

HAMBLEDON PARISH COUNCIL

MINUTES

of the annual meeting of the Parish Council held on 19 May 2014 in the Village Hall

Present: John Anderson (Chairman), Karen Jones, Paul Pattinson and Peter Spall; and Jane Woolley (clerk)

Apologies: Mike Parry, Stewart Payne, Philip Underwood and Cllr. Elizabeth Cable

1. CHAIRMAN, VICE-CHAIRMAN, INTERNAL AUDITOR

On a proposal by Paul Pattinson, seconded by Peter Spall, John Anderson was elected Chairman.

On a proposal by John Anderson, seconded by Paul Pattinson, Philip Underwood (subject to his agreement) was elected Vice-Chairman.

Raymond Smith was reconfirmed as internal auditor.

2. STANDING ORDERS AND FINANCIAL REGULATIONS

These were reconfirmed.

3. REGISTERS OF MEMBERS' INTERESTS

Noted that no amendments were needed to the registers of Councillors present at the meeting and that the comments of those not present would be invited at the next meeting.

4. MINUTES

The minutes of the meeting held on 15 April 2014 were **agreed** and signed.

5. MATTERS ARISING

There were none.

6. FINANCE

Annual accounts 2013-4

Agreed and signed off the final accounts for 2013-14 (attached to the file copy of these minutes) and thanked Raymond Smith for having carried out the internal audit.

Confirmed and completed the annual governance statement forming part of the annual return to the external auditor.

Noted the requirement of the Accounts and Audit (Amendment) (England) Regulations 2006 for a review of the effectiveness of the system of internal audit and once again **agreed** that it would be appropriate for this to be carried out by the Parish Council. As suggested by the External Auditors, reviewed the internal auditors' report, **confirmed** that audit planning and reporting and the scope of last year's internal audit had been carried out in accordance with

the Audit Commission, **confirmed** that the internal auditor was independent of and had no relationships with any member of the Parish Council or the Clerk; and **confirmed** that he was a Chartered Accountant.

Noted the enhanced level of fidelity guarantee and the requirement to review this annually; noted that the maximum cash assets held at any one time were c.£16,500 and that these were never held anywhere other than in one of the two Parish Council accounts with Lloyds TSB; and **agreed** that, as two Councillors' signatures were required before any funds could be withdrawn from either account, the cost of any extra insurance would be disproportionate to the risk involved and could not be justified as a charge against the precept.

Cheques

Agreed and signed the following

- Tim Coleman: April maintenance	£160.00
- Workstation: print cartridges	£ 37.23
- Norris & Gardiner: cricket green cutting, April	£205.94
- C J Rapley – ditches and drains (localism maintenance)	£624.00

7. PLANNING APPLICATIONS

WA14/0641, 1 Hambledon Park - extension

WA14/0708, Oak Tree Farm, Petworth Road – erection of outbuilding

Confirmed the Planning Committee's decisions not to object to either application.

8. PARISH PLAN

Confirmed the latest up-date (previously circulated) and that this, together with the original Plan, constituted the Parish Council's current business plan.

9. VILLAGE MATTERS

Highways – localism maintenance

Noted receipt of SCC's grant of £2,500 for localism maintenance in 2014-5.

Noted that Colin Rapley had installed metal grids in ditches at tail-walls to help prevent blockages and had rodded some of the drains; that others would need to be jetted; and that this and other further work would be discussed with Mike Parry .

Noted that SCC was unlikely to undertake all the necessary jetting work through the village and that some of the localism maintenance grant might therefore be used to finance a further visit by CCI (the firm previously employed by the Parish Council to do jetting work).

Highways – Hambledon Road

Noted that resurfacing of the final stretch was due to start on 30 May and that the contractors would also be making good the road edges between Feathercombe Lane and Potters Hill.

Highways – SCC jetter

Noted that this might visit on 20-21 May but that no guarantee could be given.

Scottish and Southern Energy

Noted the e-mail (tabled) that had just been received from Paul Towsey. **Agreed** that this fell far short of the technical report that had been promised by the SSE representatives who had attended the Parish Assembly and that Mr Towsey (and possibly Adrian Lewis, the SSE wayleave officer who had met the Clerk in January) should therefore be invited to a future Parish Council meeting to explain SSE's reasons for rejecting the options previously suggested by Mr Lewis for improving power supplies to the village.

Noted that Stewart Payne would address SSE's ideas for self-help and improved communications, including the distribution of the emergency equipment, when he up-dated his emergency planning procedures in the autumn.

Playground

Arising from the suggestion at the Parish Assembly, noted that Philip Underwood would be re-instating the informal play area adjacent to the Village Shop and that Ursula Cook had offered funding if this were required.

Cyclists

Noted the (previously circulated) exchange of e-mails between Nick Watson and Stewart Payne and Mike Parry's subsequent comments that the Surrey Cycleway passes through the village, that SCC was actively promoting cycling, that cycling was both healthy and sustainable and that cyclists brought additional trade to the Village Shop. **Agreed** that cyclists, like all other road users, posed the occasional irritant but that there was no action that the Parish Council could or should take in this respect and that concerned villagers should instead be invited to contact SCC or the police. Also **agreed** to ask the police to outline their policy towards cycling and cyclists when they next attended a Parish Council meeting.

Defibrillators

Noted their purchase by Busbridge and Hambledon Churches and that training in their use had also been provided; that one would be available at St Peter's Church but that this was usually shut and that the Merry Harriers (which was also more accessible) might be a better venue; and the suggestion that a further defibrillator, together with the necessary training, be provided for the Village Shop. **Agreed** to follow up the foregoing points with the PCC and noted that appropriate publicity would appear in due course in the Parish Magazine.

10. VILLAGE ORGANISATIONS

Almshouses

Noted that all work would be finished and the site cleared by the end of the week and that one application for the vacancy had so far been received.

Nursery School

Noted that the estimated cost of the new windows was £40,000 and that the School had been advised by the Hall Hunter Foundation of its interest in supporting local organisations in need. **Agreed** to ascertain whether the School was following up this offer and that the Parish Council should make informal enquiries regarding the Foundation's criteria.

Agreed to follow up the possibility of voluntary maintenance work being undertaken at the School – and perhaps elsewhere – under the aegis of the considerate contractors scheme run by the firm working on the extension of Sainsbury's Godalming store.

Noted that Waitrose offered assistance to local organisations and **agreed** that Karen Jones should enquire and report back about its criteria for funding.

Village Hall

Noted that the provision of teas at Vann on bank holiday Monday had proved a good fundraiser and that the next such event would be a quiz evening in November.

Village Shop

Noted on-going work to source new local and organic produce, including Hambledon honey; that the stock profile continued to be reviewed; and that customer feed-back on stocks and opening hours was being sought via an article in the June Parish Magazine. Also noted the increase in trade resulting from the new roadside signs.

11. CORRESPONDENCE

There was none.

12. MEETING DATES, 2014-5

Noted the previously circulated list.

13. OTHER BUSINESS

There was none.

The Chairman closed the meeting at 21.00

Date of next meeting: Tuesday 24 June