee, Hambledon Almshouses; Trustee, Hambledon Football Club, Hambledon Community Fund  
Cllr Mary Grove: Member, Village Hall Committee; Trustee, Hambledon Football Club  
Cllr Sean Sinnott: Member of the Management Committee, Hambledon Village Shop; Member of the Management Committee, Hambledon Festival Association, Hambledon Community Fund  
Cllr Mike Parry: Trustee, Hambledon Almshouses  
Cllr Phillip Underwood: Parish Council representative of the Parochial Church Council, Hambledon Parish Church  
Cllr Stewart Payne: Trustee and Parish Council representative, Hambledon Nursery School
5. Brief Verbal Report from the County Councillor on matters from Surrey County Council affecting this Parish. Cllr Victoria Young was not present at this meeting.
6. Waverley Borough Councillor Floyd-Douglass updated on her meeting with Cllr Parry and Mark Collins with regards to boundaries within Hambledon to establish where the responsibility for maintaining them lay. Cllr Floyd-Douglass also confirmed that she had a meeting with Cllr Victoria Young to see what could be offered to the parish from Cllr Young's personal allowance in 2020/2021.

Cllr Floyd-Douglass also confirmed that the new Biffa waste refusal round was already proving to be more efficient as the refuse lorries could be filled on both sides, unlike the previous ones. Cllr Floyd-Douglass also reported that she and Cllr Sadler were proposing to arrange surgeries in the new year in Hambledon. Dates in January are being investigated.

*Action: Cllr Grove to check availability of Hambledon village hall for Waverley Councillor surgery availability. Dates once confirmed will be circulated in the parish magazine.*

## 7. Finance

### 7.1 Update on Clerks Hours and Salary Review

Cllr Anderson confirmed the contents of the letters he sent to the Clerk on behalf of Hambledon Parish Council dated 6<sup>th</sup> and 7<sup>th</sup> November 2019 with regards to salary and working hours. It was unanimously agreed amongst the Councillors that in evaluating the Clerk's working hours, that an increase should be made from 6 hours per week to 10 at the same rate which she is currently remunerated, from January 2020, a full year after the Clerk has been in post.

Furthermore, the Clerk's homeworking allowance was being increased to £20 per month from January 2020, and an overtime payment amounting to £500 with regards to the audit was to be paid to her by the end of December 2019. This would render an apparent overspend in the Clerks's salary of £1,220 but these payments were to be made utilising savings in the training budget, Clerk's on costs budget and the election budget. All points were also agreed by Councillors.

Furthermore, Councillors agreed the Clerk taking up a new post as Clerk and RFO at Alfold. The Clerk confirmed that she had agreed that Hambledon Parish Council was her first place of employment and that Alfold had undertaken not to hold its meetings on Tuesdays where she had already been committed to Hambledon Parish Council. Furthermore, the Clerk confirmed that Hambledon now shared the use of the Alford-provided laptop and noted Cllr Sinnott's suggestion that Hambledon Parish Council should investigate its own storage "Cloud", keeping HPC work entirely separate and confidential and that councillors would be able to access. Hambledon Parish Council wished her well working with both Parish Councils.

*Action: Clerk and Cllr Sinnott to research Cloud storage for use by Hambledon.*

### 7.2 Verbal update on monthly finances

The Clerk stated that the balance in Hambledon Parish Council's 3 accounts were as follows

- Treasurers account £9,933.85
- Reserves account £8,345
- Henry Smith's Charity (BB Business Online Account) £1,595.93
- New Henry Smith Account £0

Forecasts were also looked at to financial year end and at presently, and Councillors were content with the projections. The Clerk had inputted new forecasts for salary and confirmed that Councillors were keeping largely within expenditure.

### 7.3 Draft Budget for 2020/2021

Councillors discussed the circulated draft budget for 2020/2021 and noted that the Maintenance budget had increased alongside the Clerk's salary but that these were in keeping with budget cuts and other similar parishes locally. The Clerk also confirmed that Surrey County Council have cut the Council Tax Support Grant and the Compensatory Grants to nil, which leaves a deficit of £610 from 2019/2020.

*Action: Councillors to evaluate budget and respond to Clerk with any questions. Agreed to sign off draft 2020/2021 budget at the December meeting in order to apply for the new precept.*

#### 7.4 Payments approved:

- Tim Coleman invoice no. 217 for £160 – grass cutting, ditching and clearing Paddock Close.
- Colin Rapley invoice no. 1682 for £1,641.60 - hedgecutting works within the parish.

#### 7.5 Henry Smith Charity

The Clerk notified Councillors that she had now set up a further Treasurers account, annotated as the Henry Smith Account and that mandates were being cleared at the bank. A Cheque book had been issued and transfers can take place directly from the account. The Clerk also informed Councillors that a new application for grant money was being undertaken for next calendar year. Cllr Sinnott confirmed that winter payments to grant recipients were in hand and would be reviewing recipients and amounts of Hambledon Village Shop Vouchers .

#### 8. Planning Policy Update on Planning enforcement items

- Barn in field adjacent to Hydon's Farm – Cllr Payne stated that activity in and around the site appears to have ceased. He confirmed that both he and the Clerk had been in touch with the enforcement team at Waverley Borough Council to enquire as to the legal use of the building. Waverley confirmed that there was no planning history on the building since it's erection in the 1960's and as such there is no formal use.

Action: Situation to be kept under review.

#### 9. New Planning Applications

- **WA/2019/1537** - Hydon Farm. Application received for equestrian barn, stables and arena. Councillors agreed that the scale of the proposals was disproportionate, and too large for the greenbelt and particular scrutiny was given to the Supplementary Parish Plan and CPRE reports on developments within greenbelt areas.  
It was agreed that Hambledon Parish Council would object to the proposals with regards to the reasoning above.
- **WA/2019/1637** - Heather Hill, Hydon Heath - Erection of extension following demolition of existing conservatory. No objection
- **WA/2019/1709** - Bearmonde - Erection of extensions and alterations following demolition of existing extensions; installation of solar panels on the roof and a swimming pool. No objection.
- **WA/2019/1747** – Hydon Farm application received for alterations to existing detached garage/store to form ancillary inhabitable accommodation. Extension to be agreed with Waverley Borough Council.

Action: Extension of time to reply to be agreed with WBC regarding WA/2019/1747

#### 10. Recent Planning Applications

- **WA/2019/1180** Nutborne Brickworks. Decision pending for reduction in size.
- **WA/2019/0671** Orchard Farm update – Committee meeting is scheduled for 13<sup>th</sup>

November, where a final decision will be made. Councillors reinforced their support for the scheme, with particular regard for affordable housing in Hambledon. Cllr Anderson is due to speak in favour of the application at the Committee meeting.

## 11. Village Matters

### 11.1 Maintenance, Highways, Hedges/Ditches and rights of way

Cllr Parry informed Councillors that Colin Rapley has finished his program of vegetation cutback on Hambledon's verges and that he would commence a ditch dig-out in January. Surrey County Council also wanted to know which ditches and vegetation cuts have been carried out in order to determine what else needs to be done.

Cllr Parry also attended a meeting with Cllr Floyd-Douglass and Mark Collins from Waverley Open Spaces to establish who was responsible for which ditches and hedges within Hambledon. Cllr Parry also had discussions with Waverley Borough Council's Environmental Services and Parking Manager who is responsible for road cleanliness. All Hambledon's roads have been assessed for cleanliness and there is now a list of roads and notes of frequency of cleaning. The footpath from Lane End to Chiddingfold was considered and cleaning and cutback proposed.

Cllr Parry also discussed dog fouling within Hambledon, particularly by St. Peter's Church. Waverley confirmed that new signs had been erected and the situation would be monitored by WBC. A visible presence would be maintained by Waverley officers to limit dog fouling.

### 11.2 Traffic and Speedwatch

Cllr Grove confirmed that letters had been issued for speeding cars. At present, there are 5 active members and 12 planned watches, the dates of which have been entered on Surrey Police's website. Cllr Grove confirmed that traffic visibly slows down when they see the volunteers. Cllr Grove also attended the latest Surrey Hills meeting where speeding was also discussed and it was noted that it was also an issue in other areas of West Sussex County Council and Surrey County Council areas.

### 11.3 Parish Plan

A discussion was had with regards to the validity of updating the Parish Plan as opposed to instigating a Neighbourhood Plan with adjacent villages. Cllr Payne agreed to look into the idea and costs.

Action: Cllr Payne to update Councillors on strategies going forwards.

### 11.4 Other village matters – none reported.

## 12. Village Organisations

- Hambledon Almshouses - Air source heating has been fixed.
- Hambledon Nursery School – Nothing to report.
- Hambledon Village Hall – The Village Hall Committee have received a grant from the Hambledon Community Fund of £600 to fix a window.
- Hambledon Village Shop – The new management systems is working well to date and the shop is trading well.
- Hambledon Village Church – Nothing to report.

## 13. Reports from outside meetings - Nothing to report.

## 14. Forthcoming outside meetings – None.

## 15. Correspondence – None

Councillor John Anderson (Chairman)  
Councillor Stewart Payne (Vice Chairman)  
Councillor Robin McKeith  
Councillor Mary Grove

Councillor Philip Underwood  
Councillor Sean Sinnott  
Councillor Mike Parry

**16. Date of next meetings at 8pm in the Village Hall:**

10th December 2019

14th January 2020

11<sup>th</sup> February 2020

10<sup>th</sup> March 2020

14<sup>th</sup> April

23<sup>rd</sup> April 2020 Parish Assembly

12<sup>th</sup> May 2020

**MEETING CLOSED AT 10.09 PM**