



# WINCHFIELD PARISH COUNCIL

www.winchfield-pc.org.uk

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## MINUTES OF THE MEETING OF WINCHFIELD PARISH COUNCIL HELD ON MONDAY 18 JANUARY 2021 AT 7 PM.

**THE MEETING WAS HELD VIRTUALLY VIA ZOOM DUE TO CONTINUING  
GUIDANCE ON SOCIAL DISTANCING TO HELP STOP THE SPREAD OF COVID-19**

**PRESENT:** Cllr Andrew Renshaw (Chairman), Cllr Meyrick Williams (Vice-Chairman), Cllr Louise Hodgetts, Cllr Richard Milnes-James and Cllr Kate Stewart  
Footpath Warden and Litter Pick Co-Ordinator  
Cllr Spencer Farmer (HDC)  
Caroline Anamoah, Community Safety Officer, HDC (until 7.10pm)  
9 Members of the Public  
Mrs Alison Ball (Clerk)

The Chairman welcomed everyone to the meeting and advised that the meeting may be recorded.

### 1 **APOLOGIES**

Apologies were received from Cllr Anne Crampton & Cllr Tim Southern (HDC), Cllr David Simpson (HCC) and members of the Neighbourhood Policing Team.

The Chairman welcomed Caroline Anamoah, the new Community Safety Officer at HDC, to the meeting and she introduced herself. She advised that she had been a police officer for 15 years including seven years as the beat officer for Church Crookham. This meant that she had great connections within the police force and a good local knowledge. Mrs Anamoah had already been involved in supporting other parish councils with specific issues and had helped to get some of these resolved. The Community Safety function had previously been performed by Safer North Hampshire but HDC had decided to bring this back in-house so that more focus could be given to the issues unique to Hart. In response to a question Mrs Anamoah confirmed that she would be happy to be involved with some of the highways issues that needed addressing in the Parish and Cllr Hodgetts suggested they discuss this outside the meeting.

(NOTE: The HDC Community Safety Officer left the meeting after this item.)

### 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 Kate Stewart declared an interest in item 8 Land Adjacent to Winchfield Court as she lived opposite the site.

**3 MINUTES OF PREVIOUS MEETING**

The Minutes of the Parish Council Meeting held on 16 November 2020 were agreed and would be signed as a correct record.

**4 MATTERS ARISING**

On item 4 Matters Arising: Cllr Williams gave an update on the Government Consultation on the Reform of the Planning System advising that the Ministry of Housing, Communities and Local Government (MHCLG) had issued an update in December where the housing need for Hart had been reduced from 517 dwellings per annum to 286 dwellings per annum. The algorithm used to calculate the original figure would no longer be used but it was currently unclear what this would mean in the long term. Cllr Williams advised that he could not see any details in the latest publication on the status of the three categories that had previously been very confusing.

**5 COVID-19 RESPONSE**

Cllr Williams reported that the latest figures showed that in Hart in the last seven days cases per 100,000 were 343 compared with the national figure of 392 cases per 100,000. There had been a total of 27 deaths in Hart with the average being 22 deaths in district councils. The trend seemed to be showing that cases were dropping including in Rushmoor which had seen exceptionally high numbers.

On the vaccination roll out Cllr Williams reported that Yateley had been praised by the Prime Minister for the high number of people being vaccinated. The links with the Covid co-ordinators were still working well. One of the big warnings had been about scams offering the vaccine for payment. People were being advised that the vaccine was free and at no time would you need to hand over bank details. Those eligible for a vaccine should receive a letter from their GP or the NHS with details.

Cllr Stewart confirmed that emails containing useful information relevant to the pandemic and local support were being circulated promptly around the village. She had offered to give residents a lift to have their vaccination and one person had taken her up on the offer.

**6 FOOTPATHS REPORT**

The Footpath Warden advised that he had recently checked all the footpaths and they were in a good state. They were being used a lot especially the one at the bottom of Station Hill which goes over the motorway. He would need some more footpath maps to distribute to the new residents moving into the properties at Winchfield Crescent.

Cllr Williams confirmed that the work agreed at the last meeting to improve the drainage on Footpath 4 had not been carried out but would be done as soon as the weather permitted. The Ramblers Association had volunteered to help with maintaining the footpaths which would be very helpful as HCC were now only maintaining a couple of the footpaths.

The Footpath Warden advised that the pavement at the top of Station Hill at the junction with the B3016 was now very dangerous and needed debris clearing away. Cllr Williams agreed to speak to the lengthsman about this.

A member of the public raised some concerns about errors on the footpath map when compared to the HCC maps. In response it was advised that the Parish Council leaflet containing details of the footpaths was designed to be representative and not exact. It was suggested that it be shown that the routes in the leaflet were permissive routes.

## **7 HIGHWAYS REPORT**

Cllr Williams advised that since the last meeting a working party had cleared the ditches along Bagwell Lane when HCC closed the road. During recent heavy rain there had not been any flooding in this location which was a good sign but it was felt that more work would be needed and the resolution was not a permanent one. Thanks were expressed for the excellent support from the community on this.

In addition there had been a meeting with a representative from the HCC Flood and Water Management Team. It was a useful meeting and helped both sides to understand what was going on in the village with regard to flooding. A full map of watercourses in the village had been provided.

There had also been a Highways Meeting held with representatives from WPC along with Dogmersfield Parish Council and Hampshire Highways. The new Highways Engineer for the local area had been in attendance. Generally the road system in the village was in a good state at the moment. There were issues that were outstanding but the communication with Hampshire Highways was working well. Cllr Hodgetts confirmed that it was a useful meeting and she would share some of the outstanding issues with the Community Safety Officer to see if she could help progress any of these.

## **8 SHAPLEY HEATH GARDEN VILLAGE**

The Chairman advised that he had attended a webinar on 14th January at which Lord Taylor spoke about the concept behind garden villages. The Head of Place from HDC had also spoken. Cllrs Williams and Milnes-James had also watched the webinar and had provided written summaries for colleagues. There had been a combination of specifics with regard to SHGV and the theoretical side of garden villages.

Cllr Williams confirmed that the main message from Lord Taylor had been with regard to the importance of the land value capture, namely how much is paid for the land. He had given examples where garden villages had worked such as Poundbury but these were where the low cost of buying the land had allowed for investment in infrastructure. Five thematic groups were being set up by HDC to bring stakeholders together to explore what a successful community would look like. It was hoped that councillors at HDC would help to keep WPC informed of action by HDC on this over the coming weeks. The update on the latest housing numbers from MHCLG would begin to matter and Cllr Williams commended all to look at the latest blog on We Heart Hart where the impacts of this were discussed. It was important to remember that this was a project and any housing development would need an allocation in the Local Plan which this did not have at this stage. When the Local Plan was next reviewed it might be possible to include this but it would be subject to the normal rigorous procedure including an examination in public before it could become a proposal. HDC had not yet been awarded further funding from the Government towards the project.

Cllr Milnes-James suggested that Lord Taylor's presentation had been very compelling. A successful garden village needed to be sustainable and this included socially, economically and environmentally. He had used two examples in Cornwall that had been successful and both were built on Duchy of Cornwall land where the land had been bought at agricultural values which was important when funding the infrastructure to support the villages.

Cllr Farmer stated that since September 2019 when the proposal was first put forward to look at a garden village outside of the Local Plan this had been downscaled to looking at the opportunity to consider a garden village. For the stakeholder forum it was very different if asking about the implications of a garden community or specifically about SHGV. The

stakeholder forum had been launched and next in line would be setting up a landowner forum. It was highly likely that land value capture would need to be looked at by this group. It would be important to see the implications of the recent clarification by MCHLG on the housing numbers and the timing of a Local Plan Review.

Cllr Williams confirmed that each of the stakeholders would be allowed to join up to two of the thematic groups. [Cllrs Hodgetts and Milnes-James had subsequently agreed to join the Homes & Heritage and the Community & Wellbeing groups respectively.]

## 9 NEIGHBOURHOOD DEVELOPMENT PLAN - REVIEW

Cllr Williams advised that progress was being made despite being unable to engage directly with residents at the current time due to the pandemic. The Landscape Character Assessment had been commissioned and the report arrived earlier that day. This was a first draft and would be shared with various people for comments.

Cllr Williams said that another important aspect was the Housing Needs Survey. The Review Group had looked at what affordable housing was available for people within the parish and found that there were 17 properties available including 15 in Beauclerk Green and two in the Hurst. These were not currently limited to people from within the village. There would be four new affordable homes in Winchfield Crescent. Affordable housing meant properties available for rent or co-ownership through a housing association. There was a process by which a rural exception site could be identified and a s106 agreement could protect any properties built on this site so that they remained in perpetuity for residents of Winchfield. Preliminary work had taken place with HDC and Action Hampshire to consider the development of a Housing Needs Survey to establish whether there is a need for this type of housing in the village. This process would be carried out by Action Hampshire and would take about three months, including delivering a survey to every house in the village. WPC would then receive an anonymised report on any housing need in the parish which could be included as part of the review of the Neighbourhood Development Plan. The total cost for this would be £5,000 and HDC had agreed to pay half of the costs.

It was **AGREED** that: (1) The housing needs survey be approved; and (2) £2,500 be set aside for this.

Cllr Williams went on to confirm that so far this year £5,888 had been spent on the NDP Review and a budget of £9,000 had been approved. It was requested that this budget be re-confirmed and increased to £10,000 to cover expenditure to the end of the financial year.

It was **AGREED** that a total budget of £10,000 for the NDP Review work for the 2020/21 financial year be approved.

It was confirmed that the £8,000 approved for the Landscape Character Assessment would not be needed as the Locality Grant from central Government had been awarded and would cover this cost.

Christine Strudwick gave an update on the progress the NDP Review Working Group had made:

- a Christmas card had been delivered to every household which was an update on the activities of the NDP review group and an invitation to a community engagement meeting which it had been hoped would be in February. However due to the national lockdown this was now 'pencilled in' for 24th April;

- the Working Group were about to deliver a new update, hopefully during the last weekend in January, with that meeting date, some information about progress and news about the forthcoming Housing Needs Survey (HNS). The NDP working group would be actively involved with the compilation of the HNS form and the promotional material to encourage residents to complete it. It was hoped that even if residents did not need affordable housing they would still complete the form so that the village data could be updated. If there was a census this year it might be possible to use that data but this would depend on timings;

- The Vision and Objectives were drafted before Christmas and feedback had now been received from the planning consultant. This was a very good start and provided an outline structure for the Plan;

- it would not be possible to move on to drafting the policies until residents had been given the opportunity to comment on the Vision and Objectives so the Working Group would be working on the HNS and built, historical and natural environment;

- notification had been received from HDC that the four 'affordable' rent or shared ownership apartments at 1-4 Winchfield Crescent had now come to market. HDC had asked WPC to assist with display of the promotional materials. There was likely to be some confusion as this development was now called Winchfield Crescent but all the promotional material referred to Winchfield View. HDC had indicated that if any applications were received from people with connections to Winchfield they would, if possible, consider them favourably over other Hart residents.

Thanks were expressed to everyone working on this.

#### **10 NATIONAL TREE CHARTER**

Cllr Stewart did not have an update on this but hoped to have one at the next meeting.

#### **11 BEAUCLERK GREEN ADOPTION**

The Chairman reported that there was no update on this.

#### **12 LAND ADJACENT TO WINCHFIELD COURT**

The Chairman reported that there had been activity on site which was being monitored by the planning enforcement team at HDC. There was some legal action pending.

Cllr Farmer confirmed he was happy to continue to liaise between the Parish Council and HDC on this.

(NOTE: Cllr Stewart declared an interest in this item as she lives opposite the site but remained in the room for the update.)

#### **13 LITTER PICK PLANS**

The Litter Pick Co-ordinator advised that unfortunately due to the latest lockdown she was not making any plans for a Spring litter pick. She would monitor the situation and would act as soon as restrictions had been lifted sufficiently for a litter pick to be allowed.

#### **14 UPDATE ON THE SPEED INDICATOR DEVICES**

Cllr Hodgetts advised that Ian Janes of HCC had confirmed that the street furniture would be installed this week and she would keep an eye out for this being carried out. In May 2017 a budget of £4,000 had been approved for the purchase of a SID. Cllr Hodgetts had received some quotes for SIDs and she felt that the cheapest quote was sufficient as this SID did everything needed. It was confirmed that the lengthsmen could be used to install the brackets.

It was **AGREED** that: (1) a SID be purchased at a maximum cost of £3,000 excluding VAT; and (2) the lengthsman be instructed to install the brackets for the SID on the street furniture.

It was noted that previously discussions had been held with councillors from Dogmersfield Parish Council about entering into a partnership regarding a SID but they were not currently in a position to take the project forward. This would be revisited at a later date.

## **15 UPDATE ON THE DEFIBRILLATORS**

Cllr Hodgetts was pleased to the report that the manikins were now being stored at the Village Hall. The next step would be to set up a public training session for anyone who would be interested in learning how to use the defibs. It would not be possible to hold the training session under the current lockdown rules but it would be arranged as soon as possible once the restrictions were lifted. It was suggested that some publicity for the training be carried out at the NDP Review event which hopefully would be held on 24th April.

## **16 S106 MONEY**

Cllr Milnes-James had heard back from the Basingstoke Canal Society, who had in turn been liaising with the Canal Authority, to say that the plans originally drawn up by the Society were no longer suitable because of the increase in use of the car park and the tow path. This was now a bigger piece of work that would take the Canal Authority up to 12 months to sort out with a specialist. The end result would be a bigger car park, a visitor centre and improved access to the canal.

In response to a question Cllr Milnes-James confirmed that he had previously flagged to both the Canal Authority and the Canal Society that there was no guarantee that the s106 funds would be available in perpetuity as the developer could ask for the money back if it was not spent. It was hoped that as a plan had been put in place this would be enough to secure the s106 money for the project.

## **17 FRIENDS OF BASINGSTOKE CANAL**

A request had been received from the Basingstoke Canal Society that the Parish Council consider joining the Friends of Basingstoke Canal. It was agreed not to do so as the benefits of such membership were more suited to individuals than to a parish council.

## **18 PLANNING**

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

**20/01336/LDC Baileys Farm, Potbridge Road, Odiham** *Certificate of lawful use to demonstrate that the building (Baileys Farm) has been in continuous residential use as a self-contained residential dwelling house for in excess of 4 years.*

WPC Response: Winchfield PC is unable to provide any evidence

**20/01309/LDC Baileys Farm, Potbridge Road, Odiham** *Certificate of lawful use to demonstrate that occupiers of the building (Baileys Farm) have been continuous breach of condition 3 of application No. HDC/12043 for in excess of 10 years.*

WPC Response: Winchfield PC is unable to provide any evidence

**20/02908/FUL Rose Cottage, The Hurst** *Erection of a 3 bedroom dwelling with associated parking.*

WPC Response: No objection.

**20/02985/AMCON Land to the East of Taplins Farm Lane** Variation of Conditions 2, 3 and 13 attached to Planning Permission 14/00998/MAJOR dated 20/10/2014. This application is for a 15 years extension to planning permission 14/00998/MAJOR (from 25 to 40 years). Increasing the operational life of the solar farm will contribute to national and

international targets for the reduction and offsetting of CO2 emissions. The application will facilitate investment for potential implementation of new technologies to increase the output of, and even more effectively utilise, renewable energy produced by the site further contributing to levels of energy supplied by renewables and strengthening energy resilience locally and nationally.

Condition 2 proposed variation: The permission hereby granted is for the development to be retained for a period of not more than 40 years from the date when electricity is first exported to the electricity grid (First Export Date).

Conditions 3 and 13 - wording change to make them consistent to the proposed change to condition 2 - i.e. references to the initially granted '25 year period' being replaced by a '40 year period' on each condition.

WPC Response: To support the application.

It was noted that when the solar farm was granted its original planning permission agreements were entered into by the operator with WPC and Hartley Wintney Parish Council that provided for annual community benefit payments to be made for a period of ten years to be used towards improvements in the local community. Prior to the meeting Cllr Milnes-James had been in touch with the company running the solar farm to discuss the potential to extend the term of the community benefit payments should the extension to the planning permission be granted. The company had confirmed it would be willing to continue the payments for an additional six years if the application received approval.

## **19 FINANCE AND GOVERNANCE**

### **19.1 Review of Financial Regulations**

The Financial Regulations had been reviewed and no amendments were recommended at this time.

It was **AGREED** that the current Financial Regulations be confirmed as fit for purpose.

### **19.2 Review of Standing Orders**

The Standing Orders had been reviewed and no amendments were recommended at this time. It was noted that whilst the Standing Orders remained relevant they had not been written with virtual meetings in mind. It was therefore recommended that a Virtual Meeting Procedure be adopted which had been circulated prior to the meeting.

It was **AGREED** that the current Standing Orders be confirmed as fit for purpose and the Virtual Meeting Procedure be adopted.

### **19.3 Interim Audit Report**

On 20 November the internal auditor had conducted an interim audit and he had submitted a report which was circulated prior to the meeting. The report made three minor recommendations which would be addressed.

It was **AGREED** to note the interim internal audit report.

### **19.4 Q3 2020/21 Summary of Receipts and Payments to 31 December 2020**

The payments and receipts for 2020/21 quarter three as shown in Appendix 1 were received and approved.

### **19.5 Bank Reconciliation to 31 December 2020**

The bank reconciliation to 31 December 2020 as shown in Appendix 2 was received and approved.

### **19.6 2021/22 Budget**

Prior to the meeting the Clerk had circulated revised draft figures for the Budget 2021/22. This set out the probable actual spend in 2020/21 and the actual spend in 2019/20. Also circulated were the details of money spent on earmarked reserves.

The proposed 2021/22 budget was similar to the previous year's budget but included some small changes including a small increase in the grant to the PCC for graveyard

maintenance.

Consideration had been given to increasing the parish council's general reserves and £1,133 was included in the proposed budget to add to the general reserves which was currently £3,250.

The budget suggested that the total funds needed for 2021/22 would be £30,117.

There would be a discussion outside the meeting about a salary increase for the Clerk from 1 April which would be brought to the meeting in March for approval. There was sufficient flexibility in the proposed budget to accommodate this.

**RESOLVED:** (1) To approve the budget for 2021/22; and (2) To approve the earmarked reserves for 2021/22.

**19.7 2020/21 Precept Approval**

The budget suggested a precept of £30,117 would be sufficient for 2021/22. This represented a 0% rise for an average Band D household.

**RESOLVED:** (1) That the precept for 2021/22 be set at £30,117; and (2) That the Chairman, Cllr Milnes-James and the Clerk be authorised to complete the paperwork on this basis to return to HDC.

**19.8 Payments for Approval**

The following payments were approved:

Clerk - AB	February Salary	£303.33
Clerk - AB	March Salary	£303.33
Clerk - AB	Working from Home Allowance (December and January plus Zoom subs February)	£40.39
Information Commissioner	Registration Fee	£40.00
SLCC	Membership	£95.00
Meyrick Williams	Expenses – Lunch meeting with consultants performing the LCA for the WNDP Review plus coffee for meeting with HCC Floods Authority	£60.95
Oak Design	Cards for the WNDP	£331.54
JB Planning Associates	NDP Review work	£504.00*
JB Planning Associates	NDP Review Work	£588.00
Parish Online	Annual Mapping Subscription	£72.00
HCC	Cultivating Licence	£131.00
*Payment already made; expenditure agreed by email.		

**20 CORRESPONDENCE**

No correspondence had been received other than that already forwarded and none that needed addressing that had not appeared elsewhere on the agenda.

**21 ANY OTHER BUSINESS *Report Only***

Parish Noticeboards: Cllr Stewart had been out walking a lot during the lockdowns and had been looking at other parish council noticeboards. She had noticed that some publicise

draft minutes on the noticeboards and wondered if WPC should do the same. It was felt that the Minutes were probably too lengthy to put on the noticeboard and a direction to the website would be sufficient.

**22 DATE OF NEXT MEETING**

It was noted that the next meeting was due to be held on 15 March 2021. A decision on whether this meeting would be held virtually or in person would be made nearer the date and based on guidance at that time.

The following meeting dates were approved for 2021/2022: 17 May 2021, 19 July 2021, 20 September 2021, 15 November 2021, 17 January 2022, 21 March 2022.

**There being no further business, the meeting closed at 8.14pm**

<b>WINCHFIELD PARISH COUNCIL</b>						
<b>SUMMARY RECEIPTS &amp; PAYMENT ACCOUNT</b>						
<b>3rd QUARTER ENDED 31 DECEMBER 2020</b>						
Annual budget/ allocation	Spend to 31-Dec				Figures shown exclusive of VAT	
					£	£
<b>RECEIPTS</b>						
29,746	29,746.00	Precept			-	
364	363.78	Bank Interest			0.06	
3,233	10,675.81	Other			10,675.81	
33,343	40,785.59					
<b>TOTAL RECEIPTS</b>						<b>10,675.87</b>
<b>PAYMENTS</b>						
4,500.00	2,729.97	Net Salaries & Allowances			909.99	
-	-	Clerk's Expenses			-	
120.00	294.65	Administration			135.98	
-	-	Chairman's Allowance			-	
-	-	Repairs & Maintenance			-	
350.00	349.22	Insurance Premium			-	
1,700.00	1,500.00	Grants & Donations:			-	
560.00	286.00	Section 137			286.00	
200.00	-	Training			-	
60.00	-	Hall Hire			-	
625.00	454.05	Audit Fees			200.00	
392.00	283.73	Subscriptions			-	
475.00	-	Other A (Contingencies)			-	
21,500.00	5,398.40	Planning Counsel + NDP Review			4,016.55	
3,233.06	3,911.00	Community Benefit			35.00	
-	1,256.48	VAT on payments			855.11	
33,715	16,463.50					
<b>TOTAL PAYMENTS</b>						<b>6,438.63</b>
BALANCE BROUGHT FORWARD on 01/10/20						
						69,342.07
<b>ADD</b> Total Receipts (as above)						10,675.87
<b>LESS</b> Total payments (as above)						6,438.63
<b>Balance Carried forward 31/12/20</b>						<b>73,579.31</b>
These cumulative funds are represented by:						
Current Account Balance						45,225.19
Less: Cheques drawn but not debited as at 30.09.20: None						-
Deposit Account Balance						2,061.27
Other Account						26,292.85
						<b>73,579.31</b>

**WINCHFIELD PARISH COUNCIL**  
**BANK RECONCILIATION as at 31/12/2020**

**LLOYDS BANK**

Current Bank Account 01235673  
Balance per statement

£

45,225.19

**LLOYDS BANK**

Business Reserve Account 07285516  
Balance per statement

2,061.27

**CAMBRIDGE & COUNTIES**

Deposit Account 15012029  
Balance per statement

26,292.85

**Less unpresented cheques as at 30/09/2020**

Cheque Nos: None

**TOTAL CASH AT BANK**

**73,579.31**