

HAMBLEDON PARISH COUNCIL MINUTES

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Hambledon Parish Council meeting on 2nd June 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, Julie Flenley (Clerk), Cllr Jan Floyd-Douglass (WBC).

AGENDA

1. Questions from members of the public - No members of the public logged in.
2. Apologies for Absence – Cllr Trevor Sadler (WBC).
3. Draft Minutes of the Parish Council Meeting held on Tuesday 5th May 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, Member of the Village Website Team.
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. Cllr Floyd-Douglass.
Cllr Floyd-Douglass confirmed changes in Waverley Planning; Eastern and Southern Committee meetings were being merged into one meeting, so fewer Councillors were dealing with planning applications. This situation will be reviewed in September, but it may continue to May 2021. There is also an increased workload in Planning, and the Planning Department has been busy, as predicted by leaders of the council.

There has also been a change to the call-in procedures at Waverley. Borough Councillors can no longer ask for an application to be called in, but they must first speak to the Chairman or Vice Chairman of the Planning Committee. It then has to be approved by the WBC Head of Planning, which in effect extends the delegated authority. Cllr Sadler is appointed to the Committee.

Cllr Floyd-Douglass also reported that Surrey hospitals had not reached capacity in ICU in terms of Coronavirus cases, and that Headley Court had not had to be used as an overspill for new cases. Waverley Borough Council were also looking at winding down the Local Resilience Forum.

Cllr Anderson asked about the mobile Coronavirus testing center at Haslemere Recreation Center and whether it was still going ahead as publicized. Cllr Floyd-Douglass confirmed that it was for keyworkers displaying symptoms, but must be pre-booked, and she acknowledged it had been poorly advertised.

Cllr Underwood also raised the recent issue of the fires on Thursley Common. He raised the issue of individuals lighting BBQ's on Busses Common and in the sandpits on Hambledon Common. Cllr Parry reported that he had agreed with Stephen Dean to erect signs asking people to refrain from doing so because of the fire risk. The situation was being monitored. Cllr Floyd-Douglass confirmed that there are Bylaws to stop individuals from lighting fires and BBQ's in areas which have a fire risk.

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

Cllr Payne notified Councillors that the Nursery School had been reopened in accordance with Government guidance. Social distancing and thorough cleaning is being carried out. Take-up of 3-4 year old children returning to nursery was as anticipated and went well.

Cllr Payne reported that he had issued notices on Facebook, the COVID WhatsApp group and the village website regarding BBQ's and bonfires, to warn people locally of the dangers.

It was also noted that there was a potential for hospitality institutions to be opening by 4th July, and that regular updates were being posted in the Parish magazine about local organisations' progress during lockdown to let people know what was happening.

Cllr Anderson asked Cllr Payne to convey the Parish Council's thanks to the Nursery School and wish them well.

8. Finance

a) Verbal update on monthly finances, 3 monthly budget update

The Clerk reported that expenditure had been slow in the year to date, but that invoices were expected for maintenance and grass cutting over the summer months.

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

- Hambledon Parish Council Treasurers account £17,699.60
- Hambledon Parish Council Reserves account £9,845
- Henry Smith Treasurers Account £2,330.52
- Henry Smith's Charity (BB Business Online Account) £NIL – Account closed.

b) Audit update

The Clerk confirmed that the accounts were with the Auditor, and that the only outstanding paperwork was the risk assessment and the VAT Return, which was in progress. The Clerk confirmed that she had worked hard to ensure that they were in excellent order and that the Audit process should now be easier than previous years.

Action: Clerk to submit remaining paperwork to Auditor

c) Insurance approval 2020/2021

Councillors agreed the renewal quote and to pay it with this month's invoices.

Action: Clerk to arrange payment and renewal of insurance.

d) Cloud Registration

Clerk noted that she had looked at Cloud storage for Parish Council information and that it would cost in the region of £100. This had been included in the budget for 2020/21. She confirmed that payment would be actioned and log in details would be circulated to Councillors in due course.

Action: Clerk to set up and circulate log in details.

e) Payments to be approved

- BHIB insurance premium 2020-2021 £468.80
- Julie Flenley Q2 Expenses, Homeworking and Mileage £68.10
- Cllr Robin McKeith Printing Expenses, Coronavirus leaflets £203.50
- Tim Coleman invoice no. 233 £200
- Tim Coleman invoice no. 232 £275
- Nigel Jefferies invoice no. 12641 £120
- Nigel Jefferies Invoice no. 12693 £352.80

Councillors approved payments.

Action: Clerk to arrange payment

f) Henry Smith Charity Verbal Update

Cllr Grove reported that local organisations had been contacted to seek out recipients and an update would be provided when grantees had been found. Clerk to put a note into the Parish magazine for the July update asking people who require assistance to approach Cllrs Sinnott, Grove or the Clerk.

Action: Clerk to add to the parish magazine.

9. Planning matters update

Noted the change in call in procedures and the merging of Eastern and Central Planning Committees.

10. New Planning Applications

- **WA/2020/0778** 1 Knowles Cottages, Wormley Lane, Hambledon, GU8 4EZ. Erection of extensions and new vehicular access. Cllr Floyd-Douglass had been in touch with the Case Officer at Waverley Borough Council to discuss the proposals. Cllr Anderson noted that a site visit had been planned and that in principle Councillors had no objections to the proposals.
- **WA/2020/0777** 1 Stanes Cottages, Woodlands Road, Hambledon, GU8 4HN. Erection of detached outbuilding following demolition of existing. Councillors noted the prominent position within the village of the site, but also noted that the proposals extended outside the existing footprint and the proposed garage was much more visible due to the new pitched roof. Councillors noted that the materials were suitable and the design was more attractive than the existing garage.
- **WA/2020/0655** Meadow Cottage, Lane End, Hambledon, GU8 4HD. Certificate of lawfulness under section 192 for change of use of an existing outbuilding as ancillary residential accommodation. Site visit planned by the Case Officer who noted that ancillary

use was across the road from the existing accommodation, but as the application was a Certificate of Lawfulness, it was for Waverley Borough Council to determine.

Action: Clerk to write to Waverley on all applications with Hambledon parish Council's Comments.

11. Recent Planning Applications

- **WA/2020/0585** Sage Cottage, 5 Warren Lane, Hambledon, GU8 4HW. Erection of extension and associated works. PENDING.
- **WA/2020/0427** The Old Cottage, Vann Lane, Hambledon, GU8 4HW. Erection of extensions and associated works. FULL PERMISSION.
- **WA/2019/1180** Nutbourne Brickworks . Section 73 & NMA. PENDING
- **WA/2019/1747** – Hydon Farm, Hambledon Road, Hambledon, GU8 4DL. Alterations to existing detached garage/store to form ancillary habitable accommodation – PENDING. Councillors noted that they had received a copy of a letter of objection to WBC from Victoria Russell . The application was in the process of being determined by Waverley Borough Council.
- **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.
- **WA/2019/0796 – Land South of Dunsfold Road and East of High Loxley Road, Dunsfold.** Consultation on a county matter; the construction operation and decommissioning of a well site for the exploration and appraisal of hydrocarbon minerals from one exploratory borehole (loxley-1) and one side - track borehole (loxley - 1z) for a temporary. APPLICATION TO BE HEARD ON 29TH JUNE by SCC. Clerk noted that the application had been objected to by many local Parish Councils and by Waverley Borough Council. There is also pressure being applied from Parliamentary level. Many Surrey County Councillors were objecting. The application had been brought forward to the May committee and then postponed on evidence grounds to the June meeting in order to give people time to scrutinize properly new traffic evidence.

It was noted that Hambledon Parish Council had previously objected to the application on traffic grounds and that another letter could be written to further object on the potential effect of seismic tremors, air quality and the possible effect on local groundwater tables, as well as the concern about the increase in traffic on Salt Lane and Markwick Lane.

Action: Clerk to circulate previous letter and Cllrs McKeith, Payne and Anderson to liaise to write a further objection.

12. Village Matters

a) Maintenance, Highways, Hedges/Ditches and Rights of Way

Cllr Parry noted that a meeting had been arranged with Surrey County Council to discuss flooding from Upper Vane Lane, Vann Lane & Vann. Cllr Parry has also had a report from a resident on Wormley Lane reporting the ditch is full of silt from recent winter flooding and a subsequent request that the Parish Council assist in clearing the ditch. He also reported that some cutting works had been carried out on the footpath between the Church and upper Vann Lane.

Cllr Anderson noted that there had been a cut to the cricket field in April and three in May, and thanked Cllr Parry for fixing the bench at the Village Shop. He also thanked Councillors and volunteers for their work on the Merry Harriers bridleway.

Cllr Payne raised the issue of the metal road sign at the junction at the Hydestile Crossroads and noted it had been replaced after Cllr Parry reported it fallen over. He reported that the bus shelter repairs were done and an oak bench was being crafted to replace the old one.

b) Traffic and Speedwatch

Cllr Grove reported that Speedwatch can formally restart. The numbers of active volunteers were dropping off, therefore it may not be possible to continue with this long term. Cllr Grove discussed writing to Surrey County Council Highways formally once more to request traffic calming measures and reduced speed limits in the village.

Action: Clerk to provide contact details at Surrey to write.

c) Parish Plan

No update to the Parish Plan this year; nothing to report. Will review in a few months.

d) Risk Analysis

Cllr McKeith amended the Risk Register with a number of new concerns regarding trees. He had also added the volunteer Covid statement to the Risk Register.

Action: Cllr McKeith to recirculate Risk Register.

e) Portfolios update

Councillors have agreed the current portfolios.

f) Annual Parish Assembly and Litter Pick

Cllr Anderson confirmed that it was still on hold at the minute.

g) Other village matters

Cllr Grove reported that a number of the village notice boards are looking tired and require refreshing. Councillors to look at the possibility of purchasing new noticeboards in the future, with a possible budget consideration in the next financial year, but agreed that some maintenance work would be carried out in the meantime to preserve them.

Action: Cllr Grove to investigate possibilities to carry out works.

13. Village Organisations

-Hambledon Almshouses - Nothing to report.

-Hambledon Nursery School – Cllr Payne had earlier shared an email from the Head Teacher, Kate Walford as follows:

“After ten weeks of the village nursery being closed to parents and children under the lockdown measures which began on Monday 23rd March, during the ongoing coronavirus crisis, we are very pleased to report that we reopened our doors earlier this week, on Monday 1st June. While there was much work to prepare for a reopening in the light of numerous government guidelines, safety regulations and detailed planning advice from the Department for Education, we have managed to put in place all risk assessed safety measures as necessary to facilitate a phased and gradual reopening.

For the first 7 weeks of our reopening, during what is now the second half term of the summer period, we are welcoming back our 3-4 year old nursery school leavers, those children for whom this half term will be their last experience of nursery before transitioning to school in September. It has been wonderful to hear the nursery filled with the buzz and excitement of children playing and enjoying their time with their friends once again. We have a team of 6 staff members overall, who have returned to work in this first phase of the nursery reopening. Myself as head teacher and an early

years' practitioner and then four further teaching team members in the classroom each morning and our school secretary in the office.

So far, we have been enjoying the blessings of fine sunny weather, which has enabled us to get out into the large nursery garden each morning. We take the children's midmorning snack outside, we have created various activity zones under the shade of numerous gazebo's and apart from a very strict and ongoing level of cleaning tasks daily, we are back to normal, playing and interacting with the children albeit in much smaller groups than would have been before the outbreak.

Parents have been very positive about the reopening and while there remains a level of uncertainty and reservation about what the future might hold, which is very understandable at this early stage, for those parents who have taken the decision to send their children back to the nursery, they have expressed much appreciation for the hard work and efforts taken to reopen and are very happy that their children are settling so well. Parents are very much appreciative of the clear messages and safety precautions we are taking to keep themselves, their children and staff safe during this time."

-Hambledon Village Hall – Cllr Grove reported that repairs to the roof tiling is being quoted for. Repair work to the porch and other maintenance works had been planned as the Village Hall remains closed. A meeting is planned to discuss ongoing guidance regarding reopening. There is also a Virtual Art Fayre planned.

-Hambledon Fete Committee – An announcement is due in the next few days regarding the 2020 Festival.

-Hambledon Village Shop – Orders are still ongoing, with staff evaluating the situation to adapt as we begin to ease restrictions. Measures are in place to allow for social distancing. In the coming weeks, there are plans to slowly introduce more services in line with Government guidance. The Post Office is open three mornings per week.

- Hambledon Village Church – Online viewings are still high. Recent high winds have caused damage to the roof, but repair works are covered under their insurance policy. Automatic door opening is to be introduced to the front door.

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

MEETING CLOSED AT 8.20 PM