



# WINCHFIELD PARISH COUNCIL

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## MINUTES OF THE ANNUAL GENERAL MEETING OF WINCHFIELD PARISH COUNCIL HELD ON MONDAY, MAY 16, 2016, IN WINCHFIELD VILLAGE HALL STARTING AT 8.55 PM, FOLLOWING THE ANNUAL PARISH ASSEMBLY

**PRESENT:** Cllr A Renshaw (in the Chair),  
Cllr H Dicks, Cllr P Jackaman and Cllr M Williams  
Mrs C Worley and Mrs C Strudwick (Neighbourhood Plan Steering Committee)  
3 members of the public  
Mrs C Johnson (Clerk)

### 1 APOLOGIES

Apologies were received on behalf of Cllr Gavin-Brown who was in hospital;  
and from Cllr Crampton (HDC), Cllr Glen (HCC), Cllr Southern (HDC) and PC Franks.

### 2 DECLARATIONS OF INTEREST AND APPLICATIONS FOR DISPENSATIONS UNDER S33 OF THE LOCALISM ACT (2011)

A dispensation was granted to all Councillors to participate in all discussions and decisions by this Council relating to the emerging Local and Neighbourhood Plans and associated matters until May 2019.

As at previous meetings, the Chairman declared his ownership (with his wife) of 45 acres of land in the parish which had been the subject of overtures from developers. He reiterated that the land is not available for development. Cllr Williams declared his membership of Winchfield Action Group in relation to items 8 and 9.

### 3 ELECTION OF CHAIRMAN

Cllr Renshaw was unanimously re-elected as Chairman (proposed by Cllr Dicks, seconded by Cllr Jackaman) and afterwards signed a declaration of acceptance of that office.

### 4 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on March 14, 2016, were accepted and signed as a correct record.

### 5 MATTERS ARISING

#### 5.1 Hampshire and IOW Devolution (item 10)

In answer to a query, the chairman reported that the way forward was still unclear.

### 6 MATTERS ARISING FROM ANNUAL PARISH ASSEMBLY

#### 6.1 Proposed development of 700 homes at Pale Lane Farm (Elvetham Heath parish)

Development of the site adjoining Edenbrook would have significant implications for Winchfield, not least regarding proposed changes to the junction of Pale Lane with Fleet Road, and extra traffic on the village lanes, especially cars accessing Winchfield Station and the M3 westbound. The presentation at the Parish Assembly had not addressed this and other highways issues satisfactorily, and it had been requested that specific information be provided at a future meeting.

## **6.2 Household Waste Recycling Centres consultation**

It was agreed to object to the possible closure of Hartley Wintney HWRC, the only such facility in Hart District, which would inevitably lead to an increase in fly tipping especially in rural areas. Travelling to the HWRCs in Farnborough or Basingstoke would generate extra traffic and would not be a sustainable option.

## **7 COMMUNITY SAFETY**

PC Franks had sent a short report by email which had been circulated to Councillors. It was noted that there had been regular patrols in Old Potbridge Road following reports of suspected drug dealing from a vehicle. A resident at the meeting confirmed that there had been no recurrences.

## **8 LOCAL PLAN**

The Chairman welcomed the recent emergence of Hartland Park (the brownfield site at Pyestock where 1,500 houses could be built) which could make any major development in Winchfield less likely. He hoped that the SHMA figures which were expected to be published soon would show a reduction which would also be of benefit to the parish in fighting proposals for a new settlement.

## **9 NEIGHBOURHOOD DEVELOPMENT PLAN**

The analysis of responses to the Pre-Submission Consultation exercise was received and it was noted that feedback had been positive, developers apart. The NDP Steering Committee recommended that comments received be incorporated into a revised document to take forward to the next stage of the process, with the exception of amendments to A1, B3 and B5 suggested by the District Council's reviewer, because as they stood these all reflected residents' expressed wishes. The revisions to be made were not considered significant enough to require further consultation prior to submission.

It was agreed to submit the revised Plan to the District Council in early course. The requisite accompanying Basic Conditions Statement and Consultation Statement would be drafted by the Steering Committee for Councillors to approve prior to submission.

Approval was given to expenditure of up to £1,000 on producing copies of the Submission version.

Although Clare Worley was about to move away from the parish she agreed to carry on as Chair of the Steering Committee. A vote of thanks was given to Clare and the rest of the team for all their hard work on the NDP to date.

## **10 COVENANT LAND AND SHLAA SITE SHL 262**

Cllr Jackaman reminded the meeting about the history of this land, 'retained' from the Edenbrook development with restrictive covenants which had apparently been put aside in later Section 106 agreements with the developer. He wished to challenge the way in which land intended for leisure purposes or agricultural use could nonetheless be left open for development. The Chairman suggested that he take the matter up directly with Daryl Phillips, Hart's Joint Chief Executive.

## **11 SCRAPYARD AT POTBRIDGE**

A written report from the Chairman had been circulated detailing recent enforcement issues at this site in Totters Lane following the change in ownership. A number of different agencies were involved but appeared to have been working independently of each other. The report was noted, with the observation that the District Council needed to assume a co-ordinating role.

## **12 PARISH LITTER PICKS**

A report from Kerry Wedlock on the latest successful Litter Pick was received and thanks were expressed to her for her efficient organisation of the event. Her request for funds to be made available to purchase another five 'grabbers' to supplement those she would continue to borrow for future litter picks was considered, and it was agreed to allocate the requested £40 from the Maintenance Fund for this purchase.

## **13 PLANNING APPLICATIONS**

### **13.1 Applications received since the last meeting**

The following applications had been considered and responses made since the last meeting:

**16/00587/FUL Winchfield Lodge, Old Potbridge Road:** *conversion of the existing lodge into 4 residential dwellings and the erection of 10 residential new build dwellings, with associated car parking and landscaping.* Objections had been raised in view of concerns about the lack of provision for affordable homes; the number of parking spaces being less than required by Hart's policy. and the design failing to adequately reflect the Arts and Crafts style of Winchfield Lodge.

**16/00857/EIA Pale Lane Farm, Pale Lane (Elvetham Heath Parish)** *Request for an Environmental Impact Assessment Scoping Opinion under the 2011 EIA Regulations for a development of approximately 700 dwellings, a 2 form entry primary school, a local community centre, approximately 15ha of Suitable Alternative Natural Greenspace (SANG) along with associated infrastructure such as roads, footpaths and cycle ways, public open space, drainage etc to serve the development.* This request had been noted.

At the meeting, consideration was given to

**16/00773/FUL Trimmers Farm, Totters Lane (Hook Parish)** *Change of use of the land from agriculture to agriculture and equestrian use to include DIY livery and the installation of a riding arena (retrospective).* No objections were raised.

**16/00955/FUL Winkworth Business Park London Road** *Erection of 5 detached residential dwellings, with associated car parking and landscaping (Amendment from previously approved applications 14/01093/OUT and 15/02201/REM).* There were no objections but it was noted that although the total number of dwellings was still five, this application was for three instead of two five-bedroom and two rather than three four-bedroom homes; that the number of parking spaces was fewer than Hart's Policy, and that there was no allowance for affordable homes.

### **13.2 Appeal regarding refusal of permission for dwelling on land adjacent to Rose Cottage**

The Council had raised no objections to application **15/01972/FUL** as it had been considered the applicants had adequately addressed the refusal reasons relating to a previous application (which the Council had supported). When considering the appeal against refusal of the application, Councillors had felt that positive support should perhaps have been registered. It had therefore been decided to respond to the Appeal by indicating positive support for the Appellants' case as stated, subject to the completion of the SPA mitigation document and payment. With a new dwelling on this site providing one addition to the housing supply within a settlement boundary, and one less to be built in the open countryside of this small rural parish, the benefits of granting permission would significantly and demonstrably outweigh the perceived adverse impacts. This submission to the Planning Inspectorate (ref: APP/N1730/W/16/3146796) was approved.

## **14 APPOINTMENT OF NEW CLERK**

The Chairman welcomed Mrs Una Tilt, currently Deputy Clerk at Odiham Parish Council, who had been appointed as Clerk/Responsible Financial Officer to Winchfield Parish Council, with effect from June 1. This would enable her to work in tandem with Mrs Johnson until her retirement at the end of the month. Mrs Tilt was to be employed for five hours per week, for which allowance had been made in the 2016-17 budget. Approval was duly given to these arrangements.

Pension arrangements were discussed. It was noted that the Local Government Pension scheme was not recommended by Hampshire ALC because of the potential costs to Councils. A decision was deferred to a future meeting when more information about alternatives had been obtained.

## **15 FINANCE AND GOVERNANCE**

### **15.1 Accounts for the year ended 31.03.2016**

The Accounts for year ended March 31' 2016 (which had been presented at the Annual Parish Assembly), together with the Review of Spending against Approved Budget as at 31.03.2016, were formally received and approved.

### **15.2 Internal Auditor's report for the year ended 31.03.2016**

The internal auditor's report was received and noted. There were no recommendations arising.

### 15.3 Review of effectiveness of internal controls and audit for the year ended 31.03.2016

The review drafted by the Clerk was adopted without amendment.

### 15.4 Approval of Governance Statement, Section 1 of the Annual Return to the Audit Commission for the year ended 31.03.2016

The Governance Statement drafted by the Clerk was received and approved without amendment.

### 15.5 Approval of Accounting Statement, Section 2 of the Annual Return to the Audit Commission for the year ended 31.03.2016

The Accounting Statement drafted by the Clerk was received and approved without amendment.

### 15.6 Review of Standing Orders

The Council's Standing Orders last reviewed and amended on May 18, 2015 were reviewed. No amendments were considered necessary.

### 15.7 Review of Banking and Insurance Arrangements

It was **resolved** to continue to bank with Lloyds TSB for the time being to make the handover to the new Clerk easier in view of the convenience for her of access to the branch in Odiham, as the interest rates were broadly similar to those of the other major banks and the recent survey conducted by Hampshire ALC had not discovered significantly better rates elsewhere.

In 2014 the Council had resolved to insure with Hiscox with a Long Term Agreement for 3 years. It was resolved to accept the offer received to extend this to 5 years in total.

### 15.8 Review of Authorised Bank Signatories

It was **resolved** that Cllr Dicks be appointed as an authorised bank signatory.

It was also **resolved** that Mrs Una Tilt be appointed as an authorised bank signatory (in place of Mrs Carole Johnson) for the purposes of obtaining bank statements and transferring funds between the Council's accounts only.

### 15.9 Finance Report for the period 14.03.2016 to 9.05.2016

#### Deposit Account (Lloyds)

14 Mar	Balance		£28,026.75
15 Mar	Transfer to Current Account	£5,000.00	
29 Mar	Transfer to Current Account	£3,000.00	
	Interest: Mar /Apr		£2.16
09 May	<b>Balance</b>		<b>£20,028.91</b>

#### Current Account (Lloyds)

14 Mar	Balance		£233.59
15 Mar	Transfer from Deposit Account		£5,000.00
	C Johnson Salary	Exp15/33	£480.00
	HMRC...PAYE	Exp15/34	£120.00
	C Johnson Expenses	Exp15/35	£37.10
	HW PC Parish Lengthsman services	Exp15/36	£238.20
	Getmapping plc Parish-on-line Subs	Exp15/37	£33.60
	Winchfield Village Hall Mgt C'tee Hall hire	Exp15/38	£60.00
	Cllr Dicks – expenses reimbursement	Exp 15/39	£10.90
21 Mar	JB Planning Assocs Ltd Consultancy fees	Exp15/40	£2,373.78
29 Mar	Oak Design NP document design & printing	Exp15/41	£785.16
	Groundwork UK Return of unspent NP grant	Exp15/42	£2,920.70
	Transfer from Deposit Account		£3,000.00

05 Apr	Hart District Council Precept 2016/17	Inc 16/01		£28,000.00
	Winchfield Festival S145 Grant	Exp16/01	£600.00	
26 Apr	Hampshire ALC Fees & NALC levy	Exp16/02	*£414.00	
	K Wedlock Litter Pick refreshments S137	Exp16/03	£44.55	
09 May	<b>Balance</b>			<b>£28,115.60</b>
09 May	<b>TOTAL</b> deposit and current accounts			<b>£48,144.51</b>

\* Comprises Affiliation Fee £202.00; NALC Levy £32.00; HR Service fee £180.00 (£150 +VAT)  
Note: Affiliation Fee plus NALC Levy; £234 (£1 more than approved at March 2016 meeting)

### Comparison with 2016/17 Budget

Budget heading	Original Allocation	Revised Allocation	Spend to date (ex VAT)	Available
Clerk's Salary	£3,000.00	£3,000.00	£0.00	£3,000.00
Training	£200.00	£200.00	£0.00	£200.00
Subscription to SLCC	£80.00	£80.00	£0.00	£80.00
Hire of Village Hall for meetings	£80.00	£80.00	£0.00	£80.00
Admin costs	£200.00	£200.00	£0.00	£200.00
Insurance	£280.00	£280.00	£0.00	£280.00
HALC/NALC Subscriptions	<b>£355.00</b>	<b>401.00</b>	£384.00	£17.00
Audit & Information Commission fees	£410.00	£410.00	£0.00	£410.00
Section 137 payments	600.00	600.00	£0.00	600.00
Grants (Churchyard maintenance)	600.00	600.00	£0.00	600.00
Contingencies	<b>250.00</b>	<b>204.00</b>	£0.00	204.00
<b>Total A</b>	<b>£6,055.00</b>	<b>£6,055.00</b>	<b>£384.00</b>	<b>£5,671.00</b>

£46 vired from Contingencies to HALC/NALC Subscriptions (Ref: Minute 14.4 14.03.2016)

Reserves	C/Fwd	Added	Balance	Spend to date (ex VAT)	Available
<b>Earmarked funds</b>	<b>31.03.16</b>	<b>01.04.16</b>	<b>01.04.16</b>		
Basingstoke Canal	£0.00	£250.00	£250.00	£0.00	£250.00
Election Expenses Contingency	£953.45	£0.00	953.45	£0.00	£953.45
Events (Litter Pick)	£49.24	£110.00	£159.24	£44.55	£114.69
Maintenance	£130.00	£70.00	£200.00	£0.00	£200.00
Neighbourhood Plan	£773.10	£1,000.00	£1,773.10	£0.00	£1,773.10
Parish Lengthsman	£1,481.80	£,250.00	£1,731.80	£0.00	£1,731.80
Planning Counsel	£14,990.25	£20,000.00	£34,990.25	£0.00	£34,990.25
Pension (new Clerk) <i>new</i>	£0.00	£150.00	£150.00	£0.00	£150.00
Retirement Gratuity A	£1,218.00	£0.00	£1,218.00	£0.00	£1,218.00
Retirement Gratuity B	£852.00	£117.00	£969.00	£0.00	£969.00
Street Lighting	£2,250.00	£0.00	£2,250.00	£0.00	£2,250.00
Website Development <i>new</i>	£443.02	£0.00	£443.02	£0.00	£443.02
Winchfield Festival 2016	£300.00	£300.00	£600.00	£600.00	£0.00
<b>Total B</b>	<b>£23,440.86</b>	<b>£22,247.00</b>	<b>£45,687.86</b>	<b>£644.55</b>	<b>£45,043.31</b>
<b>Unallocated C</b>					<b>£182.58</b>
				<b>Total A + B+C</b>	<b>£50,896.89</b>
				<b>Total at bank</b>	£48,144.51
				<b>2015-16 VAT refund</b>	£2,752.38
					<b>£50,896.89</b>

### **15.10 Requests for Grants and Donations**

None had been received.

### **15.11 Payments for approval**

The following payments were approved:

C Johnson	Salary Apr/May/June payable 19.06.65	£600.00
	Expenses	£42.18
U Tilt	Salary June	£250.00
ECAS	Internal Audit fee	£175.00
BNL (Came & Co)	Insurance premium	£273.75
NALC	LCR Review subscription	£17.00
Winchfield PCC	Grant (Graveyard Maintenance)	£600.00
DWCVHS	S137 Grant	£200.00

### **15.12 Payment of Retirement Gratuity to Clerk**

It was noted with concern that Hampshire ALC had advised that the Clerk's contract did not entitle her to a gratuity. The matter had been referred to NALC.

### **16 CORRESPONDENCE**

The items of correspondence detailed in the Clerk's report were received and noted.

### **17 OTHER BUSINESS**

#### **Community Benefit payments from Solar Farms**

The Chairman reported that the sum of £3,233.06, the first annual Community Benefit payment from Oakfield Farm solar farm, had just been received. It was agreed to consider at a future meeting how this and other such payments should be spent.

### **18 DATE OF NEXT MEETING Monday, July 18, 2016.**

**There being no further business, the meeting closed at 10.10 pm**