



# WINCHFELD PARISH COUNCIL

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## MINUTES OF THE ANNUAL GENERAL MEETING OF WINCHFELD PARISH COUNCIL HELD ON MONDAY 22 MAY 2017 IN WINCHFELD VILLAGE HALL STARTING AT 8 PM, FOLLOWING THE ANNUAL PARISH ASSEMBLY

**PRESENT:** Cllr A Renshaw (in the Chair), Cllr H Dicks, Cllr L Hodgetts, Cllr P Jackaman and Cllr M Williams  
Cllr D Simpson (Hampshire County Council)  
17 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 Cllrs Renshaw, Dicks, Jackaman and Williams 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. During the discussion of item 14 he declared an interest as he was a member of two committees making a financial contribution to the Rural Hart Association.

Cllr Dicks declared an interest in item 16.10 as clerk to the Burial Ground at St Mary's and a member of the Parochial Church Council.

The Clerk reported that a dispensation had been granted to Cllr Hodgetts allowing participation in discussions on the Local Plan and associated matters in which it could be argued that she had a disclosable pecuniary interest by virtue of the property she owns in Winchfield.

### 3 ELECTION OF CHAIRMAN

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

### 4 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 20 March 2017 were accepted and signed as a correct record.

### 5 MATTERS ARISING

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

Cllr Williams reported that Hampshire Highways had confirmed that the protruding kerb stones on the link road from The Hurst to Pale Lane adjacent to the SE Water pumping station would not be removed

but reflectors had been installed. The Parish Council was aware that at least one further incident had occurred since the installation of the reflectors.

## **5.2 Any Other Business (item 18)**

The Chairman advised that he had not yet investigated the construction of the ditch at Pale Lane at the new entrance to the Country Park but he did intend to do so. It was noted that this area has attracted a lot of fly tipping.

## **6 MATTERS ARISING FROM ANNUAL PARISH ASSEMBLY**

The speed limit on the B3016 had been raised at the Annual Parish Assembly as a cause for concern. The Parish Council would write to Cllr Simpson asking him to look into this. It would also be raised at every available opportunity.

## **7 COMMUNITY SAFETY**

Cllrs Dicks and Jackaman had been to meet with the person responsible for the Speed Indicator Device (SID) in Rotherwick. Rotherwick Parish Council had purchased a SID which was moved around the parish to collect data on the speed and volume of traffic. This information was then reported to the Parish Council. If Winchfield collected similar data in its area it could be very useful in making the case for a reduction in speed limits.

It was confirmed that these devices did not read number plates. To have a device that could read number plates would require involvement by the Police who would need to approve locations and ensure people were adequately trained.

It was noted that the support of the community would be needed if such a project could be successful in Winchfield. Volunteers would be needed to set up the SID and move it to different locations.

A discussion took place about whether the Parish Council should purchase a SID and the benefits it could bring. It was advised that Rotherwick had also invested in a tablet dedicated to the collection of the data from the SID, plus two batteries and a special bracket that allowed the SID to be moved around more easily. This had cost approximately £2,500 but some of this had been funded with a grant from the Police and Crime Commissioner.

It was agreed to purchase a SID, two batteries, tablet and bracket, and that a budget of up to £4,000 from the Community Benefit Fund be allocated for this purpose.

## **8 HART LOCAL PLAN**

The Chairman reported that the Hart District Council (HDC) draft Local Plan was out for consultation. He encouraged everyone to submit a response and to look at the responses by Winchfield Action Group and the We Heart Hart campaign for guidance. The response by the Parish Council to the previous consultation which was on the HDC website could also assist.

JB Planning Associates were working on a response on behalf of the Parish Council and the timetable for this work was discussed. It had previously been agreed to allocate £12,000 from the Planning Counsel fund for this work, and whilst it was hoped that it would be within this budget it was agreed to increase this sum to £15,000 to cover all eventualities.

## **9 WINCHFIELD NEIGHBOURHOOD PLAN**

There was nothing to report on this beyond that which had been reported at the Annual Assembly.

It was noted that Odiham had a Neighbourhood Plan, Hartley Wintney was doing one and Fleet were working on one.

## **10 PARISH LENGTHSMAN**

The Lengthsman contract for 2017/18, enabling the Parish Council to continue as part of the Yateley cluster, had been received for signing. The contract set out the duties of the lead parish council and detailed the types of work that the Lengthsman would be able to undertake.

It was agreed that the Chairman sign the agreement.

Cllr Williams advised that he had reported the unauthorised pruning of trees adjacent to the bus shelter at the junction of Taplins Farm Lane and The Hurst. The response from Hampshire County Council

(HCC) had stated that landowners could carry out pruning to branches overhanging property boundaries but that any tree works carried out beyond that without the consent of the highway authority was criminal damage. The Arboricultural Section at HCC would be carrying out an inspection in due course.

Cllr Jackaman reminded the meeting that in March they had discussed a quote for cleaning the signs in the parish. During the litter pick in April, Malcolm Billyard and Mike Garwood had cleaned all signs in the parish and thanks were expressed to them for doing this.

## **11 COMMUNITY BENEFIT SCHEMES**

It was noted that money from the Community Benefit Fund would be allocated to the footpaths project and the SID project. Ideas were invited for other projects.

## **12 FOOTPATHS REPORT**

Since the last meeting Cllrs Dicks and Williams, with Chris Griffin the Parish Council's footpath warden, had walked the footpaths in Winchfield. The Parish Council had also received a detailed Rights of Way survey for Winchfield from the Ramblers Association.

Cllr Williams had collated the information provided by the Ramblers with the knowledge the Parish Council representatives had gained and produced a final report setting out proposed works. He advised that he would like to meet with the Ramblers and the Open Spaces Society to discuss how to work together.

Thanks were expressed to the Ramblers for producing such a detailed report.

It was noted that Simon Jones-Parry, a landowner in the adjacent Odiham parish, had worked with HCC to improve footpaths on his land which had benefited the residents of Winchfield. Thanks were expressed to Mr Jones-Parry.

In response to a question from a member of the public it was stated that landowners would be contacted prior to any decisions or works being undertaken, as it would be necessary to get permission from the landowners to carry out any works.

It was agreed that:

- (1) Chris Griffin, the footpath warden, take ownership of the actions set out in the report, with Cllr Williams being the Parish Council lead with authority to agree actions within the set budget;
- (2) Discussions begin with landowners and that kissing gates be installed on footpaths in the following priority: FP 8 (2 off), FP 2 (1 off), FP 7 (1 off), FP 6 (1 off), FP 10 (1 off) and FP 501 (1 off): a total of seven kissing gates, with others to follow in a second tranche. Gate dimensions and style to be agreed with respective landowners from those reviewed in the report;
- (3) Action be taken on the following footpaths to remedy serious problems with the help of HCC: FP 2, Hook1, FP1, FP 3, FP 4, FP 5 and FP 15;
- (4) A spend of up to £3,000 from the Community Benefit Fund be approved for the first four months of work on kissing gates and associated footpath works, after which progress and expenditure would be reviewed.

(NOTE: Cllr D Simpson of HCC declared an interest in this item as he was a member of the HCC Regulatory Committee which took decisions in relation to footpaths.)

## **13 POTBRIDGE SCRAPYARD, TOTTERS LANE**

The Chairman reported that as a Hart councillor he had been involved in many discussions about enforcement action relating to activities at the Potbridge Scrapyard in Totters Lane. A large number of vehicles had been parked on the highway in various states of disrepair waiting to be scrapped or used for parts. Footpath 15 was also completely blocked by vehicles. This was an ongoing issue and HDC was working through the courts to take action. He assured the meeting that HDC was doing all it could to deal with the problem, but it needed the active support of HCC.

## **14 RURAL HART ASSOCIATION**

Tristram Cary gave some background to the Rural Hart Association (RHA) advising that he had founded the association as he felt it was important that the various societies and parish councils that

wanted to support rural areas and preserve the countryside should work together. This included pooling resources. He advised that he would like the Parish Council to join. RHA had already commissioned one study and the Parish Council had seen the results of this. This had looked at distributing proposed housing across settlements in Hart proportionally, meaning that the majority of development would be in Fleet and Church Crookham, helping to preserve the countryside.

The Parish Council discussed the proposal and expressed concern about the lack of detail available but generally supported the principle. It was agreed not to join at the current time but that this be kept under review and Mr Cary was asked to keep the Parish Council informed of progress.

(NOTE: Cllr Williams declared an interest in this item and took no part in the discussion or decision.)

## **15 PLANNING APPLICATIONS**

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

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

**17/00791/HOU 49 Beauclerk Green** *Conversion of garage into utility room with alterations to front and rear elevations.* No objections.

**17/00975/EIA Proposed water mains from Cove Road Fleet to Greywell Pumping Station** *Request for an Environmental Impact Assessment Screening Opinion under the 2011 EIA Regulations.* No comment.

**17/01017/FUL Winchfield Lodge, Old Potbridge Road** *The conversion of the existing lodge into 4no. residential dwellings, with the erection of 4no. residential apartments and 8no. detached dwellings, all with associated car parking and landscaping. Part retrospective application consisting of minor design amendments to the previously approved application reference 13/00720/MAJOR.* The Parish Council notes from 16/02076/CON that drainage condition 3 remained outstanding and in the absence of any fresh information the Parish Council still holds concerns regarding this matter - as expressed in the response to 16/01939/AMCON.

**17/01038/HOU High Grove, Shapley Heath, Odiham Road** *Erection of a single storey side extension following demolition of existing, erection of a two storey side extension and erection of new entrance gates and fence.* No objections.

**17/00838/HOU Tulip Tree Cottage, Old Rectory, Bagwell Lane** *New Front Porch. New Side Extension. New Rear Extension. Some Internal Reconfiguration. Removal of cedar shingles to walls, inclusion of insulation and timber boarding.* No objections.

## **16 FINANCE**

### **16.1 Accounts for the year ended 31.03.2017**

The Accounts for year ended 31 March 2017 (which had been presented at the Annual Parish Assembly), together with the Review of Spending against Approved Budget as at 31.03.2017, were formally received and approved.

A question was asked about whether the new kissing gates, once purchased, would become an asset. This led to a brief discussion as to whether the Parish Council would retain ownership of the gates or if they should be gifted to the landowners. This would be investigated.

### **16.2 Internal Auditor's report for the year ended 31.03.2017**

The internal auditor's report was received and noted. As a result of recommendations made in the memorandum to the internal auditor's report the following was agreed:

- (1) That Alison Ball be appointed as Responsible Financial Officer;
- (2) That the contract of employment for Alison Ball, signed on 16 January 2017, be approved;
- (3) That the clerk look into the use and purchase of third party software for payroll purposes.

It was noted that the cashbook had moved from manual to Excel spreadsheet from 1 April 2017.

### **16.3 Review of effectiveness of internal controls and audit for the year ended 31.03.2017**

The review drafted by the Clerk was adopted without amendment.

**16.4 Approval of Governance Statement, Section 1 of the Annual Return to the Audit Commission for the year ended 31.03.2017**

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

**16.5 Approval of Accounting Statement, Section 2 of the Annual Return to the Audit Commission for the year ended 31.03.2017**

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

**16.6 Review of Standing Orders**

The Council's Standing Orders were last reviewed on 16 May 2016. The Clerk reported that she was unaware of any recommended amendments and would report back at the next meeting if any were necessary.

**16.7 Review of Banking and Insurance Arrangements**

The banking arrangements were agreed as appropriate.

In May 2016 it had been resolved to extend the Long Term Agreement with Hiscox for insurance from 3 years to 5 years (expiring in 2019). The renewal from Hiscox had been received and was on the list of payments for approval. It was confirmed that the Parish Council's insurance included £10 million in public liability insurance as required in the Lengthsman contract.

**16.8 Review of Authorised Bank Signatories**

It was agreed that the bank signatories did not require amendment.

**16.9 Statement for the period 13.03.17 to 16.05.17**

**Deposit Account (Lloyds)**

13 Mar	Balance		£46,047.37
6 April	Transfer to Current Account	£33,000.00	
10 April	Interest: April		£1.79
24 April	Transfer from Current Account		£20,000.00
	Interest: May	£0.96	
16 May	<b>Balance</b>		<b>£33,050.12</b>

**Current Account (Lloyds)**

13 Mar	Balance			£40,517.45
21 Mar	A Ball: Expenses	Exp 16/47	£111.14	£111.14
	HALC: Training	Exp 16/48	£24.00	£24.00
22 Mar	C A Strudwick: for printing	Exp 16/49	£39.58	£39.58
24 Mar	A Ball: Salary	Exp 16/50	£295.83	£295.83
20 Mar	Village Hall Hire 2016/17	Exp 16/51	£60.00	£60.00
3 April	Oak Design – Neighbourhood Plan copies	Exp 17/1	£229.20	£229.20
6 April	Transfer from Deposit Account			£33,000.00
10 April	Hart District Council – precept			£28,000.00
11 April	Cambridge & Counties – New Account			£42,000.00
13 April	Hampshire Trust Bank – New Account			£30,000.00
24 April	Transfer to Deposit Account			£20,000.00
25 April	Alison Ball – April Salary	Exp 17/2	£270.84	£270.84
9 May	Jb Planning Associates	Exp 17/3	£2,253.48	£2,253.48
11 May	VAT Refund		£810.30	£810.30
16 May	<b>Balance</b>			<b>£7,043.68</b>

<b>TOTAL</b> deposit and current accounts	<b>£40,093.80</b>
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Invested at Cambridge & Counties Bank	£42,000.00
Invested at Hampshire Trust Bank	£30,000.00
<b>TOTAL FUNDS</b>	<b>£112,093.80</b>

**Comparison with 2017/18 Budget**

<b>Budget heading</b>	<b>Allocation In budget</b>	<b>Spend to date (ex VAT)</b>	<b>Available</b>
Clerk's Salary	£5,000.00	£270.84	£4,729.16
Training	£300.00	£0.00	£300.00
Subscription to SLCC	£80.00	£0.00	£80.00
Hire of Village Hall for meetings	£80.00	£0.00	£80.00
Admin costs	£650.00	£0.00	£650.00
Insurance	£290.00	£0.00	£290.00
HALC/NALC Subscriptions	£450.00	£0.00	£450.00
Audit & Information Commission fees	£510.00	£0.00	£510.00
Section 137 payments	£600.00	£0.00	£600.00
Grants (Churchyard maintenance)	£600.00	£0.00	£600.00
Contingencies	£475.00	£0.00	£475.00
<b>Total A</b>	<b>£9,035.00</b>	<b>£270.84</b>	<b>£8,764.16</b>

<b>Reserves</b>	<b>C/fwd</b>	<b>Added</b>	<b>Balance</b>	<b>Spend to date (ex VAT)</b>	<b>Available</b>
<b>Earmarked funds</b>	<b>31.03.17</b>	<b>01.04.17</b>	<b>01.04.17</b>		
Basingstoke Canal	£0.00	£250.00	£250.00	£0.00	£250.00
Community Benefit Fund	£48,466.12	£0.00	£48,466.12	£0.00	£48,466.12
Election Expenses Contingency	£953.45	£0.00	£953.45	£0.00	£953.45
Events (Litter Pick)	£69.38	£110.00	£179.38	£0.00	£179.38
Maintenance	£171.29	£130.00	£301.29	£0.00	£301.29
Neighbourhood Plan	£1,098.06	£0.00	£1,098.06	£191.00	£907.06
Parish Lengthsman	£731.80	£1,000.00	£1,731.80	£0.00	£1,731.80
Planning Counsel	£31,855.10	£16,500.00	£48,355.10	£1,877.90	£46,477.20
Pension (new Clerk) <i>new</i>	£150.00	£150.00	£300.00	£0.00	£300.00
Street Lighting	£2,250.00	£0.00	£2,250.00	£0.00	£2,250.00
Website Development	£443.02	£0.00	£443.02	£0.00	£443.02
Winchfield Festival 2018	£0.00	£300.00	£300.00	£0.00	£300.00
Office Equipment	£0.00	£850.00	£850.00	£0.00	£850.00
<b>Total B</b>	<b>£86,188.22</b>	<b>£19,290.00</b>	<b>£105,478.22</b>	<b>£2,068.90</b>	<b>£103,409.32</b>

**Money at bank** £112,093.80

**VAT to date to be reclaimed** £413.78

**Total** £112,507.58

**Less Total A+B** (£112,173.48)

**Current surplus/working balance** £334.10

## **16.10 Request for Grants and Donations**

A grant to Winchfield Parochial Church Council (PCC) towards the cost of maintaining the graveyard of £600 was approved. It was agreed that an additional grant be considered at the next meeting as the PCC had indicated a need for further funds.

(NOTE: Cllr Dicks declared an interest in this item as the clerk to the Burial Ground and a member of the PCC. He took no part in the discussion or decision.)

## **16.11 Payments for Approval**

The following payments were approved:

A Ball	Salary: May 2017 + overtime in March of 6 hours (£75.00)	£345.83
	Salary: June 2017	£270.84
	Expenses	£35.55
HALC	Affiliations Fees & NALC Levy	£242.00
HALC	HR Consultancy Fee	£180.00
Kerry Wedlock	Litter Pick Expenses	£43.90
ECAS	Internal Audit	£201.00
Dogmersfield, Winchfield & Crookham Village Horticultural Society	Grant for Annual Show (approved in January 2017) – s145 LGA 1972 grant (provision of entertainment & support)	£200.00
Winchfield PCC	Graveyard Grant	£600.00
Came & Co	Insurance Premium	£280.00
Harry Dicks	Expenses	£60.90
Carole Johnson	Refund for Domain Name Renewal	£19.18
HCC	Basingstoke Canal Grant (invoice expected June)	£250.00
BDO	External Audit Fee (invoice expected July)	£240.00
HALC	New Councillor Training (invoice expected July)	£108.00

## **17 CORRESPONDENCE**

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

## **18 ANY OTHER BUSINESS**

A request had been received to give a presentation at the next meeting of the Parish Council regarding a development proposal at Winchfield Court. It was agreed that this was acceptable.

## **19 DATE OF NEXT MEETING**

**Monday, 24 July 2017**

**There being no further business, the meeting closed at 9.28 pm**