



# WINCHFIELD PARISH COUNCIL

www.winchfield-pc.org.uk

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## MINUTES OF THE MEETING OF WINCHFIELD PARISH COUNCIL HELD ON MONDAY, MARCH 14, 2016, AT 7.30PM IN WINCHFIELD VILLAGE HALL

**PRESENT:** Cllr A Renshaw (in the Chair),  
Cllr H Dicks, Cllr I Gavin-Brown, Cllr P Jackaman and Cllr M Williams  
6 members of the Neighbourhood Plan Committee  
6 members of the public  
Mrs C Johnson (Clerk)

### 1 APOLOGIES

Apologies were received from Cllr Southern (HDC), Cllr Crampton (HDC), Cllr Glen (HCC) and PC Franks.

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

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 (WAG) in connection with agenda items 7 and 8.

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.

### 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 January 18, 2016, were accepted and signed as a correct record.

### 5 MATTERS ARISING

None.

### 6 COMMUNITY SAFETY

The Chairman reported that he would be attending the Rural Policing Engagement Event on March 24.

### 7 HART LOCAL PLAN

No response had been received to this Council's letter to Hart urging it not to resume a consultation which was based on flawed data and premises. The Council's unsubmitted response to the original consultation had been given to the Chief Executives for information without prejudice to its response to resumed consultation.

The Strategic Housing Market figures were now expected to be published in June and Rushmoor Borough Council had delayed its Local Plan process to take account of them. Hart, however, had decided to resume the halted consultation which would now close on March 18.

It was proposed and agreed to submit the Council's original response, to which, working with John Boyd Planning Associates, the following had been added: a stronger warning about the danger of a major settlement in Winchfield leading to coalescence with Fleet, Hartley Wintney and Hook; concern about the lack of provision of starter homes and of those suitable for the elderly; and the need for more sport and leisure facilities. Support for using brownfield sites would be re-emphasised and the potential for around thirty dwellings on such sites in Winchfield noted (on land at Shapley Ranch, land adjoining Winchfield Court and the scrapyards at Potbridge).

## **8 WINCHFIELD NEIGHBOURHOOD PLAN**

**8.1** The minutes of the meeting of the Steering Committee held on February 23, 2016, were received.

**8.2** The pre-submission consultation draft of the Neighbourhood Plan was received and approved.

Cllr Jackaman expressed reservations about the recent inclusion of material relating to the identification of Local Gaps and Open Green Space without specific consultation with landowners but it was argued that they would be able to respond to the consultation.

The statutory six-week consultation period would commence as soon as practicable. A limited number of paper copies of the plan would be produced for display within the parish. Approval was given to payment of up to £654.30 (ex VAT) to Oak Design from the Neighbourhood Planning Grant, Groundwork UK having agreed that grant monies not needed for the purpose for which they were originally requested could be used for this purpose. It was noted that any DCLG grant monies unspent at March 31 had to be returned to Groundwork UK.

The Chairman commended the document's excellent design for which thanks were due to resident Malcolm Billyard.

The Chairman thanked Clare Worley and the rest of the committee for all their hard work in getting a very good document to this stage of the process.

## **9 PARISH SPRING LITTER PICK**

A report from Kerry Wedlock on preparations for the Litter Pick on Sunday, April 10, to 'clean for the Queen' was received with thanks. It was noted that twenty-four volunteers had come forward to date.

## **10 HAMPSHIRE & IOW DEVOLUTION WORKSHOP**

Cllr Dicks and Cllr Williams had attended an information session for Parish Councils held on March 1 in Winchester. They reported on the alternative bids discussed, one covering the whole of Hampshire and the Isle of Wight, the other, named 'Solent City', a consortium of Authorities in the south of the county with the Isle of Wight and East Hants. Although Devolution could result in an additional requirement for homes being built, it was not clear how many that might mean for Hart.

## **11 RECRUITMENT OF NEW CLERK**

The Chairman reported that there had been no response to an advertisement in 'Contact' magazine. It was agreed to advertise on the HALC website.

## **12 PLANNING APPLICATIONS**

Since the last meeting Councillors had considered:

Application **15/03064/FUL** for a replacement dwelling for **The Barn, Old Potbridge Road**: After much discussion it had been agreed to object on the grounds that the size of the proposed replacement building represented an excessive increment on the existing one.

Application **16/00183/HOU** for a single-storey side extension at **Waterside House, Sprats Hatch Lane**: No objections had been raised.

## **13 REVIEW OF RISK ASSESSMENT**

The draft Risk Assessment prepared by the Clerk was considered and approved without amendment.

## 14 FINANCE

### 14.1 To consider the adoption of new Financial Regulations

The NALC Model Financial Regulations (October 2014), with a comparison to the existing Regulations, were considered. It was agreed to:

- Accept all the recommended values in the Model for the coming year.
- Replace the requirement in the Model to prepare a three-year forecast of revenue and capital receipts and payments with paragraph 2.4 of the current Financial Regulations which states that the Council 'shall consider the need for and have regard to' such a forecast which 'may be prepared at the same time as the Annual Budget'. (Para 3.2)
- Add 'but under £5,000' to clarify the amount of expenditure that could be authorised by a duly delegated committee of the Council (Para.4.1)
- Amend 'the Clerk, in conjunction with the Chairman of the Council or Chairman of the appropriate Committee, for any items below £500' to read 'the Clerk, in conjunction with the Chairman of the Council or Chairman of the appropriate Committee, together with another Councillor, for any items below £500'. (Para 4.1)
- Add 'whichever is the lesser' to clarify the definition of material variances in Para 4.8
- Not to include the optional requirement to seek credit references in respect of members or employees who act as signatories. (Para 5.1)
- Amend 'shall' to 'may' with regard to the keeping of a separate confidential cash book for recording salary details. (Para 7.4)
- Remove the requirement for a copy of bank statements to be sent to the Chairman at the same time of issue to the Clerk / RFO. (Para 8.3)
- Replace 'in that section' with 'belonging to the Council' in para 13.1 relating to Stores and Equipment.

It was then resolved to adopt the Financial Regulations as amended with effect from the start of the new financial year on April 1, 2016.

### 14.2 Statement for the period 18.01.16 to 9.03.16

#### Deposit Account (Lloyds)

18.01.16	Balance		£37,525.50
19.01.16	Transfer to current a/c	£8,000.00	
09.02.16	Interest: Feb		£1.25
23.02.16	Transfer to current a/c	£1,500.00	
09.03.16	Balance		<u>£28,026.75</u>

#### Current Account (Lloyds)

18.01.16	Balance		£3,142.51
	Information Commissioner fee	Exp15/28	£35.00
	CPRE subscription S137	Exp15/29	£36.00
	Cllr Williams: photocopies reimbursement	Exp15/30	£17.40
	JB Planning Assoc s Ltd LP response advice	Exp15/31	£10,520.52
19.01.16	Transfer from deposit a/c		£8,000.00
23.02.16	Transfer from deposit a/c		£1,500.00
	RICS NP healthcheck fee	Exp15/32	£1,800.00
09.03.16	Balance		<u>£233.59</u>
<b>09.03.16</b>	<b>TOTAL deposit and current accounts</b>		<b><u>£28,260.34</u></b>

## Comparison with 2015/16 budget

Budget heading	Original Allocation	Amended Allocation	Spend to date (ex VAT)	Available
Clerk's Salary	£2,400.00	£2,400.00	£1,800.00	£600.00
Training	£50.00	£50.00	£0.00	£50.00
Subscription to SLCC	£80.00	£80.00	£77.00	£3.00
Hire of Village Hall for meetings	£60.00	£60.00	£0.00	£60.00
Stationery/post/tel/publications etc	£175.00	£175.00	£49.74	£125.26
Insurance	£290.00	£290.00	£265.00	£25.00
HALC/NALC Subscriptions	£255.00	£255.00	£244.00	£11.00
Audit & ICO fees	£210.00	£210.00	£210.00	£0.00
Section 137 payments	£400.00	<b>£436.00</b>	£436.00	£0.00
Grants (Churchyard maintenance)	£600.00	£600.00	£600.00	£0.00
Contingencies	£350.00	<b>£314.00</b>	£100.00	£214.00
	<b>Total A</b>	<b>£4,870.00</b>	<b>£3,781.74</b>	<b>£1,088.26</b>

Reserves	Balance (19.11.15)	Spend to date (ex VAT)	Available
<b>Earmarked funds</b>			
Basingstoke Canal	£250.00	£250.00	£0.00
Election Expenses Contingency	£1,000.00	£46.55	£953.45
Events	£200.00	£150.76	£49.24
Maintenance	£130.00	£0.00	£130.00
Neighbourhood Plan	£7,436.10	£3,088.00	£4,348.10
Parish Lengthsman	£1,720.00	£0.00	£1,720.00
Planning Counsel	£26,250.00	£9,281.60	£16,968.40
Retirement Gratuity A	£1,218.00	£0.00	£1,218.00
Retirement Gratuity B	£852.00	£0.00	£852.00
Street Lighting	£2,250.00	£0.00	£2,250.00
Website Development	£450.00	£6.98	£443.02
Winchfield Festival 2016	£300.00	£0.00	£300.00
	<b>Total B</b>	<b>£42,056.10</b>	<b>£12,823.89</b>

**Total A + B £30,320.47**

Total at bank	£28,260.34
Less: Total A + B	(£30,320.47)
	<u>(£2,060.13)</u>
VAT to be reclaimed	£2,215.24
Unallocated surplus	<b>£155.11</b>

### 14.3 Requests for Grants and Donations

None

### 14.4 Payments for approval

The following payments were approved:

C Johnson	Salary	£480.00
	HMRC PAYE	£120.00
	Expenses	£37.10
HW Parish Council	Parish Lengthsman Services	£238.20
Getmapping plc	Parish On Line subscription £28.00 +VAT	£33.60

Village Hall Management Committee	Hire of hall for 6 meetings 2015-16	£60.00
Cllr H Dicks	Reimbursement parking fees and petrol costs re attendance at HIOWD workshop 01.03.16	£10.90
JB Planning Associates	Fee: revised Housing Options consultation Quote: £2,000 + VAT+ disbursements	<i>Up to amount quoted</i>
<i>Post dated 01. 04.16</i>		
HALC	2016-17 subscription	£233.00
	HR Service subscription	£150.00*
Winchfield Festival	Grant	£600.00

\* NB estimated as £100 in budget – balance to be vired from contingencies.

#### **14.5 Review of earmarked funds**

It was not considered necessary to make any changes to the earmarked funds prior to the end of the financial year.

### **15 CORRESPONDENCE**

#### **15.1 Hart District Council Planning Enforcement Training**

Cllr Gavin-Brown and Cllr Jackaman expressed interest in attending this session planned for August 2016.

#### **15.2 Freedom of Information Request**

The Clerk had responded to a Freedom of Information Request from Cllr Steve Forster (HDC) regarding the Council's income since January 1, 2015, and its expenditure on 'any aspect of the Hart Local Plan, housing, or planning, the neighbourhood plan or any potential new settlement in Winchfield'.

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

### **16 OTHER BUSINESS**

#### **16.1 Celebrating HM Queen's 90<sup>th</sup> Birthday**

Pam Whittle, a resident, reported that a family picnic was being planned in the field behind the Barley Mow Public House on Sunday, June 12. The Chairman welcomed this initiative and suggested that in the first instance the Village Hall Management Committee be approached to help with any funding that might be required.

#### **16.2 Land Covenants**

The Chairman suggested that this be put on the agenda for the next meeting so that Cllr Jackaman's research could be considered.

#### **16.3 Cattle Grid on B3016**

It was noted that Clare Worley had reported current problems to the County Council.

#### **16.4 Clare Worley**

It was noted that Clare would be moving to another part of the country in the coming months and would therefore be resigning from the Neighbourhood Plan Committee which she has chaired since its inception.

### **17 DATE OF NEXT MEETING**

Monday, May 16, 2016: Annual Parish Assembly followed by the Council's AGM

**There being no further business, the meeting closed at 9.05 pm**