



# WINCHFIELD PARISH COUNCIL

www.winchfield-pc.org.uk

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## MINUTES OF THE ANNUAL GENERAL MEETING OF WINCHFIELD PARISH COUNCIL HELD ON MONDAY, MAY 18, 2015, IN WINCHFIELD VILLAGE HALL STARTING AT 8.25 PM, FOLLOWING THE ANNUAL PARISH ASSEMBLY

**PRESENT:** Cllr A Renshaw (in the Chair),  
Cllr H Dicks, Cllr I Gavin-Brown Cllr P Jackaman and Cllr M Williams  
14 members of the public *until the end of item 10*  
PCSO B Evans  
Mrs C Johnson (Clerk).

### 1 APOLOGIES

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

### 2 ACCEPTANCE OF OFFICE BY COUNCILLORS

Declarations of Acceptance of Office were received from all five Councillors who had been elected without contest. Cllr Dicks and Cllr Williams were welcomed to their first meeting. Cllr Renshaw had been elected to the District Council, representing the Hartley Wintney ward of which Winchfield is part.

### 3 ELECTION OF CHAIRMAN

Cllr Renshaw was unanimously re-elected as Chairman (proposed by Cllr Gavin-Brown, seconded by Cllr Jackaman) and afterwards signed a declaration of acceptance of that office.

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

A dispensation was granted 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.

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.

### 5 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.

### 6 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on March 13, 2015, were accepted and signed as a correct record.

### 7 MATTERS ARISING

#### 7.1 Covenanted land in SHLAA (item 5.1)

Cllr Jackaman reported that the high level assessment of SHLAA sites, carried out on behalf of Hart, had suggested SHLAA site SHL262 might be able to accommodate 108 homes (in distributing the

high level data Hart described it as raw data which they had not yet had time to assess). Councillor Gavin-Brown would look at the S.106 agreement and Hart's response regarding the use of the land, of which the site forms part. Hart had already offered the opinion that even if there were a restriction on the land it could be overcome by a new deed of variation and local plan policy.

## **7.2 Parish Website (item 12)**

The domain name 'winchfield-pc.org.uk' had been purchased and the Council's new website hosted by Hugo Fox was now live.

## **7.3 Planning application 14/001797/FUL: land at Ringwood, Old Potbridge Road (item 14.1)**

It was noted that a delegated decision (for refusal) was expected the day following this meeting.

## **8 MATTERS ARISING FROM ANNUAL PARISH ASSEMBLY**

None

## **9 RECORDING OF MEETINGS**

Since the meeting of the Council held in October 2014 when paragraph 3(l) of the Council's Standing Orders was replaced to reflect changes in legislation relating to the recording of meetings, Hampshire ALC had recommended a different form of words and an associated Protocol be adopted:

**3(l)** Filming, photographing, recording, broadcasting or transmitting the proceedings of any meeting of Council, a committee, or a sub-committee should be conducted in accordance with the Council's Protocol for Reporting at Meetings *with a consequent change to the paragraph which follows where 'any person wishing to report on the proceedings of a meeting as in paragraph 3(l) above' replaces 'members of the press'.*

**3(m)** Any person wishing to report on the proceedings of a meeting as in paragraph (l) above shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.

It was **resolved** to replace the Council's Standing Order 3(l) and amend 3(m) accordingly and to adopt the Protocol for Reporting at Council Meetings including the use and display of the Public Notice, in accordance with Hampshire ALC's advice. (See Appendix 1).

## **10 COMMUNITY SAFETY**

The Chairman reported on the recent escape by a patient from Mildmay Oaks Hospital which had caused a great deal of concern locally because of the man's history as a sex offender. The patient had left the area and had eventually handed himself in to police in Buckingham.

The Chairman had raised a number of questions to Hart District Council at its last meeting. He and Chief Inspector Reeves had met with Partnerships in Care (the company which had taken over the then Vista Hospital in March 2015 after it had been the subject of two damning Care Quality Commission reports). As a result of their meeting they had every confidence in the new management and had issued a joint statement to that effect.

## **11 LOCAL PLAN**

A progress report had been made to the Annual Parish Assembly earlier in the evening concerning the on-going 'high level' assessment of potential sites, including a new settlement in Winchfield, and uncertainty about the impact of neighbouring councils Surrey Heath and Rushmoor being unable to achieve their quotas.

Cllr Ken Crookes expressed optimism that around three hundred homes could be delivered on the site of the former Police College at Bramshill and the Chairman pointed out the potential for three hundred and fifty at Guillemont Park and the possibility of residential rather than commercial development at Pyestock.

## **12 NEIGHBOURHOOD PLAN**

As reported at the Annual Parish Assembly, progress was being made on the Neighbourhood Plan with a meeting to review draft policies to be held with the planning consultant at the end of the

month. The task of identifying suitable sites in the parish for development would need to be commenced in due course.

### 13 PLANNING APPLICATIONS

The following applications had been considered since the last meeting and no objections raised:

**33 Winchfield Court** (15/00740/HOU) single storey rear extension

**Winkworth Business Park London Road** (15/00574/OUT) Outline application for the erection of 3 two-storey, detached dwellings, with only access to be considered.

**Cranford House, Station Road** (15/00847/LDC): Occupation of the dwelling without compliance with the agricultural occupancy restriction (Condition 5 of HDC/5322 and HDC/5322/1)

**Forest Retreat, Odiham Road** (15/00904/HOU: Installation of three new windows on eastern elevation of new dwelling.

### 14 FINANCE

#### 14.1 Accounts for the year ended 31.03.2015

The Receipts and Payments Summary and the Summary Receipts and Payments Account with attached notes for the year ended March 31' 2015 (which had been presented at the Annual Parish Assembly), together with the Review of Spending against Approved Budget as at 31.03.2015, were formally received and approved.

#### 14.2 Internal Auditor's report for the year ended 31.03.2015

The internal auditor's report was received and noted. There were no recommendations arising.

#### 14.3 Review of effectiveness of internal controls and audit for the year ended 31.03.2015

The review drafted by the Clerk was adopted without amendment.

#### 14.4 Annual return to the Audit Commission for the year ended 31.03.2015

The Annual Return drafted by the Clerk was received and approved.

#### 14.5 Finance Report for the period 13.03.2015 to 14.05.2015

##### Deposit Account (Lloyds)

13 Mar	Balance		£13,512.58
	Interest: Mar/Apr/May		1.68
14 May	<b>Balance</b>		<b>£13,514.26</b>

##### Current Account (Lloyds)

13 Mar	Balance		£2,783.71
	C Johnson Salary & Expenses	Exp14/19	£661.60
	Hartley Wintney PC Parish Lengthsman	Exp14/20	£530.00
	K Wedlock S137 Litter pick refreshments	Exp14/21	£42.26
	Getmapping plc Parish- on-line subs	Exp14/22	£33.60
	Village Hall Mgt C'tee Hall hire	Exp14/23	£70.00
25 Mar	R Gibson Noticeboard refurbishment	Exp14/24	£260.00
09 Apr	HDC Precept and CTS Grant	Inc 15/01	£26,964.00
05 May	Hampshire ALC Subscriptions*	Exp15/01	£227.00
11 May	VAT refund (2014-15)	Inc15/02	£50.11
14May	<b>Balance</b>		<b>£27,973.36</b>
14 May	<b>TOTAL</b> deposit and current accounts		<b>£41,487.62</b>

\*Paid in accordance with Financial Regulations 6.4

## Comparison with 2015/16 Budget

Budget heading	Allocation	Spend to date (ex VAT)	Available		
Clerk's Salary	£2,400.00	£0.00	£2,400.00		
Training	£50.00	£0.00	£50.00		
Subscription to SLCC	£80.00	£0.00	£80.00		
Hire of Village Hall for meetings	£60.00	£0.00	£60.00		
Stationery/post/tel/publications etc	£175.00	£0.00	£175.00		
Insurance	£290.00	£0.00	£290.00		
HALC/NALC Subscriptions	£255.00	£227.00	£28.00		
Audit & Information Commission fees	£210.00	£0.00	£210.00		
Section 137 payments	£400.00	£0.00	£400.00		
Grants (Churchyard maintenance)	£600.00	£0.00	£600.00		
Contingencies	£350.00	£0.00	£350.00		
<b>Total A</b>	<b>£4,870.00</b>	<b>£227.00</b>	<b>£4,643.00</b>		
<b>• Reserves</b>	<b>C/Fwd</b>	<b>Added</b>	<b>Balance</b>	<b>Spend to date</b>	<b>Available</b>
<b>Earmarked funds</b>	<b>31.03.15</b>	<b>01.04.15</b>	<b>01.04.15</b>	<b>(ex VAT)</b>	
Basingstoke Canal	£250.00	£0.00	£250.00	£0.00	£250.00
Election Expenses Contingency	£1,000.00	£0.00	£1,000.00	£0.00	£1,000.00
Events <i>new</i>	0.00	£200.00	£200.00	£0.00	£200.00
Maintenance	£30.00	£100.00	£130.00	£0.00	£130.00
Neighbourhood Plan	£2,082.00	£0.00	£2,082.00	£0.00	£2,082.00
Parish Lengthsman	£470.00	£1,250.00	£1,720.00	£0.00	£1,720.00
Planning Counsel	£6,250.00	£20,000.00	£26,250.00	£0.00	£26,250.00
Retirement Gratuity A	£1,218.00	£0.00	£1,218.00	£0.00	£1,218.00
Retirement Gratuity B	£700.00	£152.00	£852.00	£0.00	£852.00
Street Lighting	£2,250.00	£0.00	£2,250.00	£0.00	£2,250.00
Website Development <i>new</i>	0.00	£450.00	£450.00	£0.00	£450.00
Winchfield Festival 2016	£0.00	£300.00	£300.00	£0.00	£300.00
<b>Total B</b>	<b>£14,250.00</b>	<b>£22,452.00</b>	<b>£36,702.00</b>	<b>£0.00</b>	<b>£36,702.00</b>
<b>Unallocated surplus</b>	<b>Total C</b>				<b>£142.62</b>
				<b>Total A + B +C</b>	<b>£41,487.62</b>

### 14.6 Requests for Grants and Donations

None had been received.

### 14.7 Review of banking and insurance arrangements

It was **resolved** to continue to bank with Lloyds TSB in view of the convenience of access to the Hartley Wintney branch, as the interest rates were broadly similar to those of the other major banks

In 2014 the Council had resolved to insure with Hiscox with a Long Tern Agreement for 3 years.

### 14.8 Review of authorised signatories

It was **resolved** that Cllr Williams be appointed as an authorised bank signatory (in place of Cllr Lumby).

### 14.9 Payments for approval

#### 14.9.1 The following payments were approved:

C Johnson	Salary	Apr/May/June payable 19.06.15	£600.00
	Expenses		£8.23
ECAS	Internal Audit fee		£175.00
BNL (Came & Co)	Insurance premium		£265.00
Hampshire ALC	Post & packing for file dividers for new Cllrs		£10.00

NALC	LCR Review subscription	£17.00
Winchfield PCC	Grant (Graveyard Maintenance)	£600.00

**14.9.2** In March 2015, Hampshire ALC had announced that it would henceforth only provide HR advice to those member Councils who subscribed to this service at a flat rate of £100 per annum. It was **resolved** to subscribe for the current year.

## **15 NEW TRANSPARENCY REGULATIONS**

Hampshire ALC's briefing on the implementation of the new Transparency Code for Smaller Authorities had been circulated to Parish Councillors prior to the meeting. It was noted that the Code would not apply to this Council this year as its income would be in excess of £25,000.

## **16 CORRESPONDENCE**

### **16.1 Future Affiliation to NALC**

No view was taken in response to Hampshire ALC's consultation about future affiliation with NALC.

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

## **17 OTHER BUSINESS**

### **17.1 Parish Picnic**

The Chairman urged residents to attend this annual event to be held on June 7, when there would also be an opportunity to hear an update from the Neighbourhood Plan Committee.

### **17.2 New Local Policing Arrangements**

PCSO Bill Evans had introduced himself at the preceding Annual Parish Assembly and outlined the new local policing arrangements.

**18 DATE OF NEXT MEETING** No date was fixed.

**There being no further business, the meeting closed at 9pm**

## Appendix 1

# PROTOCOL FOR REPORTING AT MEETINGS

[Annex to Standing Order No: 3(I)]

**Adopted at the meeting of the Council held on May 18, 2015**

### **1. Introduction**

- 1.1 This Protocol provides guidance to members of the public or press who wish to photograph or record proceedings at any of Winchfield Parish Council's public meetings.
- 1.2 The Council supports the principles of openness and transparency in the way it conducts its meetings. Sound recording, photographing, filming, and use of social media at meetings which are held in public are permitted:
  - (a) subject to the provisions of this Protocol; and
  - (b) provided that Chairman is satisfied that it will not be disruptive or distracting to the good order and conduct of the meeting.
- 1.3 No restrictions will be placed on anyone using social media at a public meeting subject to the limitations regarding photography and audio/visual recording set out in this Protocol.
- 1.4 Meetings which take the form of hearings or which discuss sensitive employment or contractual information such as a Personnel Sub-Committee may not be suitable for recording due to the nature of some of the evidence given at the meeting. It will be at the Chairman's discretion to determine whether the recording of a particular meeting will be permitted.
- 1.5 Failure to follow the provisions within this Protocol may result in the Chairman refusing to allow the proceedings to be photographed or recorded.
- 1.6 For the purposes of this Protocol 'recording' includes sound recording, photographing, filming, and use of social media. Social media includes, but is not limited to Twitter, Facebook and blogs.

### **2. Before the meeting**

- 2.1 Those wishing to record proceedings at a meeting are recommended to contact the Clerk as early as possible before the start of the meeting so that arrangements can be discussed and the agreement of Chairman be sought.
- 2.2 The name, organisation (if applicable) and contact details of the person wishing to record proceedings are required and should be provided before the meeting if possible:

### **3. At the meeting**

- 3.1 Notices will be displayed in the meeting room advising that proceedings may be recorded, and the Chairman will make an announcement to this effect at the beginning of the meeting if a request has been received.
- 3.2 Members of the public attending a meeting to ask a question will be deemed to have given consent to being photographed or recorded.
- 3.3 Members of the public seated in the public seating area who actively object, should not be photographed, filmed or recorded as long as this does not undermine the broader transparency of the meeting.
- 3.4 Photography or filming must take place from a fixed position in the meeting room approved by the Chairman, to ensure that the view of Councillors, officers, public and press is not obstructed.
- 3.5 The use of flash photography or additional lighting will only be permitted if agreed in advance with the Clerk and the Chairman
- 3.6 Photography or audio/visual recording will be stopped if the Chairman feels it is disrupting or inhibiting the meeting in any way.
- 3.7 If someone refuses to stop recording when requested to do so the Chairman will ask the person to leave the meeting. If the person refuses to leave, the Chairman will adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.
- 3.8 Anyone asked to leave a meeting because they have refused to comply with the Chairman's request to do so, may be refused permission to record future meetings.

### **4. After the meeting**

- 4.1 Photographs and audio/visual recordings must not be edited in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing the views being expressed in a way that may ridicule or show lack of respect towards those being photographed or recorded.
- 4.2 If someone fails to comply with this Protocol the Chairman may refuse to allow this person to record any future meetings.
- 4.3 The responsibility for how any photographs or audio/visual recording is used rests with the person who made the recording and not the Council.

# **IMPORTANT NOTICE**

## **PROTOCOL FOR REPORTING AT MEETINGS**

1. The Council supports the principles of openness and transparency in the way it conducts its meetings.  
**Sound recording, photographing, filming, and use of social media at meetings which are held in public are permitted:**
  - (a) subject to the provisions of the Protocol for Reporting at Meetings; and
  - (b) provided that the Chairman is satisfied that it will not be disruptive or distracting to the good order and conduct of the meeting.
2. Where recording has been confirmed by the Chairman an announcement will be made at the start of the meeting to advise all participants of the presence and location of any recording devices.
3. If you enter the room after the meeting has started please ensure that any recording does not disrupt the meeting. If there is such disruption, the Chairman may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.
4. Only the official signed minutes of the council and its committees will be recognised as the formal, statutory and legally binding record of a meeting.

Carole Johnson  
Clerk to the Council

Adopted at meeting of the Council held on May 18, 2015