

Worldham Parish Council
Minutes of Meeting held on 17th May 2023 7.30pm
East Worldham Village Hall

Present	Cllr W Brock (Chair), Cllr R Bagnell, Cllr R Twining (newly elected Chair), Cllr C Sole, Cllr S Butler, Cllr T Godbert
Also present	Pamela Hibbins, Clerk to Parish Council. 1 member of the public
27.18	<p>Election of Chair of the Council for 2023/2024 The current Chair, Cllr W Brock, opened the meeting to ask for proposals for a new chair. Cllr R Twining was proposed and all voted in favour.</p> <p>Proposed: Cllr B Bagnell. Seconded: Cllr W Brock Cllr Twining signed the Chairman’s Declaration of Office which was witnessed by the proper officer.</p>
27.19	<p>Election of Vice Chair of the Council for 2023/2024 It was RESOLVED that Cllr W Brock was elected as Vice-Chair to the Parish Council for 2023/2024. Proposed: Cllr R Twining. Seconded: Cllr B Bagnell. All in favour</p>
27.20	<p>Chair’s Announcement – The new Chair gave a formal note of thanks to Cllr W Brock for his tenure as a chair during a particular difficult time and throughout Covid.</p> <p>The Chair acknowledged and thanked the Coronation Committee and the WI for the Coronation Celebrations on Smiths Farm which was extremely well attended by all areas of the parish. The accompanying Big Help Out was also a huge success and resulted in a donation of £180 and two car loads of donations being sent to the Food Bank. An email of formal thanks was sent to the Committee.</p> <p style="text-align: right;">Action: Clerk</p> <p>Permissions for photos of the event to be put on the Parish Council website to be requested. Action: Clerk</p>
27.21	<p>Declarations of Acceptance of Office - Following the recent elections the Clerk Advised that all Councillors had duly signed the Acceptance of Office and thanked Councillors for completing their Register of Interests forms which will be submitted no later than 28 days following their election.</p>
27.22	<p>Apologies for absence - none</p>
27.23	<p>Declarations of Interest - Cllr W Brock declared an interest in planning application SDNP/23/01452/FUL</p>
27.24	<p>It was RESOLVED to approve the minutes of the Parish Council Meeting held on 5th April 2023 Proposed: Cllr S Butler, Seconded: Cllr B Bagnell Action: Clerk</p>
27.25	<p>District Councillor’s Report None</p>
27.26	<p>Public Questions – the Chairman adjourned the meeting to hear public questions.</p> <p>A member of the public questioned the exit/entrance on field on Worldham Hill that was used for recent events. The entrance has been present but not used in recent years. A new gate has been put on and was used for a separate entrance and exit to be created under the 28 day rule for recent events.</p> <p>A member of the public raised concerns on the planning application SDNP/22/05022/FUL Oaklands Farm Green Street East Worldham Bordon Hampshire GU34 3AU and highlighted to the council that previously storage containers were on the site and were removed.</p>

	<p>Concerns were also raised reference the roadworks for SSEN and how this will be managed so that residents will still have access to their properties. To note the council have invited an SSEN representative present to a Q&A session in the village. Date to be confirmed on acceptance.</p> <p>Meeting reconvened</p>
<p><u>27.27</u></p>	<p>Councillors agreed to lead on the following:</p> <ul style="list-style-type: none"> - Village Hall Cllr C Sole - Parish Priorities Cllr S Butler - Planning All councillors and Cllr R Twining (advisory on policy) - Playground Cllr T Godbert - Staffing Committee Cllr B Bagnell, Cllr W Brock, Cllr R Twining <p>Proposed: Cllr R Twining Seconded: Cllr W Brock Action: Clerk</p>
<p><u>27.28</u></p>	<p>Appoint councillors as representatives to any outside bodies and agree reporting terms to Council</p> <p>Councillors agreed on the following parish representatives:</p> <ul style="list-style-type: none"> - Footpaths Officer Nicky Twining - Jalsa Salana Representative Cllr W Brock - Neighbourhood Watch Co-ordinator Kate Denyer - Speedwatch Co-ordinator Nicky Twining <p>Proposed: Cllr T Godbert, Seconded: Cllr B Bagnell Action: Clerk</p>
<p><u>27.29</u></p>	<p>Review of Council’s Procedures</p> <p>Data Protection It was AGREED to adopt the current data protection policy for Worldham Parish Council and to review every three years. Proposed: Cllr R Twining, Seconded Cllr S Butler Action: Clerk</p> <p>Child Protection It was AGREED to adopt the current child protection policy for Worldham Parish Council and to review every three years. Proposed: Cllr R Twining, Seconded Cllr S Butler Action: Clerk</p> <p>Protocol for public and press reporting It was AGREED to adopt the protocol for public and press reporting for Worldham Parish Council and to review every three years. Proposed: Cllr R Twining, Seconded Cllr S Butler Action: Clerk</p> <p>Website Privacy and Use Policy It was AGREED to adopt the current website privacy and use policy for Worldham Parish Council and to review every three years. Proposed: Cllr R Twining, Seconded Cllr S Butler Action: Clerk</p> <p>Standing Orders It was AGREED to adopt the standing orders for Worldham Parish Council. Proposed: Cllr R Twining, Seconded Cllr S Butler Action: Clerk</p> <p>Financial Regulations It was AGREED to adopt the current Financial Regulations noting that they allow for online banking. Proposed: Cllr R Twining, Seconded Cllr S Butler Action: Clerk</p> <p>Press Media Policy</p>

	<p>It was AGREED to adopt the current press media policy for Worldham Parish Council and to review every three years. Proposed: Cllr R Twining, Seconded Cllr S Butler Action: Clerk</p> <p>Review or Risk Assessment It was AGREED to update the risk assessment as follows and to then adopt; -</p> <p style="padding-left: 40px;">1) All hall bookings are now online so remove note in regards to petty cash.</p> <p>Proposed: Cllr R Twining, Seconded Cllr S Butler Action: Clerk</p> <p>Press Media Policy It was AGREED to adopt the current press media policy for Worldham Parish Council. Proposed: Cllr R Twining, Seconded Cllr S Butler Action: Clerk</p> <p>Village Hall remuneration (Admin and cleaner) Councillors agreed no remuneration was needed this year as Jill and Kish Sharma waived their remuneration last year and are happy to do so again. The Chair formally thanked the Sharmas for all their hard work and dedication. Proposed: Cllr R Twining, Seconded Cllr S Butler Action: Clerk</p>
<p><u>27.30</u></p>	<p>Grants Churchyards Councillors resolved that the donations to the churchyards for 2023-2024 are: East Worldham - £400 West Worldham - £100 Hartley Mauditt - £100</p> <p>The donations are for the upkeep of the burial grounds in the respective churchyards. It was AGREED to pay from grant budget of £600 for 2023/2024.</p> <p>The Chair wanted to thank the fisherman at Hartley Mauditt who maintained the church and churchyard there. Proposed: Cllr R Twining, Seconded: Cllr C Sole Action: Clerk</p>
<p><u>27.31</u></p>	<p>Meeting dates for 2023/2024 Meeting dates were agreed up to the Annual Meeting in 2023 - 2024. (Appendix 1). Proposed: Cllr R Bagnell. Seconded: Cllr C Sole Action: Clerk</p>
<p><u>27.32</u></p>	<p>Financial Report: The Clerk advised that the bank balances are as follows: 4th Quarter Receipts & Payments Reconciliation Final (Appendix 2) Bank Balance as below Current Account as 31/03/2023 = £ 3978.13 Instant Access Account (quarterly statements as 29/03/2023) : £29,761.16 Worldham Community Benefit Fund (quarterly statements as 03/04/2023): £17,831.43 Less cheques o/s £0 TOTAL £51,570.72 Receipts ledger balance £51,570.72</p>

Payment Schedule:It was **RESOLVED** to approve the following payments:**Proposed: Cllr R Twining Seconded: Cllr T Godbert****Payment Schedule May 2023**

	Payee	Description	Net	VAT	Total
17/05/23	P Hibbins - Clerk	Salary April 2023 (£585 new salary =WAH £24 - TAX £5.40)	£603.80	£0.00	£603.80
17/05/23	HMRC	Tax March 2023	£5.20	£0.00	£5.20
17/05/23	Community Heartbeat Trust	Annual Defib support (from WCBF)	£165.00	£33.00	£198.00
17/05/23	Do the Numbers Ltd	Annual Internal Audit	£200.00	£0.00	£200.00
17/05/23	Pandora Technologies Ltd	Repair port in SID - inc dleivry both ways	£185.00	£37.00	£222.00
17/05/23	P Hibbins - Clerk	Expenses - Annual Parish Meeting refreshments - from WCBF (from WCBF)	£52.30	£0.00	£52.30
	<u>Coronoation Spend - Payment to Nicky T</u>		£1,211.30	£70.00	£1,281.30
	Payee	Description	Net	VAT	Total
	Data Print	Coronation - Flyers	£58.00	£11.60	£69.60
	Triple fff	Coronation Drinks - part of order	£88.76	£17.75	£106.51
17/05/23	Nicky Twining	Coronation Spend - Total to Nicky T	£146.76	£29.35	£176.11
	<u>Coronoation Spend - Payment to Pauline</u>		£88.76	£17.75	£106.51
	Payee	Description	Net	VAT	Total
	Wildly Upbeat Printers(P)	Coronation - Marketing	£8.75	£1.75	£10.50
	Aldi	Coronation - Drinks - part of order	£5.45	£0.00	£5.45
	Sainsburys	Coronation - Prosecco for Loyal toast	£72.00	£0.00	£72.00
	Sainsburys	Coronation - Budweiser	£24.00	£0.00	£24.00
	Sainsburys	Coronation - Nozeco - for Loyal Toast	£7.50	£0.00	£7.50
	Elphicks	Gratuities	£30.00	£0.00	£30.00
17/05/23	Pauline Flude	Coronation Spend - Total to Pauline	£147.70	£1.75	£149.45

Coronoation Spend - Payment to Jane			£37.50	£0.00	£37.50
	Payee	Description	Net	VAT	Total
	Aldi	Coronation drinks - part of order	£147.14	£0.00	£147.14
			£0.00	£0.00	£0.00
17/05/23	Jane Poulton	Coronation Spend - Total to Jane	£147.14	£0.00	£147.14

Coronoation Spend - Payment to Margaret			£147.14	£0.00	£147.14
	Payee	Description	Net	VAT	Total
		Coronation Sausages	£80.00	£0.00	£80.00
		Icrecream Van	£50.00	£0.00	£50.00
		Bread rolls	£27.00	£0.00	£27.00
17/05/23	Margaret Whidbourne	Coronation Spend - Total to Margaret	£157.00	£0.00	£157.00

Payments made

	Payor	Description	Net	VAT	Total
17/05/2023	Loos for Dos	Coronation - Loo hire 50% balance (paid end of April)	£55.00	£11.00	£66.00
				£11.00	
			£55.00	0	£66.00

Payments received

	Payor	Description	Net	VAT	Total
20/04/2023	EHDC	Precept - Installment 1	£8,324.00	£0.00	£8,324.00
21/04/2023	HMRC VTR	VAT repayment from 2022-2023 spend	£1,207.63	£0.00	£1,207.63
			£0.00	£0.00	£0.00
			£0.00	£0.00	£0.00
			£9,531.63	£0.00	£9,531.63

To note; -

- an invoice for £5,615.82 has been raised to Wilsom Solar Farm for the 2023/2024 Worldham Community Benefit Fund Payment.
- First tranche of precept of £8324.00 has been received
- VAT repayment of £1,207.63 received
- To note that we had a credit of £150 on SSE account. Total new charges totaled £135.80 and therefore there is a credit £14.20 to carry over to the next bill.

27.33

Internal Audit Report:

The report from Do The Numbers Ltd was noted by councillors and the following actions were agreed:

- i) It was **AGREED** to ensure all pages of minutes have been signed by the chair

	<p>ii) It was AGREED for the clerk to look at the purchase of a laptop for Worldham Parish Council. Proposed: Cllr C Sole, Seconded: Cllr S Butler Action: Clerk</p>
<p><u>27.34</u></p>	<p>Annual Return and Governance Statements 2022/2023:</p> <p>i) The Annual Internal Audit Report signed by the Internal Auditor was noted.</p> <p>ii) The Council considered responses to the Annual Governance Statements in Section 1 and it was duly approved by all councillors and signed by the Chairman, Cllr R Twining, and by the Clerk.</p> <p>iii) The Accounting Statements contained in Section 2, prepared and signed by the RFO, were duly approved by all councillors and signed by the Chairman, Cllr R Twining.</p> <p>iv) It was confirmed that the period for the exercise of public rights would be Monday 5th June to Friday 14th July 2023. The Clerk would arrange the necessary publication of these dates.</p> <p>v) It was confirmed no conflict of interest with BDO LLP (External Auditor)</p> <p>Proposed: Cllr R Twining, Seconded: Cllr B Bagnell Action: Clerk</p>
<p><u>27.35</u></p>	<p>Planning Applications Update on previous applications noted in Appendix 3</p> <p>SDNP/23/01452/FUL St Nicholas Church Little Wood Lane West Worldham Alton Hampshire GU34 3BD Proposed extension and access Improvements Deadline 22nd May 2023</p> <p>Cllr W Brock left the meeting.</p> <p>It was AGREED no objection. Proposed: Cllr T Godbert Seconded: Cllr C Sole Action: Clerk</p> <p>Cllr W Brock re-joined the meeting.</p> <p>SDNP/22/05022/FUL Oaklands Farm Green Street East Worldham Bordon Hampshire GU34 3AU Change of use of the storage area on Oakland Farm and associated land holdings from Agriculture (Sui Generis) to Open Storage (Class B8) by the Ahmadiyya Muslim Association, for the provision of storage space in the form of shipping containers and new landscape Deadline 18th May 2023</p> <p>It was AGREED to object to this application due to the significant impact that it will have on its rural location in the South Downs National Park. The intended use for the containers is also storage for an event that occurs under the Permitted Development regulations under the 28 days change of use allowance and not for agricultural. Concerns were raised with landscaping and it was asked that if the planning authority was to approve this application that the following conditions to be imposed:-</p> <p>- The colour can only be of a muted colour and tone so they are less visible than a brightly coloured container would be.</p> <p>- That the application will secure the proposed commitment (through an S106 Agreement) to ensure the agricultural use for the site is retained, properly maintained and operated within the context of the National Park Designation including a commitment to ensuring the Dark Night Skies within the farm.</p>

	<p>- That there is no stacking of containers and the number of shipping containers is therefore reduced.</p> <p>- That there is a commitment to the provision of substantial new landscaping on the Boundary with Green Street and the Southern Portion of the site. and biodiversity improvements to the site.</p> <p>- A reduction in the hours of usage and access to the containers to be reduced from 7 am-11 pm to 8 am - 8 pm, therefore, reducing the noise issue for local neighbours.</p> <p>Proposed: Cllr T Godbert, Seconded: Cllr B Bagnell Action: Clerk</p> <p>SDNP/23/00680/HOUS 4 Windmill Fields Church Lane East Worldham Alton Hampshire GU34 3AR Single storey rear extension Deadline 18th May 2023 It was AGREED NO OBJECTION but formal complaint to be made to the Planning Officer who agreed the extension to comments which was not adhered to. To copy to District Councillors. Proposed: Cllr R Twining Seconded: Cllr S Butler Action: Clerk</p> <p>SDNP/23/00680/HOUS 3 Windmill Fields Church Lane East Worldham Alton Hampshire GU34 3AR Replacement external wall finish and front porch, retrospective consent, and proposed single storey rear extension. Deadline 18th May 2023 It was AGREED NO OBJECTION but formal complaint to be made to the Planning Officer who agreed the extension to comments which was not adhered to. To copy to District Councillors. Proposed: Cllr R Twining Seconded: Cllr S Butler Action: Clerk</p>
<p><u>27.36</u></p>	<p>SDNPA Parish Priorities – To discuss project, working party, consultation and timeline. It was agreed to draft 3 key messages for each topic and to bring back to the next meeting to discuss.</p> <ul style="list-style-type: none"> - Development and Management of Land - Cllr W Brock - Homes & Design– Cllr Tessa Godbert - Natural Environment – Cllr S Butler - Jobs – Cllr C Sole - Public spaces and infrastructure – Cllr B Bagnell <p>The following timeline was AGREED.</p> <ul style="list-style-type: none"> - June – first draft of key priorities for each topic. - July - finalise key statements and to publish for public consultation. - September - An open event - October - finalise and send to SDNPA in October meeting <p>Proposed Cllr R Bagnell, Seconded Cllr W Brock Action: Clerk</p>
<p><u>27.37</u></p>	<p>Selborne Village Design Statement Public Consultation Selborne Parish Council has prepared a Village Design Statement to the South Downs National Park Authority (SDNPA) on 16th March 2023. Following the submission the SDNPA are required to publish the Parish Design Statement for two rounds of public consultation. This is the first round of public consultation which is now open and will run to 6th June 2023.</p> <p>It was AGREED no comment.</p> <p>Proposed: Cllr R Bagnell, Seconded: Cllr R Twining Action: Clerk</p>
<p><u>27.38</u></p>	<p>Date of next meeting</p>

	Meetings are normally held on the first Wednesday of each month, 7.30pm, at East Worldham Village. The next meeting to take place 7 th June 2023.
<u>27.39</u>	Items for next agenda SSEN meeting Parish Priorities
<u>27.40</u>	The Chair closed the meeting at 9.38pm . Signed: Date:

Appendix 1: Meeting Dates 2023/2024 Worldham Parish Council

The Parish Council meets once a month, usually on the 1st Wednesday of the month at 7.30pm at East Worldham Village Hall.

Wednesday 17 th May 2023	Annual Meeting
Wednesday 7 th June 2023	Full Council Meeting
Wednesday 5 th July 2023	Full Council Meeting
Wednesday 2 nd August 2023	Full Council Meeting
Wednesday 6 th September 2023	Full Council Meeting
Wednesday 4 th October 2023	Full Council Meeting
Wednesday 1 st November 2023	Full Council Meeting
Wednesday 6 ^h December 2023	Full Council Meeting
Wednesday 3 rd January 2024	Full Council Meeting
Wednesday 7 th February 2024	Full Council Meeting
Wednesday 6 th March 2024	Full Council Meeting
Wednesday 3 rd April 2024	Full Council Meeting
Wednesday 1 st May 2024	Annual Meeting
TBC May 2024	Annual Parish Meeting
Wednesday 1 st May 2024	Annual Meeting

Worldham Parish Council
Minutes of Meeting held on 17th May 2023 7.30pm
East Worldham Village Hall

Appendix 2:

SUMMARY RECEIPTS & PAYMENT ACCOUNT
4th QUARTER ENDED 31st March 2023

Annual Budget	Actual-v- Budget		£	£
			Q4	
<u>RECEIPTS</u>				
14476	14476	Precept	-	
50	145	Bank Interest	65.69	
1000	0	VAT repayment	-	
900	3018	Village Hall	1,094.00	
4	4	Wayleave	-	
0	1248	S106	-	
4560	5797	Worldham Community Benefit Fund	-	
1000	3629	Other income	1,238.56	
21990	28317			2,398.25
PAYMENTS				
7450	6979	Net Salaries & Allowances (Jan-March 2022)	1,794.13	
0	0	Pension Contributions (e'ers & e'ees)	-	
120	68	Travel costs	9.00	
25	45	Chair's Allowance	-	
150	94	Stamps & Stationery	-	
800	0	Equipment Purchase	-	
0		Banking Charges	-	
1000	205	Repairs & maintenance	18.36	
1800	1340	Village Hall Electricity	486.27	
75	56	Village Hall Water Rates	-	

**Donation to RBH for remembrance day (wreath is reused)
and village Hall drinks which were then reimbursed by WCBF**

No new computer brought this year

Small repairs only

		Covid Grant - V.Hall			
100	0	Inspections/Septic tank	-		Costs have been delayed so will be paid in 2023/2024
450	317	Subscriptions & Fees	18.00		
400	200	Audit fees	-		No external audit this year as under £25k
0		Professional Fees			
					To note we budgeted for no grants but did award grants to churches in the parish
0	600	Grant allocation	-		Includes £55 loo hire deposit for Coronation
	3866	Jubilee/Coronation event	55.00		
					NB budget for village hall only (Playground cuttings included in playground maintenance)Additional biannual cut to hedges at the village hall (agree July 2022 meeting minute 25.67)
160	605	Grass cutting	-		
1000	793	Playground maintenance	72.95		
1500	1540	Trees	-		
					Additional planning training costs (will be reimbursed by participating councils and to note Dst Cllr grant of £200)
500	978	Training	880.00		
0	0	Election Costs	-		
1600	1115	Insurance	-		New competitive rate and LTA for 3 years
1000	608	Other (Grants)	-		
1000	1197	VAT on payments	225.90		
	2135	Worldham Community Benefit Fund	-		
19,130	22740				
		TOTAL PAYMENTS			3,559.61

TOTAL PAYMENTS

BALANCE BROUGHT FORWARD AS AT 31/12/2022	52732.08
ADD Total Receipts as above	2,398.25
LESS Total payments (as above)	<u>3,559.61</u>
Balance Carried forward 31/03/2023	<u>51,570.72</u>

These cumulative funds are represented by:

Current Account Balance	3,978.13
Less: Cheques drawn but not debited as at 31.03.23 nos.	-

Deposit Account Balance	29,761.16
Worldham Community Benefit Fund	17,831.43
	51,570.72

Signed: *P Robbins*

Responsible Finance Officer to Worldham Parish Council

Date: 17th April
2023**Appendix 3: Existing Planning Applications updated 10/05/2023**

Planning App. Ref No	Address	Proposal	Consultation Expiry Date	Case Officer	Parish Council Comments	Decision
SDNP/23/01295/APNR	Land Behind and Including Pookles Lane Cottage Worldham Hill East Worldham Alton Hampshire	Application to determine if prior approval is required for the formation of a private way for agricultural use.	11/04/2023		No objection	Application Withdrawn
SDNP/23/01088/LIS	Old House Farm Shelleys Lane East Worldham Alton Hampshire GU34 3AQ	Listed Building consent - External alterations to provide new set of double doors to lower ground level on the side elevation and alterations to steps outside these doors to allow access to the garden. Doors to match existing double doors on the house	19/04/2023		No objection	Approved
32038/012	Worldham Park Golf Club, Cakers Lane, East Worldham, Alton, GU34 3BF	Three Padel Tennis Courts together with associated walls and infrastructure	03/03/2023		No objection	Approved

SDNP/22/05608/FUL	Storage Facility Shelleys Lane East Worldham Alton Hampshire	One light industrial unit following demolition of three redundant Romney agricultural barns.	20/03/2023		No objection	
SDNP/22/05653/HOUS and SDNP/22/05654/LIS	Pullens Hartley Lane, West Worldham, Alton. Hampshire GU34 3BH	Listened building consent – Porch and dining room extension following demolition of existing conservatory and rear entrance porch, along with associate internal changes and external restoration/repairs and a new single storey gym extension to the existing unlisted modern barn.	10/02/2023		No objection	
SDNP/22/05231/PA16	Oaklands Farm Green Street East Worldham Bordon Hampshire GU34 3AU	Application to determine if prior approval is required for a 17.5 metre high lattice mast mounted with 6 No. antennas, 2 No. 0.6 metre dishes, 2 No. equipment cabinets located within a compound measuring 8 metres x 6 metres comprised of 1.8 metre high close boarded fence. On behalf of an electronic communications code operator for the purpose of an operator's Electronic Communications Network.	07/12/2022	Janet Mullen	Support a full planning application to be made. Would like more consideration and information reference screening of the mast.	Prior Approval Required and Refused
59174/001	Land at junction of Cakers Lane and Clays Lane	Change of use of land to provide an enclosed dog exercise field including a 1.9m high wire deer fence and gate, field shelter, parking area with associated track	09/06/2022	Lisa Gill	No Objection	Approved
SDNP/21/04283/LDE	Smiths Farm Worldham Hill East Worldham Alton GU34 3AT	Lawful Development Certificate for an Existing Use - Use of building for ancillary residential purposes in association with Smiths Farm.	18/10/2021	Kate McLoughlin	NO OBJECTION	