

**MINUTES OF MEETING OF EAST WOODHAY PARISH COUNCIL**  
**21<sup>st</sup> October 2019**  
**EAST WOODHAY VILLAGE HALL**  
**@7.30pm.**

**Chairman:** Cllr James Mitchell (Chair)

**Present:** Councillors Mr P Hurst, Mr M Rand, Mrs S Cooper, Mr J Murdoch, Mr P Jarvis, Mrs H Teece, Mr J Morris, Mr B Lambert

**In Attendance:** Cllr Sanders, One Parishioner

**Clerk:** Amy White

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**Item 1: Apologies**

No apologies were received.

**Item 2: Declarations of Interest**

None.

**Item 3: Minutes of last meeting**

The minutes of the meeting held on 30<sup>th</sup> September 2019 were agreed, accepted as a true record and signed in the presence of the Clerk.

**Item 4: Matters Arising from June Meeting**

Action 14.2 from March minutes: Cllr Rand to circulate recreational equipment ideas for WHRG- **ACTIONED**

Item	Action	Owner	Status
5.1	Clerk to contact Highclere PC to report hedging issue on Woolton Hill Road near crossroads	Clerk	Actioned
7.1	Clerk to research dog poo bins	Clerk	Pending
8.3	Cllr Murdoch to investigate a defibrillator at the Rampant Cat.	Cllr Murdoch	Actioned
9.1	Clerk to liaise with Cllr Teece and Lengthsman about footpath hedge cutting.	Clerk/Cllr Teece	Actioned
16.2	Cllr Mitchell to write to Cllr Ron Humby (responsible for Economy, Transport and Environment) of HCC to express EWPC's frustration at the delay to the project.	Cllr Mitchell	Actioned

**Item 5: Planning**

- 5.1 Cllr Lambert reported on the three applications received this month. Please refer to the planning minutes on <http://www.eastwoodhay-pc.gov.uk/community/east-woodhay-parish-council-12776/minutes1/>
- 5.2 Cllr Sanders commented that he had received communication from Soo Pocock at BDBC re. CIL funding. It was agreed all communication should go through the Clerk.  
**Action:** Clerk to ensure all CIL communications received from BDBC.

**Item 6 Neighbourhood Plan**

- 6.1 See Cllr Hurst's report at the end of the minutes. The Steering group are at the re-edit stage. Cllr Hurst specifically asked the EWPC to consider the following questions:
- what would you regard as the area to be considered for the setting of your conservation areas - think of the immediate surrounding area and the impact on the conservation area if it changed.
  - What is it that makes East End and North End worthy of a conservation area in your view?
  - what are the characteristics that are key for you to protect?
  - what do you regard as not important to protect, if anything?
  - why are these areas important for the parish to designate as conservation areas ie what influence do these areas have on the character of the Parish (think of the broad impact)?
  - what do you want to achieve with retaining these as conservation areas?
  - The areas will develop so what do you regard as the vision for development for these areas?
  - how would you like to see these areas and the surrounding setting develop?

**Item 7: Amenities including footpaths**

- 7.1 **Footpaths:** Please see Cllr Teece's report at the end of the minutes.
- 7.2 The three kissing gates for Rookery Farm have been ordered and received by Premier Grounds, ready for fitting over the winter.
- 7.3 A complaint has been received from a Parishioner about a kissing gate in Hollington where it is extremely muddy. It was decided to let Highclere PC organise any remedial work needed.  
*Since the meeting Highclere PC have decided to ask the Lengthsman to put some hardcore down as a temporary measure.*
- 7.4 Cllr Murdoch reported that the end of the Parish Field near Brownies Corner is extremely boggy and deep mud at the kissing gate end .  
**Action:** Clerk to ask Lengthsman to put down some hardcore.
- 7.5 **Amenities:** The Clerk received a complaint about a loose bolt on the basket swing at Woolton Hill playground; this is being fixed by Steve Batt.
- 7.6 **Defibrillator:** Cllr Murdoch had sent around a quote for the cost of a new defibrillator. The Council voted to pursue a new defibrillator. Result: 7 for and 2 against so the

motion was carried to agree *in principle* to Cllr Murdoch talking to the Rampant Cat for installation of a defibrillator on the outside wall.

**7.7** The Clerk received information regarding the footpath consultation along Wayfarer's Walk referred to in the September minutes. The decision went against the Council's preferred option and the footpath line will be altered. See attached documentation.

**7.8** Cllr Teece has decided to step down from the Parish Council after serving for 9 years. Councillor Mitchell thanked her for all her dedicated work over many years and all of EWPC wished her well. This means that EWPC councillor membership now stands at eight members and two vacancies.

**Item 8: Lengthsman Tasks**

**8.1** Kissing gates have been ordered for Rookery Farm and will be delivered to Jason Ebury at Premier Grounds for fitting this winter.

**8.2** Councillors all agreed for Premier Grounds to cut the footpaths on the priority list. This will be completed w/c 21 October 2019.

**8.3** New posts will be fitted at East End triangle by the end of October.

**Item 9: Finance**

**9.1** Please see Cllr Mitchell's report at the end of the minutes. As agreed at the previous Meeting, the Clerk presented the online banking transactions completed via the authorised sign off from the previous month, as well as a printout of the current balance.

**9.2** Cllr Mitchell highlighted the large amount of money in the account which needs to be spent. He will make a recommendation for project spending in the November meeting.

**Action:** Cllr Mitchell to make recommendations for spending.

**9.3** Following this it was discussed whether EWPC should have a better business account with higher interest.

**Action:** Clerk to investigate business banking.

**Item 10: Highways**

**10.1** Please see Cllr Murdoch's report at the end of the minutes.

**Action:** Clerk to write a letter to Woolton Hill Road residents asking to cut hedges back to the original pavement width. Cllr Jarvis to publish this letter in Spectrum too.

**Item 11: Utilities**

**11.1** Please see Cllr Jarvis' report at the end of the minutes.

**Item 12: Police/Crime updates**

**12.1** Please see Cllr Hurst's report at the end of the minutes.

**Item 13: Donations/Grant requests**

**13.1** Norman Powers has kindly organised the poppy wreaths for the Remembrance Services held in the Parish this year. The Council all agreed to donate £50 to the Royal British Legion.

**Action:** Clerk to organise donation to RBL via Norman Powers.

**Item 14: Harwood Paddock/S106 monies**

**14.1** Please see Cllr Hurst's report at the end of the minutes.  
EWPC has been invited for a game of bowls with the Bowls Club, which they are all looking forward to.

**Item 15: Members' Reports**

**15.1** Cllr Sanders reported that BDBC is budget planning for 2020, with a focus on green initiatives, housing and the homeless.

**15.2** Cllr Sanders requested that EWPC investigate adopting the phone box at North End again, as it is in a very poor state of repair. He also requested some strimming of the nettles along the North End road.

**Action:** Clerk to investigate adopting the North End phone box and organise Lengthsman to strim along North End.

**Item 16: Councillor Training**

**16.1** Cllr Morris will be attending new councillor training with HALC on 06 November 2019.

**Item 17: AOB**

**17.1** Cllr Cooper's term as East Woodhay Charities representative from EWPC has come to an end. The Council all agreed for Cllr Cooper to continue in this role for another four years.

**Action:** Clerk to contact Sue Wren to confirm Cllr Cooper's wish to continue as EWPC's East Woodhay Charities representative.

**17.2** Cllr Morris will be assigned a role on EWPC. Cllr Mitchell asked councillors to email him if they wished to swap/change their committee roles.

### ACTION LOG October 2019

Item	Action	Owner
5.2	Clerk to ensure all CIL communications received from BDBC.	Clerk
7.4	Clerk to ask Lengthsman to put done some hardcore at one end of Parish Field.	Clerk
9.2	Cllr Mitchell to make recommendations for spending	Cllr Mitchell
9.3	Clerk to investigate business banking	Clerk
10.1	Clerk to write to residents along WH road re hedge cutting. Cllr Jarvis to add letter to Spectrum.	Clerk/Cllr Jarvis
13.1	Clerk to organise donation to RBL via Norman Powers	Clerk
15.2	Clerk to investigate adopting the North End phone box and organise Lengthsman to strim along North End	Clerk
18.1	Clerk to contact Sue Wren to confirm Cllr Cooper's wish to continue as EWPC's East Woodhay Charities representative.	Clerk

### Councillor Reports October 2019

#### Item 6: Neighbourhood Plan Report- Cllr Hurst

Following the feedback sessions with the PC and BDBC, the re-edit of the NP is well underway.

As a reminder the North Wessex Downs Management Plan has been approved by BDBC and will be incorporated in the planning process and in the NP. This is a good document and should be read as most of the Parish is within the AONB. It can be found on the AONB website.

As discussed in last month's PC meeting, feedback on our conservation areas is required for inclusion in the NP.

Please feedback on the questions we have been asked to consider by the BDBC Heritage Officer:

- what would you regard as the area to be considered for the setting of your conservation areas - think of the immediate surrounding area and the impact on the conservation area if it changed.
- What is it that makes East End and North End worthy of a conservation area in your view?
- what are the characteristics that are key for you to protect?
- what do you regard as not important to protect, if anything?
- why are these areas important for the parish to designate as conservation areas ie what influence do these areas have on the character of the Parish (think of the broad impact)?

- what do you want to achieve with retaining these as conservation areas?
- The areas will develop so what do you regard as the vision for development for these areas?
- how would you like to see these areas and the surrounding setting develop?

## **Item 7: Footpath report- Cllr Teece**

### **EW FP32 Rookery Farm**

The 3 kissing gates have been ordered and will be delivered to the Lengthsman's address in Basingstoke for installation later this year.

### **EW FP4 Ball Hill Road next to substation – Parish Charities Field**

I checked out this footpath on the Parish Charity Field near the Furze Bush 2 days ago and found to my surprise that the path is in quite good order and will not need cutting this autumn since all the nettles and tall weeds have died. We can take it off the Lengthsman's list and check again in early Spring.

The grass path through the paddock leading to Knights Lane is in good condition.

### **EW FP9 Boardwalk Trade Street**

2 boards on this section have been reported as looking damaged. The contractor has been advised to check whether this needs repair.

### **Priority Cutting List**

The Lengthsman is planning to cut the grass and intruding brambles, thistles and weeds on the 5 designated footpaths on Monday so that these paths can be walked during the winter months.

## **Item 9: Finance Report- Cllr Mitchell**

### **1. SUMMARY**

FY2019/20 data to 21<sup>st</sup> October 2019. 7 months of the FY completed.

101% of income budget received. (£37,074).

50% (£18,320) of expense budget spent. So slightly behind the spending curve.

#### **1. INCOME STATEMENT**

- - 100% Precept received
- - 100% Litter warden grant received
- - £9,837 S106 Allotments monies received
- - £715 VAT reclaimed
- - £600 Rental income received

#### **2. EXPENSE STATEMENT EXECUTIVE SUMMARY (following list not conclusive)**

- - £1,288 Insurance for year
- - £1,300 Ditch maintenance on WH Rec Ground
- - £1,250 CCTV annual fees
- - £1,108 Kissing gates installations
- - £1,085 Brownies Corner & East End Wooden posts replacement

- - £967 Phone box & Boardwalk repairs
- - £780 Annual Maintenance
- - £700 Donation to EWS (www.wooltonhill.com)
- - £690 Upgrade CCTV to use SD cards
- - £682 HALC affiliation
- - £430 Audit fees
- - £280 Neighbourhood plan consultant
- - £280 Brownies Corner new wooden posts
- - £220 Post fix and gate fix (Batt Brownies corner)
- - £200 Audit fees
- - £200 Wooden posts renewal
- - £178 PAYE Payment
- - £150 Course for clerk
- - £100 Heartstart charity donation

### 3. CAPITAL STATEMENT EXECUTIVE SUMMARY

- Capital account £45,000

### 2. FISCAL YEAR TO DATE TRANSACTIONS BY MONTH

EAST WOODHAY PARISH COUNCIL															
Receipts and Payments - 2019/20															
RECEIPTS	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	De c	Jan	Feb	Mar	Total	BUDGET	% of Budget
Precept	£ 16,738.50					£ 14,746.50							£ 31,485.00	£ 29,493.02	107%
Double Taxation													£-	£ 1,992.00	0%
Litter Warden Grant	£ 4,269.20												£ 4,269.20	£ 4,269.20	100%
Rental Income						£ 600.00							£ 600.00	£ 1,100.00	55%
<b>CTS Grant</b>													£-		#DIV/0!
S106 Monies				£ 9,837.00									£ 9,837.00		#DIV/0!
Other Grants													£-	£-	#DIV/0!
VAT Recovered		£ 435.59			£ 280.00	£ 655.08							£ 1,370.67	£-	#DIV/0!
Bank Interest			£ 4.69										£ 4.69	-	#VALUE!
	£ 21,007.70	£ 435.59	£ 4.69	£ 9,837.00	£ 280.00	£ 16,001.58	£-	£-	£-	£-	£-	£-	£ 47,566.56	£ 36,854	129%
PAYMENTS	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	BUDGET	% of Budget
Clerk's salary	£ 744.61	£ 744.61	£ 744.61	£ 744.61	£ 744.61	£ 744.61	£ 744.61						£ 5,212.27	£ 9,202.00	57%
Clerk's expenses	£ 65.70	£ 31.48	£ 112.89	£ 12.90	£-	£ 4.50	£ 4.50						£ 231.97	£ 325.83	71%
Litter Warden Salary	£ 339.30	£ 339.30	£ 339.30	£ 339.30	£ 339.30	£ 339.30	£ 339.30						£ 2,375.10	£ 4,072.00	58%
Litter Warden Exps	£ 70.00	£ 70.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00						£ 440.00	£ 720.00	61%
Admin (inc Courses)	£ 211.00		£ 105.00	£ 40.00			£ 45.00						£ 401.00	£ 1,000.00	40%
Insurance		£ 1,288.30											£ 1,288.30	£ 1,500.00	86%
Audit			£ 230.00				£ 200.00						£ 430.00	£ 545.90	79%
Subscriptions			£ 682.00										£ 682.00	£ 649.93	105%
Grass Cutting													£-	£ 1,200.00	0%
Misc Maintenance	-£ 482.00		£ 200.00				£ 2,605.40						£ 2,323.40	£ 2,305.00	101%
Annual Maint Agmnt							£ 780.00						£ 780.00	£ 3,620.00	22%
Footpaths	£ 679.80		£ 288.00				£ 1,108.00						£ 2,075.80	£ 5,000.00	42%
Highways													£-	£-	#DIV/0!
CCTV			£ 1,250.00		£ 690.00								£ 1,940.00	£ 1,800.00	108%
Donations & Sec 137	£ 700.00			£ 100.00									£ 800.00	£ 1,500.00	53%
Neighbourhood Plan	£ 60.00			£ 280.00			£ 85.00						£ 425.00	£ 3,000.00	14%



- Scheme 2 - Pedestrian facilities on Tile Barn Row (i.e. installing a pedestrian footpath in Tile Barn Row leading to the Bloor Homes Development (now Meadowbrook))

Once the business case is approved, HCC will be able to start design work. I have again confirmed that Trade Street is the priority for the community. Also, I have informed HCC that EWPC owns the agricultural field directly opposite the Surgery. This may be useful if any proposed road widening / parking provision impacts on the road boundary.

## **Item 12: Police and Traffic Report- Cllr Hurst**

### **East Woodhay Village Hall CCTV implementation**

As part of the S106 East Woodhay Village Hall refurbishment, CCTV is now being implemented with the associated infrastructure. This allows, if we believe there is a requirement for CCTV to be implemented to cover the playground and tennis court, either now or in the future. Advantage has been taken of the CCTV site survey of the Village Hall to include the playground, so that we have the feasibility and costs.

The following is the S106 project update for October 2019. As can be seen from below the S106 project activity remains high in the community.

### **Village Halls**

Church Hall, main refurbishment and spend completed, small changes remain to finish project.

EWVH, stage removed, storage to be implemented at the end of October. Car park refurbishment and CCTV quotations and supplier selection now underway.

### **Sports Club Update**

#### **Bowls Club (£2.8k)**

Mat and storage equipment purchased. Project will be completed next month with completion of new storage at EWVH. The PC has been invited to attend a session when project completed.

#### **Cricket Club (£10k)**

East Woodhay CC has currently raised £23K of the £26K needed to initiate the project. They have a number of fundraising activities before Christmas and therefore plan to place the order with supplier, SC Slatter for the nets early in the New Year and to draw down on the S106 funds in February 2020.

#### **Football Club (£10k)**

Aerator and trailer required identified and planned to be purchased in November.

#### **Tennis Club (£18k)**

Tennis Club have an agreed contractor/quote for the Section 106 project of converting existing lights on courts 2 and 3 to LED. From their own funds, two new columns/lights will be added to the far end of court 3 to make this fully lit, which will require planning permission. An application for this has been submitted. Their intention is to undertake both conversion and installation of new columns and lights at the same time as this produces cost savings (and less disruption). Therefore, they are awaiting planning approval for the new lights before commencing.

Once planning permission has been received there will be a two month lead time before the work takes place (the LED units are made to order). They are hoping they will get the planning permission for the new lights within the next month (and hence work undertaken early in the new year at the latest).

#### *LIF Status*

With PC support, the Tennis Club submitted a letter of intent to apply for LIF for a full mini court and drainage improvement to BDBC. This was accepted and BDBC LIF Officer (Sue Washington) and the Sports Officer (Gareth Evans) visited the site. They were happy with the proposal and the Tennis Club have now been formally invited to apply for LIF. This will require PC and Clive's review and approval.

#### **S106 Meadowbrook Community Land**

Following the agreement with Bloor Homes and BDBC to decouple the handover of the Community Land from the sign off of the Meadowbrook development, the legal process for transfer has been initiated. This is a two phase process, firstly the transfer of the land from Bloor Homes to BDBC, then from BDBC to the PC.

The legal processes are running in parallel (though the final transactions of course need to be sequential) to try and reduce the transfer time. The report required to approve the transfer of land from BDBC to the PC has been completed and the approval process commenced. Although having agreed to commence transfer, Bloor Homes have still not initiated their legal process and BDBC are trying to understand why this is the case.

BDBC are focusing on completion of handover by March next year, although with the lack of progress from Bloor Homes this could slip yet again.

#### **S106 Allotment Funding (£9k).**

Funding towards allotments was also included in the S106 contract, and this funding of £9k was transferred to the PC earlier this year. With the lack of any progress on the allotment project it was proposed to investigate if this could be used for the orchard project. This has been discussed with the BDBC fund manager and has agreed this can be considered when the Community Land is transferred to the PC - they wish to see this completed first.

The fund should remain with the PC, with plans to be allocated to the orchard. This can also be utilised for fund matching with orchard grants.

#### **Recreation Projects**

The focus will now move to the S106 funds for recreation projects. See Mark Rands proposals circulated recently.

Once the PC agrees the proposals these will be presented to the BDBC fund manager for approval.