

HASCOMBE PARISH COUNCIL

MEETING MINUTES of Hascombe Parish Council held on **Monday 13th January 2014** in Hascombe Village Hall, Mare Lane, Hascombe at 7.00pm

Attendees: Mr C Orange – Chairman
Mr P Lye – Vice Chairman
Mrs S Jeffrey – Member
Mrs S Sullivan – Member
Mrs B Weddell – Clerk
Three members of the public were also in attendance.

Apologies: Apologies had been received from Mr K Kingham and Waverley Borough Councillors Mr Maurice Byham and Mr Richard Gates.

		ACTION
14/001	Declarations of Interests There were no declarations of interest pertaining to agenda items.	
14/002	Minutes The minutes of the meeting of the Parish Council held on 14th November 2013 minute 13/098 to 13/114, as circulated, were approved and signed by the Chairman as a correct record.	
14/003	Minutes The minutes of the meeting of the Parish Council held on 19th December 2013 minute 13/115 to 13/118, as circulated, were approved and signed by the Chairman as a correct record.	
14/004	Clerk's Report The Clerk had submitted the parish council's nomination to WBC for The White Horse to be included on its Register of Assets of Community Value; the nomination had been validated and WBC would make its decision by 10 th March. The Clerk would chase Katie Brennan for a copy of her presentation regarding Superfast Broadband.	Clerk
14/005	Chairman's Report The Chairman had submitted Sites for Consideration for development for housing as agreed at the meeting on 19 th December. The Chairman had written to Cow and Gate about the car park adjacent to the plantation at Hascombe Hill and they were unaware of any formal arrangement regarding access.	
14/006	Risk Assessment Members reviewed the risks and noted that there were no issues of risk identified to be addressed.	
14/007	Hascombe Pond <ul style="list-style-type: none">Mr Lye reported Mr Elliott would hold his price for grass cutting for the next financial year.Mr Lye would spray the Japanese knotweed with Roundup in the spring	Mr Lye

	<ul style="list-style-type: none"> Mr Lye reported that a work party would be arranged to cut back trees and shrubs at the back of the pond in order to improve access. 	
14/008	<p>Highways, Bridlepaths & Footpaths</p> <ul style="list-style-type: none"> Mrs Jeffrey reported that a tree had fallen blocking a footpath and she was unclear whether the responsibility lay with the Anstruther Estate or Surrey CC; Mrs Jeffrey would report it to Andy Kinnear in the first instance Mrs Jeffrey had reported potholes and a blocked culvert in Markwick Lane to Surrey Highways Mr Lye would contact Highways regarding the fallen tree outside Fountain Cottage. 	<p>Mrs Jeffrey</p> <p>Mr Lye</p>
14/009	<p>Defibrillator</p> <p>The Chairman advised that he was awaiting confirmation from The White Horse regarding the siting of the Defibrillator cabinet and would chase. It was agreed that the Chairman would go ahead and order the least expensive of the defibrillator cabinets. Once in place, the defibrillator would need to be registered.</p>	<p>Chairman</p>
14/010	<p>Crime, Neighbourhood Watch and Speedwatch</p> <p>PCSO Phil Snow had sent a report stating that he and PC Kerby had worked a number of night shifts and in particular kept a watchful eye on Hascombe. They had stopped and searched a gentleman in a suspicious vehicle and seized stones and a catapult for examination. There was insufficient evidence to make an arrest for recent incidents of criminal damage, however, since this time no further incidents had been reported.</p> <p>PCSO Snow also reported that roofing/aerials/flood water removal/fence repairing scams have started to crop in in the County as a result of the recent bad weather and would ask all residents to remain vigilant, particularly with any doorstep callers and to report anything suspicious to the Police on 101.</p>	
14/011	<p>Communications</p> <p>The Clerk asked all councillors to have a look at the website and give feedback at the next meeting. The Clerk would investigate setting up a Village Network page on Facebook.</p>	<p>All Clerk</p>
14/012	<p>Precept on Waverley Borough Council for Y/E 31.3.15</p> <p>After consideration of the budget figures as circulated, it was proposed by Mr Lye, seconded by Mrs Jeffrey and agreed unanimously that the Precept for the Y/E 31.3.15 would be £6887, which was the same as the previous year in cash terms.</p>	
14/013	<p>Neighbourhood Plan</p> <p>It was agreed that the Parish Council would embark on a Neighbourhood Plan. It was also agreed that High Hascombe, which lies within Busbridge Parish, should ideally be included in Hascombe's Neighbourhood Plan Area if there is no objection from Busbridge. The Clerk will contact Busbridge Parish Council. The next step would be to apply for the Neighbourhood Plan Area to be designated, apply for grant funding and set up a Neighbourhood Plan Steering Committee of around 12 people, which could include people outside the Parish Council.</p>	<p>Clerk</p>

14/014

Lengthsman Scheme

Bids have to be submitted in the autumn for approval for the next financial year starting in April. Any workmen used have to have training and experience and have in place at least £5million insurance cover for public liability. Before deciding whether to bid for the scheme, the Chairman would discuss with Alan Ground and advise at the next meeting.

Chairman

14/015

Accounts for Payment

HMRC	3rd quarter return	£124.80
B Weddell	January salary	£166.40
B Weddell	February salary	£166.40

14/016

Planning

a) Report on planning issues

Mrs Sullivan had been to a meeting at Waverley and learnt that anyone can nominate land for consideration for housing development re the Core Strategy and that there is a form for this purpose.

b) Issues relating to Dunsfold Park.

There was nothing to report.

c) To receive list of Planning Applications for information of recent decisions made by WBC

WA/2013/1865 Erection of garage following demolition of existing garage. Hascombe House, The Street. **Full permission**

WA/2013/1786 Erection of extension and detached garage and alterations together with associated works following demolition of existing garage. Matthews Place, Church Road **Full permission**

WA/2013/1696 Certificate of Lawfulness under Section 192 for the erection of a single storey extension. 3 Lime Kiln Cottages, Dunsfold Road, Loxhill **Refused**

WA/2013/1647 Certificate of Lawfulness under Section 192 for the erection of an extension. Stable Cottage, Church Road, Hascombe **Full permission**

WA/2013/1645 Construction of a sand school. Hatch Cottage, Markwick Lane, Loxhill. **Full permission**

WA/2013/1622 Change of Use of land to equestrian use and erection of stables. Hatch Cottage, Markwick Lane, Loxhil. **Full permission**

d) To consider all new Planning Applications

There were no new planning applications for consideration.

14/017

Correspondence

There was nothing to report that wasn't covered elsewhere on the agenda.

14/018

Review Aims and Objectives

The updated Aims and Objectives document, appended to these minutes, was approved.

14/019

Review Fixed Asset Register

This item was deferred to the next meeting.

14/020

Review Risk Register

It was agreed that the Chairman and the Clerk would review current and potential investments.

Mr Lye will seek advice from WBC and SSALC regarding the Pond.

An Emergency Plan had previously been discussed and it was agreed that a formal plan would not be appropriate for Hascombe, however, the Chairman suggested that residents might be provided with a parish council number to call for assistance in the event of a lengthy power cut, as had recently been circulated by Dunsfold. It had been suggested that there should be a back-up generator at the village hall so that residents could be provided with hot food and drink and somewhere warm in the event of another lengthy power cut. The Clerk would ask Mr Kingham to investigate what would be required and the costs for a back-up generator to power heating, lights, kettle and microwave. A gas stove could also be considered.

Clerk/Chairman

Mr Lye

Clerk/ Mr Kingham

At 20:40 the business of the meeting was suspended to allow comments from the public. Residents reported that a large pond is planned for land which is owned by Hascombe Court and adjacent to Foxbrook Cottage. They requested that the parish council notify them when the application comes before the council so that they can air their concerns through the correct channels.

14/022

General Matters

The meeting dates, as appended to these minutes, were agreed.

14/021

Items of business for inclusion on a future agenda

- Neighbourhood Plan
- Fixed Asset Register
- Lengthsman Scheme

14/022

Next meeting

The next Parish Council meeting would be held on Monday 10th March at 7.00pm in Hascombe Village Hall.

There being no further business, the Chairman closed the meeting at 20:50.

Hascombe Parish Council

Aims and objectives for the period to May 2015 January 2014

Maintain areas and assets owned by Parish Council (PC)

Pond and surrounding path and land including Bennett sundial, Coote birdbath, and wooden bench seats. Stop erosion of banks.

Bus shelter

Land and millennium seat next to White Horse

Maintain other areas if other organizations will not and PC so decides

Wood yard hedge (planted by Friends and financed by Mrs Butcher)

Consider bid for lengthsman scheme before September 2014

[It is SCC's responsibility to maintain Footpath from Fountain to Upper Farm, path and hedge from Brook House towards White Horse, Verge at corner of Mare Lane and The Street, and verges from the Police House to 11 Mare Lane.]

Fountain

Try to establish ownership and responsibility for maintenance

Resuscitate Rowcliffe fountain charity as focus for donations

Planning

Monitor and comment on planning applications In Hascombe and in nearby parishes which could affect traffic and noise in the parish (e.g. Dunsfold Park)

Complete registration of White Horse as a Community asset.

Agree Buildings of local merit and decide on notifications to Waverley BC

Comment on any relevant future draft strategy documents published by Government, SCC, and Waverley Borough Council (WBC)

Consider comments of Council for the Protection of Rural England (CPRE) & Surrey Hills Area of Natural Outstanding Beauty (ANOB) representatives in applications that impact their areas of interest.

Arrange a neighbourhood plan possibly including High Hascombe

Traffic calming and Highways

Identify any traffic problems and consult with parishioners

Discuss measures with SCC to alleviate problems including speed, HGVs, parking, and narrow roads with inadequate passing places.

Encourage maintenance of Speedwatch

Check that all Grit bins are filled up by early November.

Affordable Housing – Continue to discuss with Waverley BC

Crime - Encourage Neighbourhood watch and **sending of email alerts.**

Emergency

Consider purchase of generator for Village Hall to keep people warm and in light in event of power cut.

Consider publicising a phone number to ring if help required in an emergency.

Defibrillator and first Aid

Install defibrillator and train people if necessary.

Consider arranging first aid training for residents

Briefings by and consultations with SCC and WBC.

Clerk to advise Chairman and Vice Chairman of dates and agendas of joint meetings with parish councils arranged by SCC and WBC. HPC representative to attend where agenda item is sufficiently relevant

Employment, young people and the elderly

The PC will normally support measures and improvements in local services, which encourage employment in village and provide facilities for young people and the elderly.

Arrange training for residents if needed for the laptop in White Horse . Review security.

Mobile phone coverage and speedy Broadband

Discuss whether to consult residents and take action to encourage wanted improvements

Communications

Follow Model Publication Code

Use Notice Boards to advertise meetings and show summary of minutes and dates of meetings and contact telephone numbers.

Parish magazine to include summary of important items discussed

Maintain web site and regularly consider content at Council meetings

Issue emailed newsletters at least twice a year and also when appropriate on topical matters

Arrange and advertise special meetings to consult and discuss important topics with residents

Develop relationships with village societies and organizations

Public Transport

Review adequacy of Bus and Hoppa service and make representations if needed.

Annual Parish Assembly

Ask other organizations in the village to report at the meeting and advertise the meeting to get a good attendance.

Annual Audit

Review reports from auditors and take action as appropriate

Budget/Financials

Ensure precept is managed, expenditure is transparent and used for the benefit of the community

Identify opportunities for grants etc to supplement the budget and help defray costs associated with the upkeep of the amenities

Check that Grants are applied for and VAT refunds obtained

Investments and Charities

Investigate E L Rowcliffe Charity and control of 1972 COIF Inc units and Hascombe Distress Surplus Fund and control of 107 COIF

Records to be kept

**Find and list records and documents to be kept long term. Decide and record where these are kept e.g. in Village Hall or in museums.
Record which Minute books and historic records are lodged with Surrey History Society)
Keep list of Deeds of property owned and leased including maps which are lodged with Pennington's, solicitors, Godalming.
Register of common land in parish
History of gifts to PC
Map of parish showing boundaries, areas designated as in village, AONB etc and areas owned or leased by PC.
Highway map showing ownership by SCC (e.g. in White Horse area)
Detailed footpath and bridle path map
Asset Register and keep up to date.
Insurance policies
History of all maintenance work on Fountain and its water supply**

Councillors conduct

Keep Register of Interests of each Councillor up to date and review all annually.
Ensure all Councillors have read the Model Code of Conduct
Comply with agreed Standing Orders and Financial Regulations

Items in **bold type** are those which should be given special attention in 2014

Charles Orange
Chairman, Hascombe Parish Council

January 2014