

HASCOMBE PARISH COUNCIL

MEETING MINUTES of Hascombe Parish Council Annual Meeting held on **Monday 19th May 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
Mr K Kingham - Member
Mrs S Sullivan – Member
Mrs B Weddell – Clerk

PC Barry Baldwin, Neighbourhood Specialist Officer and PSCO Philip Snow were in attendance (part)

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

ACTION

- | | | |
|---------------|---|-------|
| 14/044 | Election of Chairman
Proposed by Mr Deanus and seconded by Mr Lye and carried unanimously, Mr Orange was re-elected as Chairman for the ensuing year. Mr Orange signed the Declaration of Acceptance of Office and took the chair. | |
| 14/045 | Election of Vice Chairman
Proposed by Mr Orange and seconded by Mrs Jeffrey and carried unanimously, Mr Lye was re-elected as Vice Chairman for the ensuing year. Mr Lye signed the Declaration of Acceptance of Office. | |
| 14/046 | Declarations of Interests
Mr Lye declared a pecuniary interest in planning application WA/2014/0703.
Mrs Sullivan declared a pecuniary interest in planning applications WA/2014/0703 and WA/2014/0722. | |
| 14/047 | Registers of Interest
Members were reminded to look at their Register of Interests and advise amendments if necessary. | All |
| 14/048 | Minutes
The minutes of the meeting of the Parish Council held on 10 th March 2014 minute 14/023 to 14/043, as circulated, were approved and signed by the Chairman as a correct record. | |
| 14/049 | Clerk's Report
The Clerk advised that Internet banking is now up and running. Mr Lye's application to be registered for internet banking was in hand.

The Clerk advised that new Model Electronic Standing Orders and Financial Regulations had been issued and would be reviewed for adoption at the next meeting. | Clerk |
| 14/050 | Chairman's Report
The Chairman asked if members were happy to continue with their particular areas of responsibility for the forthcoming term. It was agreed that the Fountain could be removed from the list. All members agreed to be on the Neighbourhood Plan Steering Committee. Mr Kingham agreed to take on responsibility for the | |

defibrillator. Mr Kingham would reword the application for Infrastructure Contributions for the cricket pitch. Mr Orange would forward information to Mrs Sullivan about the Farnborough Airspace Consultation. It was agreed that the draft minutes from the Annual Assembly would go on the website.

Clerk

14/051 Adoption of the Accounts and Balance Sheet for the year ending 31.3.14.

Peter Frost had carried out the internal audit and agreed the figures. There were no issues to report. The accounts, as appended to these minutes, were approved and the Chairman and Responsible Financial Officer signed the completed Annual Return on behalf of the Council.

14/052 Hascombe Smith's Charity

The Chairman signed the approved Statement of Accounts for the year ended 30.12.13, which is appended to these minutes.

14/053 Insurance Policy Review

The Clerk had received an alternative insurance quote via Came and Company from Hiscox. Consideration was given to adding the Chairman's medal and AED cabinet, however, taking into account the excess fees, it was considered that this would not be practical. It was resolved that the policy would be taken up with Hiscox and that a Long Term Agreement would be signed.

Clerk

14/054 Risk Assessment

Members reviewed the risks and noted that there were no issues of risk identified to be addressed. Mr Lye had been in contact with Waverley's Park Ranger regarding safety at the pond, who had advised the parish council to carry out a deep water risk assessment. Mr Lye would gather further information and the Clerk would contact Dunsfold Parish Council to find out whether deep water risk assessments are carried out for Dunsfold's ponds.

Mr Lye/ Clerk

14/055 Highways, Bridlepaths & Footpaths

- Mrs Jeffrey reported that the safety surfacing on the sharp bend on the B2130 near the Deer Park had been reinstated.
- Mrs Jeffrey had been assured by the Surrey footpaths team that Hascombe would not be at the bottom of the list this year for clearing bridleways of vegetation. It was hoped that work would be carried out shortly.
- A resident had been in touch regarding the state of the potholes on Markwick Lane and despite assurances from Surrey Highways nothing had been done. The Chairman would look at the road again before reporting to John Hilder and Cllr Victoria Young.

Chairman

14/056 Defibrillator

The Chairman advised that the White Horse have the AED cabinet to put up on the wall of the pub, which he would chase up. Once the cabinet is in position, the AED can be registered.

Chairman

14/057 Crime, Neighbourhood Watch and Speedwatch

PC Barry Baldwin reported that in the Hascombe/Bramley area as a whole there were 16 crimes in the previous month, including one criminal damage and one theft in Hascombe. The theft is under investigation and the Police have suspects for that crime. The incident of a tree opposite the White Horse having been vandalised over several nights was noted. Mrs Sullivan raised concerns following a recent traffic accident in Hascombe when the road was closed for six hours; there appeared to have been no efficient coordination regarding local diversions and PC Baldwin said he would mention this.

14/058	<p>Communications</p> <p>The Clerk explained software problems she was experiencing when updating the website in the latest version of Microsoft Publisher. It was agreed that the purchase of alternative software would be considered. The Clerk would update the website with the new Police information.</p>	Clerk
14/059	<p>Neighbourhood Plan Update</p> <p>All members of the parish council and the Clerk had attended a useful meeting at Waverley with Ian Motuel, Planning Policy Officer, and Cllrs Brian Adams, Richard Gates and Maurice Byham, regarding the Neighbourhood Plan. It was agreed that once the Neighbourhood Plan Area Designation is confirmed by Waverley, the Clerk will set up a meeting with Chris Bowden of Navigus Planning and invite those who have expressed an interest in joining a Neighbourhood Plan Steering Committee. The Clerk would also send out a reminder on the email system asking for interested parties to come forward.</p>	Clerk
14/060	<p>Back-Up Generator for the Village Hall</p> <p>Mr Kingham is progressing this.</p>	Mr Kingham
14/061	<p>Accounts for Payment</p> <p>Payments were approved. The attached Order for Payments was signed by the Chairman, one Councillor and the Clerk.</p>	
14/062	<p>Planning</p> <p>a) Report on planning issues</p> <p>An Appeal regarding refusal of permission re change of use at the Woodyard had been submitted. It was agreed that Mr Lye would draft a response to the Appeal papers for approval via email.</p> <p>The Clerk advised that Mr Deanus of Alfold Parish Council would speak on behalf of Hascombe, Dunsfold and Alfold Parish Councils at the forthcoming Eastern Planning Committee regarding an application for stables on land adjacent to Lydia Park.</p> <p>b) Issues relating to Dunsfold Park.</p> <p>A new application had been submitted for an increase in the number of Everyman Driving Experience Days from 12 to 30. It was agreed that the Chairman would draft a response.</p> <p>c) To receive list of Planning Applications for information of recent decisions made by WBC</p> <p>WA/2014/0431 Erection of extensions. 6 Hoe Lane. Full permission</p> <p>WA/2014/0017 Amendment to WA/2012/1027 to provide a roof light. Hascombe Grange Cottage. Allowed</p> <p>DW/2014/0008 Erection of single storey rear extension, Brook House, The Street. Not permitted development</p> <p>WA/2014/0355 Erection of extensions. 2 Millpond Cottages. Full permission.</p> <p>d) To consider all new Planning Applications</p> <p>After full consideration of the planning applications, the Parish Council resolved to respond as follows:</p> <p>WA/0734 Erection of a single storey extension. Brook House, The Street, Hascombe No objection</p> <p>WA/2014/0722 Alterations to glasshouse. The Barn, Hascombe Grange, Godalming Road, Loxhill. No objection</p>	Mr Lye

WA/2014/0703 Erection of extension and alterations together with construction of a pitched roof. Church Cottage, Church Road, Hascombe. **No objection**

WA/2014/0681 Erection of extensions and alterations; erection of barn and relevant demolition of unlisted building (a barn) in a Conservation Area. Hascombe House, The Street, Hascombe. **No objection**

14/063 Correspondence

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

14/064 General Matters

Mrs Sullivan advised that she would refocus her work regarding Buildings of Local Merit as this would form part of the Neighbourhood Plan.

Mrs Sullivan

14/065 Items of business for information or inclusion on a future agenda.

Review of Standing Orders and Financial Regulations.

14/066 Next meeting

The next Parish Council meeting would be held on Monday 14th July at 7.00pm in Hascombe Village Hall.

There being no further business, the Chairman closed the meeting at 21:25.

Hascombe Parish Council YE 31.3.13

Summary Receipts and Payments for Year Ended 31st March 2014

Last Year Ended 31st March 2013		Current Year Ended 31st March 2014
	Operating Income	
10,127.87	Income	7,361.12
115.89	Fountain	0.00
<u>10,243.76</u>	Total Receipts	<u>7,361.12</u>
	Running Costs	
0.00		0.00
3,447.07	Administration	3,606.17
0.00	Fountain	0.00
8,076.00	Pond Area	1,460.00
210.00	Footpaths	0.00
1,378.20	VAT Data	42.00
<u>13,111.27</u>	Total Payments	<u>5,108.17</u>
	Receipts and Payments Summary	
<u>13,807.79</u>	Opening Balance	<u>10,940.28</u>
10,243.76	Add Total Receipts(As Above)	7,361.12
24,051.55		18,301.40
13,111.27	Less Total Payments(As Above)	5,108.17
<u>10,940.28</u>	Closing Balance	<u>13,193.23</u>
	These cumulative funds are represented by :	
10,940.28	Current Bank A/c	8,441.03
0.00	Internet Bank A/c	4,675.70
<u>10,940.28</u>		<u>13,116.73</u>
	Reserve Balances are represented by :	
-2,867.51	Current Year Fund	2,252.95
13,807.79	General Reserves	10,940.28
<u>10,940.28</u>		<u>13,193.23</u>

Signed : _____ (Chairman) _____ (RFO)

Hascombe Parish Council

Schedule of receipts and order for payments for May 2014

To be approved under Agenda item 19 at the Parish Council meeting on 19.5.14

RECEIPTS

Payer:	Detail:	Amount:
Waverley BC	Precept & grant	£ 7162.00
	Total	£ 7162.00

PAYMENTS

Payee:	Detail:	Amount:
B Weddell	May pay	£ 182.80
B Weddell	June pay	£ 174.60
Came & Company	Insurance	£ 306.37
HM Revenue & Customs	1st Quarter return	£ 100.20
B Weddell (Dark Group Ltd)	Webhosting	£ 72.00
SSALC Ltd	Planning Event	£ 24.00
SSALC Ltd	Subscriptions	£ 78.33
ICO	Data protection renewal	£ 35.00
	Total	£ 973.30

EXPENDITURE TO BE RATIFIED – paid since last Parish Council Meeting:

Payee:	Detail:	Amount:
Charles Orange	Chairman's allowance	£ 100.00
Charles Orange	AED Cabinet	£ 306.27
	Total	£ 406.27

Total receipts £7,162.00

Total expenditure £1379.57

Signed by Chairman: Date:

Signed by Councillor: Date:

Signed by Clerk/RFO: Date: