

HAMBLEDON PARISH COUNCIL MINUTES

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Hambledon Parish Council meeting on 4th May 2021 via Zoom conference call at 18.30 hours.

Present

Cllr Stewart Payne (Chairman), Cllr Mary Grove (Vice Chairman) Cllr John Anderson, Cllr Philip Underwood, Cllr Robin McKeith, Cllr Ali Scott-Bishop, Cllr Sean Sinnott, Julie Flenley (Clerk).

1. Election of Chairman and Vice Chairman for the year 2021/2022. Councillor Anderson noted that he was not standing for Chairman and would be standing down from the parish council after 38 years of service. He had the following words for his fellow Councillors and Clerk:

"My year as Chairman comes to an end today, May 4th 2021. I have decided to resign from the Parish Council as a Councillor, effective May 31st 2021.

It is time for a change, and, somehow, I am getting even busier at home and in business.

I have been honoured and privileged to be elected to and to serve on the Parish Council, as Councillor since 1983, and as Chairman since 2004. My sincere thanks to all the Councillors on Hambledon Parish Council and Waverley Borough Council and to all the Parish Clerks over these 38 years. I have enjoyed working with you all. I shall miss the challenge, but mostly I shall miss the people, whose help and support have been invaluable.

I wish my fellow Councillors well, and I know Hambledon is in good hands.

Thank you all, but I must also say thank you to my wife, Tucker, for her help and support and, mostly, her understanding over all these years."

Cllr McKeith proposed Cllr Payne as Chairman, which was seconded by Cllr Grove and agreed unanimously by Councillors. Cllr Payne thanked Councillors for their confidence and Cllr Anderson for his hard work and longevity of service.

Cllr Payne proposed Cllr Grove as Vice Chairman, seconded by Cllr Sinnott and agreed unanimously by other Councillors. Declarations of Acceptance of Office by Chairman and Vicechairman to be duly signed and returned to the Clerk for safekeeping.

Action: Chairman to sign and return paperwork to Clerk.

2. Questions from Members of the Public between 18.30 - 18.45. Members of the public who wish to raise any matters with the Parish Council are invited to call or email the Clerk in advance of the meeting for a PIN number to join the conference call. None present.
3. Apologies for Absence –Cllr Trevor Sadler (WBC), Cllr Jan Floyd-Douglass (WBC), Cllr Victoria Young (SCC).
4. Draft Minutes of the Parish Council Meeting held on Tuesday 6th April 2021 were agreed and will be signed by the Chairman at a later date.
5. 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, Trustee, Hambledon Almshouses.
 - Cllr Alison Scott-Bishop: Chair of Management Committee, Hambledon Village Shop.
 - 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.
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 Borough Councillors on matters from Waverley Borough 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 noted that there was nothing new to report but for following the government's guidelines on key dates for the easing of restrictions. The website has been updated to reflect this, as is the village shop website.
9. Finance
- I. Financial Regulations, Standing Orders, Codes of Conduct to be agreed and signed off for 2021/2022. Councillors agreed with an amendment to the Standing Orders to state "on which the Councillors take office, or any other date which the Council shall agree" at point 1.2.
 - II. The AGAR statement Sect 1 was read and agreed by all Councillors and this together with the Draft Financial Accounts for 2020/21 are to be forwarded to the Auditor. Form signed by previous Chairman and to be signed by new Chairman.
 - III. Verbal update on monthly finances, month 2 budget update
- The Clerk noted that there had been only a few transactions for the year to date, and that expenditure was what would be expected at this stage in the financial year. Clerk confirmed funds held at the bank were as follows:
- Current Account – £ 19,635.97
 - Reserves Account - £10,845.00
 - Henry Smith Account - £ 1,691.62
- Payments to be approved:
 - BHIB Annual Insurance Premium – Invoice no. LCO00951-505708 for £473.79.
 - Hambledon Village Shop (Henry Smith Payment) £130 refund for vouchers.
 - Hambledon Village Shop (Henry Smith Payment) £149.86 Godalming food bank donation.
- Cllr Grove asked if a simple Receipts and Expenditure breakdown could be included on the website with the Statement of Accounts (to show roughly what the money has been spent on). Clerk agreed to action.
- Audit update

The Clerk confirmed that the final audit paperwork would be with the internal auditor this week and should be duly completed by the end of May, well in advance of the external auditors deadline.

- Henry Smith Charity verbal update

Cllr Grove reported that she was looking at funding options going forward.

Action: Clerk to note amendments to the Standing Orders.

Action: Clerk to pay outstanding invoices.

Action: Clerk to draft condensed financial expenditure spreadsheet over budget heads for website.

10. Planning Matters Update

Cllr Payne noted that correspondence had been had with the agents at Nutbourn Brickworks and that all covenants had been included with the transfer of the land.

11. New Planning Applications

- None received this month; Clerk noted that Waverley had moved to Horizon software and that there were significant delays in registering planning applications.

12. Recent Planning Applications

- **NMA/2021/0039** - ORCHARD FARM, WORMLEY LANE, HAMBLEDON, GU8 5TS. Amendment to WA/2019/0296 for phasing the development. APPROVED.
- **WA/2021/0323** - BERMONDE, HAMBLEDON ROAD, HAMBLEDON, GU8 4DR. Erection of a dwelling and associated works following demolition of existing dwelling. PENDING.
- **WA/2021/0106** - LAND AT OLD SCHOOLHOUSE, CHURCH LANE, HAMBLEDON, GU8 4DR. Erection of two dwellings with new vehicular access and associated works. PENDING.
- **WA/2020/2037** - Sawmill Cottage, Salt Lane, Hydestyle, GU8 4DH. PENDING.
- **WA/2020/1989** - Sawmill Cottage, Salt Lane, Hydestyle, GU8 4DH. PENDING.
- **WA/2020/2055** - Tuesley Farm, Tuesley Lane, Godalming, GU7 1UG. PENDING (To go before Committee mid-June).

Councillors noted that there had been an amendment to the Tuesley Farm application with the removal of one of the polytunnel fields and would comment accordingly.

Councillors noted planning applications for the record.

13. Village Matters

- Maintenance, highways, hedges, ditches and rights of way

Cllr McKeith reported that no trees had come down in the recent high winds. Grasscutting has commenced on the village green. Nets will be installed on the cricket pitch. There is still an issue of sewage on Vann Lane. The tank has been emptied but it is anticipated that it will fill once more soon. It was noted that it was not an issue for the parish council but our intervention may be required to assist the matter in moving forward and finding a solution to this issue. Cllr Anderson also noted that SGN were going to repair the verge on the road at Lane End which was damaged in the gas works upgrade in recent weeks.

- Traffic and Speedwatch

Cllr Grove reported that both she and Cllr Payne had met Paul Osborne and Cllr Kevin Deane (WBC) on the destination survey which was commissioned by Surrey County Council. It was found that a very high proportion of HGV's using Salt Lane were using it as a cut through. Progress is slow in finding a solution and it is hoped that this matter will be progressed once the elections have concluded.

Cllr Grove also noted that No recent watches had been held and we would like to find more volunteers. The Surrey Community Speedwatch is now linked with Sussex Speedwatch.

Surrey County Council Highways confirmed that the sight line on the New Road/Petworth Road junction was correct and as the boundary is at the front edge of the ditch, SCC could not serve notice on the landowner. Kam Sangha (SCC Highways) noted that he would add the area to his list to possibly improve the sightline. Cllr Dale at Witley Parish Council is organising a further meeting of A283 Petition stakeholders which is anticipated to take place after SCC elections.

- Risk Analysis

Cllr McKeith updated the Risk Analysis for the year. Clerk to circulate update.

- Other village matters

The Clerk noted that the co-option process would need to begin at the start of June following Cllr Anderson's resignation and would need to be included on the June agenda alongside the recalibration of committees. The vacancy in the meantime will be advertised locally.

14. Village Organisations

- **Almshouses** – Cllr Sinnott noted that there was nothing to report.

- **Nursery School** – Cllr Payne reported that there was no update since the previous meeting.

- **Village Hall** – Cllr Grove noted that a quiz had been planned for November and WiFi has now been installed with final preparations being made for the router. It will be operated via QR code.

- **Hambledon Festival 2021** – Cllr Sinnott noted that there were two events planned for 20th June, including the Mary Caroe cricket match between HCC and HVS (assuming it is safe to do so). A mini-fete and dog show has also been planned for the 28th August 2021, which also coincides with the Hambledon Fruit and Veg Show in the Village Hall. All details are in the parish magazine.

- **Village Shop** – Cllr Scott-Bishop reported that the village shop had a management committee meeting tomorrow evening. Shop reopening is being planned and anticipated 21st June. Staffing is being evaluated as volunteer numbers have dropped over the last year. The Committee are looking at formalising internal procedures and staff handbooks. Deli will be open on weekend mornings and shop will open in line with COVID regulations.

- **St Peter's Church** – Cllr Underwood reported that a special meeting had been held in order to vote on the joining of Hambledon Church to Busbridge. The motion was carried in favour of joining. The Diocese will be contacted in relation to the vote. Cllr Underwood will inform of the next steps. Furthermore Rev. Willetts has arranged a meeting for people on the electoral register on 16th May at 7pm in the graveyard to see how to make the church more accessible for villagers, all are welcome.

15. Reports from outside meetings – None.

16. Forthcoming outside meetings - None

17. Correspondence – None.

18. Annual Parish Assembly update – Cllr Payne thanked the Clerk and Councillors for their organisation and participation, the meeting was very well received by a large cross-section of the village and was glitch free in the main. Cllr Anderson echoed Cllr Payne's thanks.

19. Dates of next meetings:

- 1st June 2021

- 6th July 2021

- 7th September 2021

- 5th October 2021

- 4th January 2022

- 1st February 2022

- 1st March 2022

- 5th April 2022

Councillor John Anderson
Councillor Philip Underwood
Councillor Robin McKeith
Councillor Mary Grove

Councillor Stewart Payne
Councillor Sean Sinnott
Councillor Ali Scott-Bishop

- 2nd November 2021

- 21st April 2022 (Parish Assembly)

- 7th December 2021

- 10th May 2022

THE MEETING WAS CLOSED AT 20.21