

# HAMBLEDON PARISH COUNCIL MINUTES

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Hambledon Parish Council meeting on Tuesday 5<sup>th</sup> May 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. John Anderson was proposed Chairman by Cllr Underwood and seconded by Cllrs McKeith and Sinnott, Cllr Anderson proposed Cllr Payne as Vice Chairman and seconded by Cllrs McKeith and Sinnott.
2. Questions from members of the public. No one logged in.
3. Apologies for Absence –Cllr Trevor Sadler (WBC) and Cllr Jan Floyd-Douglass (WBC).
4. Draft Minutes of the Parish Council Meeting held on Tuesday 14<sup>th</sup> April 2020 were agreed and will be signed by the Chairman at a later date.
5. Declaration of Interests (S. 29 Localism Act 2011) to be retained by Councillors until Coronavirus lockdown is lifted.
  - 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, Member of the Village Website Team.

Standing Orders were all agreed by Councillors for 2020/2021.

Action: Clerk to record.

6. 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.
7. 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.

8. Update from the Emergency Committee regarding the current situation.

Cllr Payne notified Councillors that not much had changed since the previous meeting – the shop was operating at a hugely increased capacity and taking orders directly with regular stock listings being published on the website and emailed to villagers. The Shop remained committed to its two-eam plan in order to keep the risk of infection to a minimum.

Cllr Grove confirmed she had contacted Witley Surgery and that people had been volunteering their assistance to deliver prescriptions.

Cllr Anderson reported that Rev Willetts had a good number of volunteers who were continuing to provide assistance to villagers by collecting groceries, prescriptions and making phone calls.

9. Noting for the record, Minutes and Financial Statement for the Parish Assembly on 25<sup>th</sup> April 2019. Financial Statement: Note to be added with regards to the current account balance 2017/2018. Minutes agreed but for amendments to a few small typos.

Action: Clerk to update.

10. Finance

10.1 Financial regulations to be agreed and signed off for 2020/21

Regulations agreed unanimously and signed off.

Action: Clerk to record

10.2 Draft Financial Accounts Year 2019/2020

Final accounts produced and agreed, and figures going forward on the Annual Governance and Accountability Return (AGAR) also agreed. All subject to Audit. Accounting statement on AGAR read out by Cllr Anderson and responses agreed by all Councillors.

Action: Clerk to submit Accounts to Auditor

10.3 Verbal update, 1 month budget update

Clerk stated that there has been no material transactions yet this financial year but a forecast would be produced when invoices started to come in.

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

- Hambledon Parish Council Treasurers account £18,302.47
- Hambledon Parish Council Reserves account £9,845
- Henry Smith Treasurers Account £2,505.52
- Henry Smith's Charity (BB Business Online Account) £NIL – Letter confirming closure sent to Lloyds
- Action: Clerk to confirm when Old Henry Smith Account closed

10.4 Payments to be approved

- Julie Flenley Ink £34.99

10.5 Henry Smith Charity Verbal Update

The Clerk reported that the 2019 grant had been credited. Cllr Grove reported that local organisations had been contacted to seek recipients. Shop vouchers have been received and will be paid to Hambledon Village Shop accordingly.

#### 11. Planning matters update

Cllr Anderson confirmed that Waverley are slow in responding to queries but it was understandable under the circumstances. There are also no Planning Committee meetings at present due to Coronavirus.

It was also noted that work had commenced on Hambledon House and it was queried whether the Planning Conditions regarding the start of construction had been approved for the site.

*Action: Clerk to check whether the conditions had been granted for commencement of work at Hambledon House.*

#### 12. New Planning Applications

**WA/2020/0427 Sage Cottage, Warren Lane, Hambledon GU8 4AS.** Erection of a garden shed.

Councillors noted that the parking space was tight to park two cars if the shed is allowed, as there is presently ample parking for 2 cars and that the potential fire risk for a shed so close to the house should be addressed.

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

#### 13. Recent Planning Applications

- **WA/2020/0427** The Old Cottage, Vann Lane, Hambledon, GU8 4HW. Erection of extensions and associated works. PENDING
- **NMA/2020/0038** Hambledon Park, Vann Lane, Hambledon, GU8 4DY. Non Material Amendment to WA/2007/0188 as per covering letter provided by applicant. NMA Allowed.
- **WA/2019/1180** Nutbourne Brickworks PENDING
- **WA/2019/1747** – Hydon Farm, Hambledon Road, Hambledon, GU8 4DL. Alterations to existing detached garage/store to form ancillary habitable accommodation – PENDING
- **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). PENDING.

#### 14. Village Matters

##### 14.1 Maintenance, Highways, Hedges/Ditches and Rights of Way

Cllr Parry noted that Nigel Jefferies had submitted his first invoice of the year and that he was due to attend the village green this week for a second cut. It is relatively quiet in terms of maintenance but Tim Coleman is due to commence his annual works, which will include some work on the bridleways. Verges will be cut back in June/July which will either be carried out by Surrey County Council or Tim Coleman. Volunteers were due to start work on the Bridlepath by The Merry Harriers.

##### 14.2 Traffic and Speedwatch

Cllr Grove reported that there was an increase in traffic with a mixture of speeding and considerate drivers. A call had been made to Chandlers to report speeding lorries within Hambledon, but no response has been received. Paul Osbournes email with regards to traffic was also noted in terms of a reduction of work vehicles as opposed to residential cars.

#### 14.3 Parish Plan and Neighbourhood Plan

No update to the Parish Plan this year, nothing to report.

#### 14.4 Risk Analysis

Cllr McKeith amended the Risk Register and the Clerk has updated. Cllr Payne reported that an upended sign and some trees had been at Hydestile Crossroads which has been reported to Surrey County Council.

Action: Clerk to recirculate Risk Register.

#### 14.5 Annual Parish Assembly and Litter Pick

The Clerk confirmed that the Annual Parish Assembly and litter pick had been cancelled until further notice. The situation will be kept under review and possibly reinstated in the Autumn, subject to restrictions being lifted.

#### 14.6 Other village matters

Recent email exchanges on Hydon Farm were reported by Cllrs Payne and Grove and noted for the record.

Maintenance of the Play area by the Village Shop was raised. It was confirmed that the Parish Council is not responsible for this area. This should be recorded in the Risk Register

Action: Clerk to be added to Risk Register.

#### 15. Village Organisations – Trustees and Representatives appointed as follows and Reports:

-Hambledon Almshouses - Cllr Parry and Cllr Anderson appointed. Nothing to report

-Hambledon Nursery School – Cllr Payne appointed. A recent meeting was held to discuss the situation going forward. The nursery sector as a whole is a concern in terms of viability but Hambledon Nursery funds were sustainable through the summer terms and holidays and they hope to reopen in September if not before.

-Hambledon Village Hall – Cllr Grove appointed. The Village Hall remains closed. The caretaker has redecorated both of the cloakrooms, and there is regular checking of the premises to ensure they are ready for use as soon as lockdown is over.

-Hambledon Fete Committee – Cllr Sinnott appointed. The Committee has decided to keep the situation under constant review and updates will be provided on the website. If the fete cannot proceed, an alternative solution will be sought in due course.

-Hambledon Village Shop – Cllr Sinnott appointed. Reported that the shop is still operating as a delivery service only and that two teams of ten are operating within the shop. It is operating 5 days out of 7. Deliveries are starting to drop off a little as time has progressed, but the team are looking at how they can switch back to normal when restrictions are lifted.

- Village Church – Cllr Underwood appointed. The Busbridge and Hambledon Church is streaming a Sunday worship service over their website, and there has been a peak of 650 views, dropping to a steady 450 views each week. All services are accessible over the website. Rev. Simon Willetts family had kindly added a lemon drizzle cake into each shop order this week as a gift to villagers.

Cllr Underwood also reported that Louis deBernier's father had passed away and that there would be a memorial service in the autumn.

16. Reports from outside meetings - Nothing to report.

17. Forthcoming outside meetings – None.

18. Correspondence – None.

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

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|----------------------------------|---|
| - 2 <sup>nd</sup> June 2020      | - 5 <sup>th</sup> January 2021                |
| - 7 <sup>th</sup> July 2020      | - 2 <sup>nd</sup> February 2021               |
| - 1 <sup>st</sup> September 2020 | - 2 <sup>nd</sup> March 2021                  |
| - 6 <sup>th</sup> October 2020   | - 6 <sup>th</sup> April 2021                  |
| - 3 <sup>rd</sup> November 2020  | - 22 <sup>nd</sup> April 2021 Parish Assembly |
| - 1 <sup>st</sup> December 2020  | - 11 <sup>th</sup> May 2021                   |

**MEETING CLOSED AT 7.51 PM**