



# WINCHFIELD PARISH COUNCIL

[www.winchfield-pc.org.uk](http://www.winchfield-pc.org.uk)

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Clerk (Acting)	• Susan Richardson	• 7 Unwin Close, Hook, Hampshire RG27 9FL • e-mail: <a href="mailto:winchfieldparishclerk@outlook.com">winchfieldparishclerk@outlook.com</a>	• Tel: 01256 761099

## MINUTES OF THE MEETING OF WINCHFIELD PARISH COUNCIL HELD ON MONDAY 22 JULY 2019 IN WINCHFIELD VILLAGE HALL STARTING AT 7.30 PM

**PRESENT:** Cllr Andrew Renshaw (Chairman), Cllr Meyrick Williams (Vice-Chairman),  
Cllr Richard Milnes-James, Cllr Kate Stewart  
Cllr Anne Crampton (HDC), Cllr David Simpson (HCC)  
7 Members of the Public  
Mrs Susan Richardson (Acting Clerk)

The Chairman opened the meeting by welcoming everyone with special mention for Cllrs Crampton and Simpson.

### 1 APOLOGIES

Apologies were received from Cllr Louise Hodgetts (WPC), Cllr Spencer Farmer & Cllr Tim Southern (HDC), and members of the Neighbourhood Policing Team.

### 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, Winchfield Festival committee and an interest in Item 9 Broadband as he would be likely to benefit from any improvement in speeds.

Cllr Milnes-James declared his membership of Winchfield Festival committee and an interest in Item 9 Broadband as he would be likely to benefit from any improvement in speeds. Cllr Kate Stewart declared an interest in Item 9 Broadband as she would be likely to benefit from any improvement in speeds.

### 3 MINUTES OF PREVIOUS MEETING

The Minutes of the Parish Council Meeting held on 20 May 2019 were agreed and signed as a correct record.

### 4 MATTERS ARISING

There were no matters arising not covered by the Agenda.

### 5 SHAPLEY HEATH GARDEN VILLAGE

The Chairman reported that Hart District Council announced on June 28 that it had been successful in its bid to join the Government's Garden Communities programme, receiving

£150,000 in this first year. It was one of 19 garden communities awarded funding by the Ministry of Housing, Communities & Local Government (MHCLG).

Hart Council submitted the bid in November 2018 based on the area of Winchfield and Murrell Green, and given the operational name of Shapley Heath Garden Village (SHGV). This was the same as the Area of Search for a new settlement which the Inspector who had examined the Hart Local Plan had concluded should be removed from the Plan. However, the Inspector also ruled that it would not be unsound to retain HDC's aspirations to plan for long-term needs beyond the Plan period, which could include delivery of a new settlement. Cllrs Crampton and Simpson offered their support for WPC's opposition to SHGV.

Cllr Williams **PROPOSED** that WPC allocate £4,000 from the Planning Counsel budget to engage the services of John Boyd Planning Associates, accepting their fees in the sum of £3,000 excluding VAT and disbursements with a view to formulating a letter to the Secretary of State for Housing advising that HDC's ongoing promotion of the Shapley Heath Garden Village was contrary to the Inspector's findings on the submitted Local Plan. The proposal was seconded by Cllr Milnes-James and it was unanimously **RESOLVED** to engage the services of JBPA on the basis proposed.

## 6 HART LOCAL PLAN

Cllr Williams reported that the proposed Major & Minor Modifications to the Hart Local Plan had been set out in a 95-page document that had been published for public consultation between 5 July and 19 August.

Cllr Williams **PROPOSED** that WPC allocate £5,000 from the Planning Counsel budget to engage the services of JBPA, accepting their fees for work in the sum of £3,900 excluding VAT and disbursements with a view to formulating WPC's response to the Major & Minor Modifications. Cllr Milnes-James seconded the proposal and it was unanimously **RESOLVED** to engage the services of JBPA on the basis proposed.

## 7 s106 FUNDING

Cllrs Williams and Milnes-James met with Daryl Phillips (HDC) and Emma Whittaker (HDC) on 9 July to seek guidance from HDC on which of 11 potential projects identified by WPC could be eligible for s106 funding. Mr Phillips had explained that the guidance requires s106 funds to be used to fund projects with demonstrable leisure and community benefit for the parish. The funds cannot be used to maintain parish council assets, but rather to fund new capital projects. The review of the 11 potential projects identified five as not being suitable or eligible for s106 funding. Four projects fell within the s106 guidelines, and two more were 'possibles'. After discussion it was **AGREED** that improvement to the Basingstoke Canal within the parish boundary was most favourable and of greatest benefit. The Basingstoke Canal Society had already shown interest in principle for projects which would improve accessibility for the disabled to the canal towpath from the associated access points to create a circular walk.

Mr Phillips did not discount the use of s106 monies to fund or part fund the defibrillators or improvements in broadband speed and had offered to assist in an approach to Kirkby Homes, developers of Winchfield Lodge who had provided the s106 funds, should these projects be selected by WPC. It was **AGREED** to seek his support for an initial approach to Kirkby Homes. It was also **AGREED** to notify HDC of WPC's chosen project, timeframe and funding requirement by January 2020.

## 8 COMMUNITY SAFETY

- 8.1 **Speed Indicator Devices** – Cllr Hodgetts advised in a written report that WPC awaits the award of the licences for each of the locations for the SIDs, and she will continue to work with

Ian Janes to progress. There is a potential opportunity for WPC to borrow a SID from Mattingley PC. This may also be helpful in light of the request from Dogmersfield to support them with their needs. A rotation schedule for SID devices has been drawn up across all the nominated locations which warrants the two devices we have always discussed. This is also in line with the formal guidelines (device placed at a location for two weeks, and does not return to the same site for eight weeks), so having access to a third would be very helpful. Mattingley said they would be happy to share if we would contribute to the ancillary costs. This is to be discussed further with Dogmersfield so will take up the discussions with Mattingley at the right time.

- 8.2 Defibrillators** - Cllr Hodgetts will be issuing the formal requests to The Barley Mow and the Village Hall with the details around installation of the defibs. She had also identified that 'guardians' are required for each defibrillator. Cllr Stewart offered her guardianship to The Barley Mow site and Mike Garwood offered his guardianship to the Village Hall site.

## **9 BROADBAND**

Possible sources of funding remain open to investigations. Residents reported numerous 'Open Reach' activities within the village recently. Cllr Stewart made it clear in a discussion that she remains steadfast in her campaign to get faster speeds to areas of the parish. A meeting and site visit had been held with Redraw and ifbre to discuss their solution to install Ultrafast broadband in the Hurst. The Winchfield Broadband Project team, having reviewed the outline proposal, did not recommend this solution as the most suitable for the community and the companies would be advised accordingly.

## **10 HIGHWAYS**

Cllr Williams has contacted Traffic Management (HCC Highways) with a view to completing an application form for a CFI Project for WPC to fund the replacement of old fingerposts in the village. The fingerpost within The Hurst triangle will be replaced by HCC within this budget year. The Clerk was asked to chase HCC Highways regarding the missing village sign in Taplins Lane.

A resident of Winchfield, drew the attention of the meeting to the fact that speed markings on some road surfaces were becoming very worn. It was **AGREED** to raise this at the next Highways meeting in September.

## **11 FOOTPATHS REPORT**

There was no footpath report, but the Chairman advised that Footpath 501 at Totters Lane, Potbridge, had been significantly narrowed following erection of a close-boarded fence by the new owner of the adjacent Paynes Cottage who was claiming adverse possession of land next to the path. WPC had recently installed a new gate at the start of the footpath in Totters Lane. Cllr Williams agreed to contact Gareth Siu of the Hampshire Countryside Services team.

## **12 APPROVE ROLES & RESPONSIBILITIES FOR 2019/20**

Councillor Roles and Responsibilities for 2019/20 were approved as shown in Appendix Three. The document will be uploaded to the parish website.

## **13 PLANNING**

The Chairman reported the information just received that the appeals by Belgrave Homes for 10 and 17 houses on land to the north of Winchfield Court had both been dismissed.

- a. 19/01140/HOU 4 The Hurst, Winchfield, Hook RG27 8DG** for erection of a single garage. Comments due by 9 July. WPC submitted no objection on 20 June.
- b. 19/01189/HOU Hurst Farm, The Hurst, Winchfield, Hook RG27 8SL** for erection of single storey four bay oak framed garage. Comments were due by 9 July. WPC submitted no objection on 20 June.

- c. **19/00958/OUT Chapel Bungalow, land at Potbridge Road, Odiham, Hook RG29 1JW** demolition of three existing dwellings, removal of shed, caravan and lean-to extension and erection of five self or custom build dwellings and all ancillary development. WPC on 20 June confirmed its support of the comments made by the residents' association (Potbridge RAID) in its written response to the planning application to Hart of 11 June. [Post meeting note: This application has now been withdrawn.]
- d. **19/01209/HOU Cornerpiece, Bagwell Lane, Winchfield, Hook RG27 8DB** for two-storey front extension. Comments by 8 August. WPC agreed no objection.
- e. **19/01511/LBC Rose Cottage, The Hurst, Winchfield, Hook RG27 8DF** for proposed replacement of existing roof. Comments by 12 August. WPC agreed no objection.

## **14 FINANCE and GOVERNANCE**

- 14.1 Payments & Receipts for Q1 to 30 June 2019** as presented within Appendix One were received and approved.
- 14.2 Bank Reconciliation to 30 June 2019** as presented within Appendix Two was received and approved. Cllr Milnes-James signed the Bank Reconciliation along with the corresponding accounting bank statements.
- 14.3 Bank Mandate Approval:** It was **AGREED** to add Cllr Kate Stewart to the Lloyds Bank accounts, allowing online and signatory approval. This will allow for:-  
Clerk & RFO - Administrative Access Only (enter payments, access to bank statements).  
Cllrs Renshaw, Williams, Milnes-James & Stewart - Full access including online authorisation.  
Two authorised signatories for all transactions remains unchanged.

### **14.4 Payments for Approval**

These were **AGREED**:

Acting Clerk – Salary	End of Contract Salary	£208.68
Clerk - AB	August Salary	£287.08
Basingstoke Canal Authority	Donation (Approved May)	£250.00
Horticultural Society	Donation (Approved May)	£200.00
Hampshire Association of Local Council	2019/20 Affiliation Fees	£277.00

## **15 CORRESPONDENCE**

The Clerk advised that a folder of correspondence was available.

## **16 ANY OTHER BUSINESS *Report Only***

- 16.1 Permanent Clerk's Return** - The Chairman wished to thank WPC's Acting Clerk, Susan Richardson, for her excellent service during the last 12 months. Alison Ball, WPC's Clerk & RFO, will return from maternity leave on 1 August.
- 16.2 Recycling** - Cllr Stewart attended on behalf of WPC a visit to the Alton Materials Recovery facility to look around the Veolia recycling plant, arranged by HDC. Cllr Stewart found the visit of great interest and learnt that around 58 people remove all items that cannot be recycled. Our recycled paper is shipped to China. HDC have a very useful 'recycling made easy' leaflet:  
<https://www.hart.gov.uk/recycling-waste>

### **16.3 Forthcoming Events** - None were listed.

## **17 DATE OF NEXT MEETING**

It was noted that the next meetings were due to be held on 16 September 2019, 18 November 2019, 20 January 2020 and 16 March 2020.

**APPENDIX ONE - Agenda item 14.1**

<b>WINCHFIELD PARISH COUNCIL</b>						
<b>SUMMARY RECEIPTS &amp; PAYMENT ACCOUNT</b>						
<b>1st QUARTER ENDED 30 JUNE 2019</b>						
Annual Budget	Actual-v-Budget				Figures shown exclusive of VAT	
		<b>RECEIPTS</b>			£	£
29089	100%	Precept			29,089.00	
493	82%	Bank Interest			405.18	
3233.06	0%	Other			-	
		<b>TOTAL RECEIPTS</b>				<b>29,494.18</b>
		<b>PAYMENTS</b>				
5,000	17%	Net Salaries & Allowances (Apr-June)			861.24	
200	0%	Clerk's Expenses Net VAT (Apr-June)			-	
120	17%	Administration			19.98	
0	#DIV/0!	Chairman's Allowance			-	
0	#DIV/0!	Repairs & Maintenance			-	
325	104%	Insurance Premium			337.71	
1000	10%	Grants & Donations:			100.00	
550	45%	Section 137			247.50	
300	0%	Training			-	
60	0%	Hall Hire			-	
475	55%	Audit Fees			262.60	
417	0%	Subscriptions			-	
1125	0%	Other A (Contingencies)			-	
22500	0%	Other B (Planning Counsel)			-	
3233.06	9%	Community Benefit			305.00	
0	#DIV/0!	VAT on payments			117.52	
35,305		<b>TOTAL PAYMENTS</b>				<b>2,251.55</b>
		<b>BALANCE BROUGHT FORWARD on 01/04/19</b>				<b>39,595.68</b>
		<b>ADD Total Receipts (as above)</b>				<b>29,494.18</b>
		<b>LESS Total payments (as above)</b>				<b>2,251.55</b>
		<b>Balance Carried forward 30/06/19</b>				<b>66,838.31</b>
These cumulative funds are represented by:						
		Current Account Balance			38,776.66	
		Less: Cheques drawn but not debited as at 30.06.19 nos.521			100.00	
		Deposit Account Balance			2,060.01	
		Year End Cheques cleared as at 30.06.19			172.08	
		Other Account			25,929.56	
						<b>66,838.31</b>
Signed:						
Responsible Finance Officer to Winchfield Parish Council					Date:	22.07.2019

**APPENDIX TWO - Agenda Item 14.2**

**WINCHFIELD PARISH COUNCIL**  
**BANK RECONCILIATION as at 30/06/2019**

**LLOYDS BANK**

Current Bank Account 01235673  
Balance per statement on line

£ 38,776.66

**LLOYDS BANK**

Business Reserve Account 07285516  
Balance per statement on line

£ 2,060.01

**CAMBRIDGE & COUNTIES**

Deposit Account No. 15012029  
Balance as per statement on line

£ 25,929.56

**Less unpresented cheques as at 30/06/2019**

Cheque numbers 521

£ -100.00

**Year End cheques now presented as at 30/06/19**

Cheque numbers 524, 525, 527

£ 172.08

**Total cash at bank**

**£ 66,838.31**

Susan Richardson  
**Responsible Finance Officer to Winchfield Parish Council**

**Dated 22/07/2019**

## APPENDIX THREE - Agenda Item 12

### WPC ROLES & RESPONSIBILITIES 2019-2020

	Lead	Support
<b>Communication</b>		
Website	A Renshaw	Clerk
Agendas & Minutes	Clerk	A Renshaw
<b>Council Administration</b>		
Legal Support	K Stewart	Clerk
Employment Group	K Stewart	Clerk
HR	K Stewart	A Renshaw
<b>Finances</b>		
General Overview	RFO/Clerk	R Milnes-James
Insurance Overview	RFO/Clerk	R Milnes-James
<b>External Representations</b>		
HDAPTC Meetings	M Williams	R Milnes-James
Parish Flood Forum	M Williams	K Stewart
Village Hall Management Committee	A Renshaw	TBC
HCC Highways forum	M Williams	L Hodgetts
<b>Funding</b>		
Grant Sourcing & Applications	R Milnes-James	Clerk
Section 106 funds	M Williams	R Milnes-James
<b>Highways</b>		
Speedwatch	L Hodgetts	K Stewart
Flooding	M Williams	K Stewart
Biannual Litter Pick	K Stewart	K Wedlock
<b>Projects</b>		
Broadband	M Williams	K Stewart
Defibrulators	L Hodgetts	K Stewart
<b>Footpaths</b>		
Lengthsman Scheme	Clerk	M Williams
Footpaths, Gateways	M Williams	C Griffin
<b>Planning</b>		
Planning Applications	Clerk	M Williams, R Milnes-James
Hart Local Plan	M Williams	P Jackaman (Resident)
Neighbourhood Plan Review	M Williams	C Strudwick
<b>Village Assets</b>		
Noticeboards	K Stewart	Clerk
Bus Shelter		
Memorial Bench		
Litter Pickers		
Hi-Viz Vests		

PLEASE CONTACT THE CLERK IN THE FIRST INSTANCE at [winchfieldparishclerk@outlook.com](mailto:winchfieldparishclerk@outlook.com)