

HAMBLEDON PARISH COUNCIL MINUTES

Julie Flenley (Clerk) Tel: 01428 683 903 Email: clerkofhpc@outlook.com

Hambledon Parish Council meeting on Tuesday 14th April 2020 via Zoom conference call at 18.30 hours.

Present

Cllr John Anderson (Chairman), Cllr Stewart Payne (Vice Chairman), Cllr Mary Grove, Cllr Philip Underwood, Cllr Robin McKeith, Cllr Mike Parry, Cllr Sean Sinnott and Julie Flenley (Clerk).

AGENDA

1. Questions from members of the public. No one logged in.

In Remembrance of Mary Caroe-

A moment's silence and tributes were paid to Mary Caroe, who recently passed away after contracting Covid-19. Many fond memories were recounted by Councillors, and Hambledon Parish Council offers its deep condolences to the family at this sad time.

2. Apologies for Absence –Cllr Trevor Sadler (WBC) and Cllr Jan Floyd-Douglass (WBC).
3. Draft Minutes of the Parish Council Meeting held on 10th March 2020 were agreed and will be signed by the Chairman at a later date.
4. Declaration of Interests.
 - Cllr John Anderson: Trustee, Hambledon Almshouses; Trustee, Hambledon Football Club, Member of 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; Member, 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. Brief Verbal Report from the Waverley Borough Councillors on matters from Surrey County Council affecting this Parish. Cllrs Floyd-Douglass and Sadler were not present at this meeting.
7. Update from the Emergency Committee regarding the current situation.

Cllr Stewart Payne as Emergencies Coordinator for the Parish Council reported that a conference call meeting was held on 10th March to discuss Covid-19. Cllr McKeith, upon agreement with other Councillors, had leaflets printed on behalf of Hambledon Parish Council which were, with the assistance of Councillors and other volunteers, delivered to every house in the village, offering a point of contact if help were needed.

A notice had also been posted on the notice boards in the Village and on the website, giving details of HPC Councillors, in case of need.

The Parish Council has been providing guidance and helping to open communications within the Village organisations.

There have also been regular updates on the village website, including a daily product list from the village shop.

Cllr Sinnott reported that people had worked together to get deliveries going once the shop had closed, and the shop has dealt with many issues as they have arisen.

(See Shop report below, paragraph 13.)

Councillors conveyed their thanks to Cllrs Payne, McKeith and Sinnott.

8. Finance

8.1 Verbal update on monthly finances for 2019/20, month 1 budget update

The Clerk presented the final expenditure figures for 2019/20 and confirmed that there was a small underspend for the year which could be allocated to some maintenance work in the new financial year. The Clerk also requested that a sum of £1,500 which is residual funds from previous years be transferred to the Reserves account. This was agreed. The new precept for 2020/2021 had been received.

The Clerk stated that the balance in Hambledon Parish Council's 4 accounts were as follows

- Hambledon Parish Council Treasurers account £20,402.47
- Hambledon Parish Council Reserves account £8,345
- Henry Smith Treasurers Account £505.52
- Henry Smith's Charity (BB Business Online Account) £NIL – To be closed via letter

Action: Clerk to transfer funds to Reserve account and to close HSC (BB acct)

8.2 Payments to be approved: None

8.3 Henry Smith Charity Verbal Update

The Clerk reported that the 2019 grant had been applied for and that the money was yet to be funded to the Parish Council's Henry Smith Charity Account but it was her understanding that the Charity was working under skeleton staff which would account for the small delay. The Clerk agreed to update Councillors when the funds were credited. The Clerk also confirmed that the 2020 grant funding was to be released early in light of the Covid-19 pandemic to assist people who are encountering financial hardship.

Action: Clerk to update Councillors when funding is credited to Henry Smith Account.

9. Planning matters update

Cllr Anderson confirmed that Orchard Farm had now attained full planning approval.

The forthcoming meeting with Zac Ellwood, head of Planning at WBC, has now been rearranged for June.

10. New Planning Applications

WA/2020/0427 The Old Cottage, Vann Lane, Hambledon, GU8 4HW. Erection of extensions and associated works. Councillors confirmed that the application was submitted by a new architect detailing existing extension plans (which already had approval) with the addition of a new porch. Agreed that the Clerk would send a letter of no objection to Waverley Planning Department.

Action: Clerk to draft letter and send to Waverley Borough Council.

11. Recent Planning Applications

NMA/2020/0038 Hambledon Park, Vann Lane, Hambledon, GU8 4DY. Non Material Amendment to WA/2007/0188 as per covering letter provided by applicant.

WA/2019/2129 3 Warren Lane, Hambledon, GU8 4HQ. Erection of an attached garage and store. Full Permission Granted.

WA/2019/1180 Nutborne Brickworks. Decision pending.

WA/2019/1747 Hydon Farm. Alterations to existing detached garage/store to form ancillary habitable accommodation. Decision pending.

WA/2019/1996 – 2 Jasmine Cottage, Warren Lane, Hambledon GU8 4AS. Erection of an outbuilding. Full permission granted.

WA/2019/1985 – Hambledon Lodge, Vann Lane, Hambledon, GU8 4HW. Erection of a dwelling car port and stables following partial relevant demolition of existing unlisted dwelling within a conservation area (revision of WA/2019/0470). Decision pending.

12. Village Matters

12.1 Maintenance, Highways, Hedges/Ditches and Rights of Way

Cllr Parry informed Councillors that efforts were suspended during March due to the storms and heavy rain. The areas of concern around Vann Lane were being looked at now the weather had improved, in order to assess a program of repairs and upgrades to reduce flooding issues. Cllr Parry and the Clerk are to liaise with Surrey County Council in order to see if a workable solution can be found between Surrey and Waverley Councils. Cllr Parry has forwarded a report outlining his proposals.

Cllr Parry also reported that the cricket green had its first cut of the season and that the Cricket Club would work with the contractor to arrange future cuts. Hambledon Parish Council have agreed to fund one cut every three weeks.

It was also noted that there was still a substantial amount of water on Bridleway 186. Solutions were being looked at, and Cllr McKeith agreed to lay some balast to assist in water run-off. Cllr Anderson also confirmed that he had contacted Jim Parker to discuss the Rights of Way application which was recently made, and that the Parish Council supported the current application.

Action: Cllr Parry and Clerk to contact Surrey County Council on proposed maintenance works.

Action: Cllr McKeith to lay balaston B186 to assist in drainage.

12.2 Traffic and Speedwatch

Cllr Grove reported that the Speedwatch is on hold because of Covid-19 and that there was noticeably less vehicular traffic traversing the village. However non-vehicular traffic had increased. Cllr Grove reported that she had erected signs in parts of the village requesting that vehicles reduce their speed. Councillors agreed to keep the signs in situ due to the increase in non-vehicular road use at this time.

12.3 Parish Plan and Neighbourhood Plan

No further update.

12.4 Risk Analysis

Cllr McKeith had circulated a report covering the role of Parish Councillors in the current situation. It was agreed that Cllrs were providing guidance and helping to open communication channels and not to assume responsibilities for any actions. The report was agreed and would be added to the Risk Register. (See attached report.)

Action: Clerk to update Risk Register and add report.

12.5 Annual Parish Assembly and Litter Pick

The Clerk confirmed that the Annual Parish Assembly and litter pick had been cancelled in April because of Covid-19. The situation will be kept under review and possibly reinstated in the Autumn, subject to restrictions being lifted.

12.6 Other village matters

Cllr Payne confirmed that the bus shelter works were underway. The roof has almost been reinstated, but there is no wooden bench as yet.

13. Village Organisations

-Hambledon Almshouses - The Trustees' meeting due to have been held last week was cancelled due to the current restrictions. There are no pressing items needing attention. Cllr. Parry is keeping in regular touch with the residents.

-Hambledon Nursery School – On 1st April, the Trustees held both the AGM and a regular meeting conducted by video conferencing. All existing Trustees remain in place for another term. The Head Teacher, Kate Walford, advised that the Nursery School had been required to close on Friday March 20th under Government regulations. The Chair of the Trustees, David Evans, outlined that parents would not be charged when their children were not at school. The staff will continue to receive full pay for the spring Term, and it is now confirmed that the school qualifies under the Government Job Retention Scheme going forward.

-Hambledon Village Hall – The Village Hall is closed. Action has been taken to ensure the Village Hall comply with the insurance company's requirements. The caretaker is redecorating the cloakrooms, so there is a regular presence there. Paul Vacher carries out regular safety checks when the caretaker is not present. No news on the roof repairs as yet.

-Hambledon Fete Committee – The Committee has decided to postpone the fete weekend until September because of Covid-19. The situation will be kept under constant review and updates will be provided on the website. Thanks were offered to the Fete Committee for their work.

-Hambledon Village Shop - Over the past month the Hambledon Village Shop has had to adapt the way in which it functions to meet the challenges brought on by the COVID-19 situation and the needs of the villagers. Consequently, helped by a large village volunteer group, lead by Jon Peterson, the shop has moved from a grocery shop, deli and post office to a grocery & essentials home delivery organisation.

The shop currently makes deliveries within Hambledon to all, both able bodied and those that are self-isolating, 5 days a week, with up to 60 deliveries on any given day. The support from the village has been overwhelming, and the shop would not have been able to adjust in such a short space of time

without this support. The HPC would like to say a very big thank you to the shop team, the management, staff, and the volunteers.

- Village Church – The Church is streaming a Sunday worship service over Zoom from Hambledon Village churchyard. This is being done every Sunday in addition to regular Zoom coffees. There are also church volunteers who are contributing 'acts of kindness' - 136 have been completed to date. The Church is also offering financial assistance to people in financial hardship. Anyone needing help at this time should contact Rev. Simon Willetts directly. Thank you to Rev. Willetts and his colleagues at St. Peter's Church for their endeavors at this time.

- The Merry Harriers - HPC thanked The Merry Harriers' owner, Peter de Savary and the pub manager, Jake Andreou. The Merry Harriers had delivered a gift of Easter Eggs to the NHS staff at The Royal Surrey County Hospital, and with additional eggs given to staff and volunteers at the Village Shop. The Merry Harriers also donated £2000 per month for 6 months to those in most need within the Parish.

14. Reports from outside meetings - Nothing to report.

15. Forthcoming outside meetings – None.

16. Correspondence – None.

17. Date of next meetings at 6.30pm via Zoom until further notice:

- | | |
|----------------------------------|---|
| - 5 th May 2020 | - 5 th January 2021 |
| - 2 nd June 2020 | - 2 nd February 2021 |
| - 7 th July 2020 | - 2 nd March 2021 |
| - 1 st September 2020 | - 6 th April 2021 |
| - 6 th October 2020 | - 22 nd April 2021 Parish Assembly |
| - 3 rd November 2020 | - 4 th May 2021 |
| - 1 st December 2020 | |

MEETING CLOSED AT 7.49 PM