



# WINCHFIELD PARISH COUNCIL

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## MINUTES OF THE MEETING OF WINCHFIELD PARISH COUNCIL HELD ON MONDAY 20 MARCH 2017 AT 7.30 PM IN WINCHFIELD VILLAGE HALL

**PRESENT:** Cllr A Renshaw (in the Chair), Cllr H Dicks, Cllr P Jackaman and Cllr M Williams  
9 members of the public  
Mrs A Ball (Clerk)

### 1 APOLOGIES

Apologies were received from Cllrs Crampton and Southern (HDC), Cllr Glen (HCC) and members of the Neighbourhood Policing Team.

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

A dispensation was granted in May 2015 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 item 9.

### 3 PUBLIC PARTICIPATION WITH REGARD TO ITEMS ON THE AGENDA

The Chairman invited members of the public to participate in any of the ensuing discussions through the Chair.

### 4 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 16 January 2017 were accepted and signed as a correct record.

### 5 MATTERS ARISING

#### 5.1 Potholes in Taplins Farm Lane (item 5.2)

Cllr Williams reported that the potholes had been filled.

#### 5.2 Hart Local Plan (item 6)

Cllr Williams confirmed that the piece of work on affordable housing had been undertaken by JB Planning Associates Ltd.

#### 5.3 Parish Lengthsman Arrangements (item 9)

It was requested that the Clerk follow up on the report to Hampshire Highways regarding the protruding kerb stones on the link road from The Hurst to Pale Lane adjacent to the SE Water pumping station.

#### 5.4 Any Other Business (item 15)

Cllr Williams advised that cones were put up in Sprats Hatch Lane during work on the canal.

## **6 COMMUNITY SAFETY**

The Police had not provided a report on this occasion.

Cllr Dicks advised that he had been in contact with Hart District Council (HDC) about the installation of a Speed Indicator Device (SID) at The Hurst. Phil Sheppard, an officer from HDC, had offered to meet with Cllr Dicks on site to discuss requirements as he did not think there was a suitable post to attach a SID to.

Cllr Dicks had also been in touch with Peter Whittle who had been involved in the use of SIDs some ten years ago.

All the councillors expressed concern over the speed, volume and size of vehicles travelling through the village.

It was suggested that contact be made with Long Sutton and Rotherwick parish councils as they had both purchased SIDs and they may be able to offer advice.

A member of the public asked whether a SID could also be placed on Pale Lane.

It was agreed that Cllrs Dicks and Jackaman meet with the officer from HDC; that contact be made with Long Sutton and Rotherwick parish councils; and that Pale Lane be included in any discussions.

Cllr Williams advised that the Police were gathering evidence relating to the individual who had been living in the Basingstoke Canal car park.

## **7 SOLAR FARMS COMMUNITY BENEFIT PAYMENTS**

### **7.1 Investment Proposals**

This item was discussed under item 16: Finance.

## **8 WINCHFIELD NEIGHBOURHOOD PLAN**

The referendum had been held on 2 February with 294 voting 'yes' and 11 voting 'no'. Turnout had been 61.2%. The Chairman thanked everyone who had been involved in the process for all their efforts.

The Plan had been approved by the Cabinet at HDC and would be considered by HDC full Council on 30 March. Once approved it would become part of the HDC Local Plan.

Once the process was complete a number of copies would be printed and made available for those who requested them. It was agreed that a maximum of £200 be allocated for this printing.

It was requested that a copy of the final plan or a link to it be placed on the Parish Council's website.

## **9 HART LOCAL PLAN**

The Chairman reported that HDC now had a draft Local Plan which did not include development at Winchfield as a preferred site. It did, however, include a new settlement at Murrell Green. The next stage would be a Regulation 18 consultation which would set out the details of what would be in the Plan. It was anticipated that the actual Plan would come out towards the end of the year.

Whilst development in Winchfield was not part of the draft Plan, it was still felt important that the views of the village were made known. The Parish Council intended to instruct planning consultants again once the draft Plan was out for the Reg 18 consultation.

Cllr Williams advised that he had been in contact with consultants at JB Planning Associates and they were prepared to undertake the work on behalf of the Parish Council once the consultation was under way. Included in this would be promotion of the policies in the Neighbourhood Plan and stressing the reasons why major development in Winchfield failed testing. It was agreed that £12,000 from the Planning Counsel fund be allocated for this work.

A discussion took place regarding the allocation of a site for a secondary school on the Murrell Green development and the likely boundaries of this site.

## **10 PARISH COUNCIL VACANCY**

The Chairman reported that on the 14 February 2017 Cllr Ian Gavin-Brown had unfortunately submitted his resignation from the Parish Council after 43 years of service due to ill health. The Chairman expressed gratitude for his service, stating that the Parish had benefited greatly from his work and from his knowledge as a solicitor.

In accordance with the correct procedure the vacancy had been advertised and the time had now lapsed during which an election could be called. The Parish Council was therefore able to co-opt an individual to the Council.

Cllr Williams had met with Louise Hodgetts who had expressed an interest in becoming a councillor. She was in attendance at the meeting and stated her reasons for wanting to become a councillor.

It was agreed to co-opt Louise Hodgetts as a Member of Winchfield Parish Council.

A provisional place had been booked on a new councillor training course and it was agreed that the details would be forwarded to Mrs Hodgetts to decide if she was able to attend.

## **11 FOOTPATHS REPORT**

It was agreed to appoint Chris Griffin as the Parish Council's footpath warden.

Along with Cllrs Dicks and Williams, he had attended a Rights of Way workshop run by Hampshire County Council (HCC) at the end of February. They advised that this had been informative and had opened their eyes to what was achievable.

Following the workshop Mr Griffin had walked and checked all the rights of way in Winchfield. He had drafted a report, which had been circulated prior to the meeting, setting out details of the paths and points of action he suggested.

It was agreed that Cllrs Dicks and Williams would work with him to prioritise the actions in his report and they would then meet with the HCC Countryside Rangers to discuss how to take these forward.

It was confirmed that the Parish Council had already allocated up to £3,000 for kissing gates.

Once the report had been finalised it would be put on the Parish Council website for information.

## **12 PARISH LENGTHSMAN**

The previous clerk had compiled a list of all signs in the Parish which had been submitted for a quote for cleaning. There were nearly 90 signs on the schedule which would cost £1,295 to clean.

It was agreed that this was too expensive but consideration should be given to whether volunteers could do some cleaning as part of the Litter Pick.

## **13 PARISH LITTER PICK, 2 APRIL 2017**

Kerry Wedlock confirmed that all was in order for the litter pick on 2 April. She had 24 volunteers confirmed but she hoped she might get some more.

## **14 PLANNING APPLICATIONS**

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

The following application had been considered and a response made since the last meeting:

**17/00383/HOU Long Acre, The Hurst** *Single storey rear extension*: No objections.

## **15 REVIEW OF RISK ASSESSMENT**

The Risk Assessment had been circulated before the meeting for review. It was agreed to approve the Risk Assessment subject to the amendment of 'Lodge old Minute book at Public Records Office' to 'Lodge old Minute book at the Chairman's home'. He confirmed it was kept in a filing cabinet.

Details had been received from HDC about preparing a Community Emergency Plan and the Parish Council agreed that if there was someone who showed an interest in this issue they would welcome a plan but it was not something anyone could take on at the current time.

## **16 FINANCE**

### **16.1 Solar Farms Investment Proposals**

Following the receipt of the funds relating to the Hungerford Solar Farm the Clerk had looked into opening the account with Cambridge and Counties that the Parish Council had previously agreed on. However the bank had stopped offering the Council's preferred product and was now only offering one-year or three-year bonds. The Clerk had done research into the other options but found that accounts open to applications from parish councils were limited.

After a discussion it was agreed to invest:

- a) £30,000 from the Planning Counsel fund in a 120-day access business account offered by Hampshire Trust Bank earning 0.9% interest;
- b) £42,000 of the Solar Farms money in a one-year bond offered by Cambridge and Counties Bank earning 1.1% interest; and
- c) The remaining funds be kept in the existing accounts at Lloyds.

## 16.2 Electronic Banking

Electronic banking had been set up and was being used to make payments. Cllr Jackaman requested that the councillors making payments email all councillors and the Clerk confirming the payment.

It was agreed that Cllr Jackaman be approved for online access to the Lloyds accounts as view only.

It was agreed that electronic banking for the new accounts with Hampshire Trust Bank and Cambridge and Counties Bank should be set up in the same way with two councillors authorising payments.

## 16.3 Statement for the period 16.01.17 to 13.03.17

### Deposit Account (Lloyds)

16 Jan	Balance	£46,043.64
	Interest: Feb/Mar	£3.73
13 Mar	<b>Balance</b>	<b>£46,047.37</b>

### Current Account (Lloyds)

16 Jan	Balance		£3,977.49
25 Jan	A Ball: Salary	Exp 16/34	£216.83 -£216.83
31 Jan	C Johnson: Salary	Exp 16/35	£208.80 -£208.80
	HMRC: PAYE (Ball & Johnson)	Exp 16/36	£95.20 -£95.20
	C Johnson: Expenses	Exp 16/37	£17.67 -£17.67
16 Jan	Oak Design: NP Referendum publicity	Exp 16/38	£223.80 -£223.80
	SLCC: Subscription	Exp 16/39	£78.00 -£78.00
8 Feb	Alan Wenban-Smith	Exp 16/40	£962.50 -£962.50
	HALC – Training	Exp 16/41&42	£141.00 -£141.00
	Alison Ball – New computer	Exp 16/43	£621.97 -£621.97
	O. M. Williams – Training expenses	Exp 16/44	£16.25 -£16.25
10 Feb	Anesco Limited	Inc 16/05	£42,000.00 £42,000.00
28 Feb	A Ball: Salary	Exp 16/45	£270.84 -£270.84
01 Mar	JB Planning Associates	Exp 16/46	£2,607.18 -£2,607.18
13 Mar	<b>Balance</b>		<b>£40,517.45</b>

**TOTAL deposit and current accounts** **£86,564.82**

Ref 16/41&42 - HALC training payment of £141 consisted of £132 for Cllr William's planning course and £9 for the Clerk's Transparency Code training (total cost £18, split with Ewshot Parish Council). The £132 was approved in December 2016 meeting and approval for £9 was given retrospectively.

Ref 16/43 - £621.97 for a new laptop and software which was discussed at the January meeting and approval given but that was not recorded in the minutes, therefore retrospective approval was given.

Ref 16/46 - £2,607.18 to JB Planning Associates. At the January meeting a payment of £1,500 plus disbursements was sanctioned; this was subsequently increased (Acting Clerk's letter to them 24/01/2017) and therefore retrospective approval was given.

## Comparison with 2016/17 Budget

<b>Budget heading</b>	<b>Allocation revised Jan 17</b>	<b>Spend to date (ex VAT)</b>	<b>Available</b>
Clerk's Salary (+ equipment purchase)	£4,000.00	£3,634.98	£365.02
Training	£225.00	£222.50	£2.50
Subscription to SLCC	£80.00	£78.00	£2.00
Hire of Village Hall for meetings	£80.00	£0.00	£80.00
Admin costs	£200.00	£116.61	£83.39
Insurance	£280.00	£273.75	£6.25
HALC/NALC Subscriptions	£401.00	£401.00	£0.00
Audit & Information Commission fees	£410.00	£410.00	£0.00
Section 137 payments	600.00	£436.00	£164.00
Grants (Churchyard maintenance)	600.00	£600.00	£0.00
Contingencies	£206.00	£0.00	£206.00
<b>Total A</b>	<b>£7,082.00</b>	<b>£6,172.84</b>	<b>£909.16</b>
<b>Reserves</b>	<b>Balance from 22.02.17</b>	<b>Spend to date (ex VAT)</b>	<b>Available</b>
<b>Earmarked funds</b>			
Basingstoke Canal	£250.00	£250.00	£0.00
Community Benefit Fund	£48,466.12	£0.00	£48,466.12
Election Expenses Contingency	£953.45	£0.00	£953.45
Events (Litter Pick)	£159.24	£89.86	£69.38
Maintenance	£200.00	£28.71	£171.29
Neighbourhood Plan	£1,773.10	£642.05	£1,131.05
Parish Lengthsman	£731.80	£0.00	£731.80
Planning Counsel	£34,990.25	£3,135.15	£31,855.10
Pension (new Clerk) <i>new</i>	£150.00	£0.00	£150.00
Retirement Gratuity A ( <i>closed</i> )	£1,245.97	£1,245.97	0.00
Retirement Gratuity B ( <i>closed</i> )	£914.03	£914.03	£0.00
Street Lighting	£2,250.00	£0.00	£2,250.00
Website Development	£443.02	£0.00	£443.02
Winchfield Festival 2016	£600.00	£600.00	£0.00
<b>Total B</b>	<b>£93,126.98</b>	<b>£6,905.77</b>	<b>£86,221.21</b>
	<b>Total A + B</b>		<b>£87,130.37</b>
<b>Money at bank</b>		£86,564.82	
<b>VAT to date to be reclaimed</b>		£796.59	
	<b>Total</b>	<b>£87,361.41</b>	
	<b>Less Total A+B</b>	<b>(£87,130.37)</b>	
<b>Current surplus/working balance</b>		<b>£231.04</b>	

## 16.4 Payments for Approval

The following payments were approved:

A Ball	Salary: March 2017 + overtime in February of 2 hours (£25.00)	295.83
	Salary: April 2017	270.84
	Expenses	111.14*
VH Mgt Cttee	Hall hire (6 meetings)	£60.00
Parish Online	Subscription	?
C Strudwick	Re-imburement NP poster laminating	£39.58
HALC	Training – Data Protection (50% with Ewshot PC)	£24.00**

\*£18 to Salary budget/ £93.14 to general admin budget = agreed to vire £10.75 from contingencies

\*\*Insufficient funds in the training budget = agreed to vire £21.50 from contingencies

## 17 CORRESPONDENCE

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

## 18 ANY OTHER BUSINESS

The Chairman advised that he had attended the AGM of the Village Hall Management Committee on 15 March. It had been agreed to keep the hiring fees at the same level as for the last nine years. The Village Hall had good reserves but was not receiving any interest on these funds and the Chairman had advised that the Parish Council may be able to offer some guidance on this. He reported that any new volunteers would be welcome on the Committee. There had been some problems with the manhole cover in the car park which would be fixed on 5 April but in the meantime a bollard would be kept on top of it.

Cllr Williams reported that preparations for the 2018 Winchfield Festival were progressing with the music programme now in place. Sponsorship was coming in well.

Cllr Jackaman advised that an email had been received from the Police and Crime Commissioner asking for feedback on his work but he felt unable to respond as he did not know what he had done.

A member of the public expressed concern about that the ditch that had been constructed in Pale Lane at the entrance to the Country Park as it was very close to tree roots. She asked whether the existence of TPOs could be checked. She was also concerned about the hedge on the opposite side of the road which had been flailed possibly beyond recovery. She asked whether anything could be done to protect this and other hedges in the village. The Chairman agreed to look into this and report back.

## 19 DATE OF NEXT MEETING

**Monday, 22 May 2017:** to hold the Annual Assembly at 7.30 pm followed by the AGM of the Parish Council.

**There being no further business, the meeting closed at 8.58 pm**