

HAMBLEDON PARISH COUNCIL

MINUTES

of the annual meeting of the Parish Council held on 26 May 2015 in the Village Hall

Present: John Anderson (Chairman), Karen Jones, Mike Parry, Paul Pattinson, Stewart Payne and Philip Underwood; Jane Woolley (clerk); and one member of the public

Apologies: Mary Grove and Cllr. Nicholas Holder

FORMAL BUSINESS

1. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

On a proposal by Stewart Payne, seconded by Paul Pattinson, John Anderson was elected Chairman.

On a proposal by Mike Parry, seconded by Stewart Payne, Philip Underwood was elected Vice-Chairman.

QUESTION TIME

A suggestion that question time be held at a point closer to “items of interest” on the agenda, instead of or in addition to the slot at the start of the meeting, was noted.

FORMAL BUSINESS (contd.)

2. STANDING ORDERS AND FINANCIAL REGULATIONS

These were reconfirmed.

3. REGISTERS OF MEMBERS’ INTERESTS

Noted amendments to those of existing Councillors and that Mary Grove’s form was awaited.

4. APPOINTMENT OF INTERNAL AUDITOR AND REPRESENTATIVES TO SERVE ON OUTSIDE BODIES

Raymond Smith was reconfirmed as internal auditor and the following appointments were made:

- to the Trustees of the Hambledon Almshouses: Karen Jones and Mike Parry
- to the Trustees of Hambledon Nursery School: Stewart Payne
- to the Village Hall Committee: Mary Grove.

5. MINUTES

The minutes of the meeting held on 29 April 2015 were **agreed** and signed.

6. MATTERS ARISING

There were none.

7. FINANCE

Cheques

Agreed and signed the following

- Tim Coleman: April maintenance	£180.00
- Norris & Gardiner: cricket green cutting, April	£205.94
- AON – annual insurance policy	£511.73

Direct debits

Agreed a payment of £35.00 to the Information Commissioner for data protection registration on or around 26 June 2015.

Deposit account

Noted that the current account currently stood at £14,760 and that outgoings during the first half of the year were expected to be c.£7,300; and **agreed** a transfer of £7,000 to the deposit account.

Annual accounts 2014-15

Agreed and signed off the final accounts for 2014-15 (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.

8. PLANNING

Planning applications

WA15/0276, Hazels, Vann Lane: extension. **Confirmed** the Planning Committee's decision that it was for Waverley to determine whether this request for a certificate of lawfulness complied in all details with current legislation and that the design and materials proposed were in keeping with those of the existing building.

Orchard Farm

Noted that no further developments had been reported.

Land opposite the Merry Harriers

Noted that the advice of the SCC Valuation Office was still awaited by Waverley.

Dunsfold aerodrome

Noted Hascomb Parish Council's objections to a proposal to replace industrial units on the site, particularly on account of a lack of attention to transport and traffic implications.

9. NEIGHBOURHOOD PLAN

On consideration of a previously circulated note, **agreed** to invite Liz Bourne, PLAN-et, first to a meeting of Hambledon Parish Councillors on 12 June to discuss what might be wanted by a Hambledon Neighbourhood Plan and subsequently to a public meeting for a presentation and wider discussion.

Noted the comment from the floor that Neighbourhood Plans had force of law if adopted by a public referendum; that professional help would be needed if Hambledon did decide to prepare a Neighbourhood Plan; and that Plans being produced by neighbouring Parishes could put pressure on Green Belt land in Hambledon.

10. VILLAGE MATTERS

Police

Noted one report of criminal damage and one of theft and that there had been an increase in bicycle thefts in the area.

Highways – localism maintenance

Noted that the amount of funding requested for the current year (£3,500) had been allocated by SCC.

Noted that Mike Parry and the Clerk had completed a village walk-about which had identified the following

- general summer maintenance/tidying-up plus remedial work on the Upper Vann Lane ditches (programme to be advised by Colin Rapley)
- two blocked pipes (on SCC's jetting list)
- repairs to a collapsed road surface near Pockford Bridge (on SCC's list).

Grass cutting outside Hambledon Hurst

Noted that this would be carried out by Peter Woolley (three cuts, one removal of cut grass).

Scottish and Southern Energy

Noted that the Clerk would be meeting representatives of the Surrey Hills AONB and SSE to discuss the possible undergrounding of some of the HV lines in the Parish, including those adjacent to Marepond Farm in conjunction with the current barn replacement.

Bus services

Noted that the recent review had not been service-specific and that these would be looked at when each operator contractor came up for review; that until this affected the present Stagecoach contract there would be no changes to the 503 service through Hambledon; and that, despite the need to make substantial savings, it was hoped, in the case of a community with only one service, that this could be retained.

Hambledon – a celebration in flowers, 20-21 June

Agreed that the Clerk should pursue the appropriateness or otherwise of participation by the Parish Council.

11. VILLAGE ORGANISATIONS

Almshouses

Noted that work to the extension of no. 1 and its interior was progressing well and that a September end-date was still envisaged; the green deal assessment in connection with no. 2's RHI (renewable heating incentive); and that the bank loan was still awaited.

Village Shop

Noted that trade remained good and that the grant from SCC for the up-grade was still awaited.

12. CORRESPONDENCE

Noted the thanks and good wishes which Catherine McBride had sent to all Councillors.

Noted that information about Parish Council meetings had been sent to Hambledon's two new Waverley Borough Councillors, Nick Holder and Anna James; and that the former would be attending the meeting on 30 June.

13. OTHER BUSINESS

Defibrillators (AEDs). Noted the request that the Parish Council consider purchasing a second one, to complement the one already purchased by the Church, and that the Church had been informed that there was currently no budget provision for such a purchase; noted but queried the need for a comprehensive training programme in the use of AEDs as currently envisaged by the Church; and **agreed** to invite the Church representatives Jenny Holford and Alison Martin, to the next meeting to outline their ideas in more detail.

The Chairman closed the meeting at 21.05

Date of next meeting: Tuesday 30 June