



WINCHFIELD PARISH COUNCIL

www.winchfield-pc.org.uk

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**MINUTES OF THE MEETING OF WINCHFIELD PARISH COUNCIL HELD ON
TUESDAY 4 MAY 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
Cllrs Anne Crampton and Spencer Farmer (HDC)
Footpaths Warden
6 Members of the Public
Mrs Alison Ball (Clerk)

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

1 ELECTION OF CHAIRMAN

Cllr Renshaw was unanimously re-elected as Chairman (proposed by Cllr Williams, seconded by Cllr Stewart).

2 ELECTION OF VICE-CHAIRMAN

Cllr Williams was unanimously re-elected as Vice-Chairman (proposed by Cllr Renshaw, seconded by Cllr Milnes-James).

3 APOLOGIES

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

4 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. He also declared an interest in item 8 as the new water main would pass through a field in his ownership.

Cllr Kate Stewart declared an interest in item 15 Land adjacent to Winchfield Court, as she lives opposite the site.

5 MINUTES OF PREVIOUS MEETING

The Minutes of the Parish Council Meeting held on 15 March 2021 were agreed and would be signed as a correct record.

6 MATTERS ARISING

On item 6 Communication with Residents, Cllr Williams confirmed that an email had been sent to all the Covid-19 response co-ordinators asking them to request that anyone on their distribution list be asked to contact the Clerk to give permission should they wish to join a mailing list to receive information relevant to the village. The response had been good but it was suggested that anyone who had not responded be chased up.

7 COVID-19 RESPONSE

Cllr Williams advised that reports suggested that the situation was now much better with nine cases of Covid-19 reported in Hart in the last seven days which was a reduction of 61% compared to the previous week. There had been one death and there were currently seven patients in Frimley Park Hospital with Covid-19.

Cllr Crampton reported that she had started giving first dose vaccinations in January focusing on the nursing and care homes and last week she had returned to do second doses. Most of those over 80 in Hart were fully vaccinated and second vaccinations for those over 65 were taking place this week. It was hoped that in a couple of weeks there would be a fully vaccinated vulnerable population. She felt that everyone was very happy to be getting vaccinated and were linking this to getting back their freedom.

The Chairman thanked Cllr Crampton for the update and for all she had been doing.

8 SOUTH EAST WATER: NEW MAIN THROUGH WINCHFIELD

The Chairman said this would be a very big project which would impact significantly on the village. Parish councillors had met with representatives of South East Water (SEW) which had been very useful in explaining what would happen. A set of questions and answers was available on the Parish Council website along with a link to the relevant pages of the SEW website.

Cllr Williams said this pipeline would be used to supply water to Basingstoke and was not linked to the Shapley Heath Garden Village project.

Cllr Stewart said the new water main would mean most of the roads in the village would be disrupted at some point. Contact details had been received for a SEW representative who would be able to deal with any issues.

A public consultation event had also taken place. Most of the new pipe would be following roads with a small section going into fields to allow the main to pass under the River Hart. Cllr Stewart had raised concerns about the trees and hedgerows in this location and she had been advised that the pipe would be 25 metres from hedgerows. In theory the village would never be cut off by the road closures but the work was likely to cause disruption to journeys. SEW had confirmed that they would place signage to make it clear when road closures would also apply to cyclists and pedestrians as well as traffic. It was planned that an interactive map would be available providing details of closures. Bagwell Lane would be closed from 1 July and from then for about 18 months Winchfield would be severely affected.

Cllr Hodgetts raised concerns about this work taking place at the same time as work on the A287 Farnham Road and Redfields Lane which would be ongoing for 33 weeks. Cllr Stewart confirmed that all the road closures and diversion routes had been approved by Hampshire Highways and it had been agreed that these works could take place at the same time. It was felt that problems would arise, particularly in Dogmersfield, and any traffic disruption needed to be reported as it occurred.

9 FOOTPATHS REPORT

The Footpaths Warden reported that the majority of the footpaths were in good condition. There had been some works which had affected footpath 1 but these had now been completed and the footpath reinstated. All the footpaths appeared to be having significant usage. The footpath known as Hook 1 was very wet and chippings which had been put down as a temporary measure had now rotted. He suggested that Hook Parish Council or the Ramblers be contacted to see what could be done.

Cllr Williams raised concerns about the junction of footpaths 6 (from the canal to the church) and 5 (over stile, through fields to join footpath 6). Coming out of Round Copse heading towards the canal the ground was very uneven with lots of tree roots and it had been very wet. This and the low point of footpath 5 needed some work which the Ramblers had agreed to help with. Cllr Williams would make contact with the Hampshire County Council Countryside Ranger to get advice on what could be done and he would also speak to the landowner. It was hoped that most of the work would be done by volunteers but there may be some costs for materials.

Cllr Williams confirmed that work on footpath 4 was in hand with the contractor. He also advised that he was waiting for Hampshire County Council to redesignate footpaths Odiham 45 and Dogmersfield 10 so that the leaflets could be updated. It had been necessary to print some more footpath leaflets but a small run had been done so that once this anomaly had been rectified the map in the leaflet could be changed.

It was **AGREED** that 1000 footpath leaflets be printed at a cost of £172.

The Footpath Warden advised that footpath 6 was the only footpath in Winchfield that constituted part of the Three Castles Path and he would like to look at getting it labelled in some way.

10 HIGHWAYS REPORT

Cllr Williams said that the new finger post at the corner of Pale Lane and the link road to the Hurst would hopefully be installed shortly. If the post was removed by South East Water during the installation of the new water main they would have to reinstate it.

11 SHAPLEY HEATH GARDEN VILLAGE

Cllr Williams advised that WPC had been a signatory along with Odiham and Dogmersfield parish councils, We Heart Hart and the Rural Hart Association to a letter written by Hartley Wintney Parish Council. This letter expressed concerns about the content of the HDC survey which would be sent to residents to gather views on SHGV. The response to this letter had advised that the concerns would be put to the Opportunities Board.

Cllr Hodgetts had recently attended the full Council meeting at HDC and had asked some questions. In response to her first question Cllr Cockarill (Cabinet member for Place) had advised that there had not been any updates from MHCLG on the application for funding for work on SHGV and that he did not think all the current 19 sites identified in the national Garden Village programme would go ahead but until more information came from MHCLG and until more data had been collected for the Opportunities Board to assess he could not confirm the next stages.

Cllr Hodgetts advised that her second question to HDC had asked when the consultation survey would be issued to the public. Cllr Cockarill confirmed this would be in the week commencing 24 May and the consultation would run for 6 weeks. Cllr Hodgetts followed

this up by asking how the Opportunities Board would be engaged in following up concerns raised in the letter from the four parish councils and two community groups in Hart relating to the survey when they were not due to meet until July. Cllr Cockarill had responded by saying that the Opportunities Board had seen the draft survey as had the stakeholder forums. Cabinet had also seen a draft version of the garden community website which would be available from the week commencing 24 May.

Cllr Hodgetts said that the thematic groups had been asked to respond to a subsequent draft of the survey and she did not feel that the points put forward in the letter from Hartley Wintney Parish Council had been addressed. She had reported this back to the Communications Team at Hart advising that it was remiss of them not to listen to the parish councils and community groups.

Cllr Williams reported that there had been a very strong and clear letter from the local MP Ranil Jayawardena setting out his position on SHGV.

Cllr Crampton confirmed that she had asked the MP to set out his position on SHGV to address a significant amount of misinformation on social media. She had also seen the draft survey and she shared concerns that the points raised in the letter from the parish councils and community groups had not been addressed. She had requested that the questionnaire ask what individuals felt about SHGV to get an idea of who would be for it and who against, but this had not been included. She advised that there had been some discussion about whether this should be a two-way process, allowing people to put their views against statements, but this also would not be done. Cllr Crampton added that residents should consider using the free text boxes in the survey to express their specific concerns on the project.

Cllr Farmer advised that the survey did come up at the Opportunities Board and he and Cllr Crampton had flagged up all of the points raised including the lack of detail and not looking at viable alternatives. He said there had been talk of engagement but it was very much a one-way street with a reluctance to take comment from the wider communities.

Cllr Hodgetts said that she had raised that the survey had been labelled as a consultation with the community but in fact it was just a process to capture data.

12 NEIGHBOURHOOD DEVELOPMENT PLAN - REVIEW

Cllr Williams stated that quotes had been received from the consultants for the Landscape Character Assessment (LCA) Phase 2 (£4,545) and for the Local Greenspace Assessment (£4,950) plus an hourly rate for the update to the LCA Phase 1 which would be needed now the Working Group had identified lots of important ecology information. Site visits would be undertaken by the consultants in mid-May with draft reports by 25 June and final reports in early July. In addition the Housing Needs Survey report was due any day. The public engagement session was planned for 10 July.

Christine Strudwick gave an update from the Working Group:

- Public Engagement Meeting: this was planned for 10 July and the NDP Working Group was delivering a second flyer to every household informing them of the revised date. The Working Group was preparing the information boards and other material that would be used at the session.
- Design / Print: contact had been made with a local resident who would be working on the presentation material. She had a background in design work and was keen to get involved with the village and may become the designer for NDP, Festival and WPC work if her

designs and costs were acceptable. It was noted that all files had been recovered from the Oak Design computer and these would be uploaded to cloud file storage where a member of the Working Group would be able to access them and distribute to the rightful owners.

- Ongoing research and collecting evidence: this was ongoing with research about the village with particular regard to the environmental protections being undertaken. Working with HBIC (Hampshire Biodiversity Information Centre) would help to ensure that the information was complete with regard to the ecological and biodiversity listings for Winchfield. The historical and archaeological information was also being updated and this enabled WPC to quickly analyse the potential dangers which might be caused by the South East Water plans which could, without careful management, threaten trees, hedgerows, verges and sites of potential archaeological importance.

- Next steps: a Steering Group/ Working Group meeting was planned for next week and phone calls with the consultants were scheduled for later in the month.

Cllr Williams confirmed that there was approximately £28,000 in the Parish Council's planning fund and £20,000 in the community benefit fund. A submission had been made for another Locality grant. This had included asking for technical support for the Housing Needs Survey as this might open the door for a further grant of up to £10,000. There was £3,600 left of the first £10,000 available as a grant had already been awarded for the Landscape Character Assessment Phase 1. It was hoped that a response on this would be received in the next two weeks.

If the grant was awarded this would be used for the Housing Needs Survey (£2,500) and the Local Green Space Assessment (£4,950). This would leave the LCA Phase 2 to be funded from WPC funds (£4,950). If the grant was unsuccessful all three would need to be funded from WPC funds. In addition Cllr Williams requested that £1,000 be allocated for any edits for the LCA Phase 1. A sum of £4,500 had already been approved for costs associated with the public engagement session but it was hoped that not all of this would be needed as the Working Group were doing much of the work themselves. Cllr Williams also requested approval for £2,500 to be allocated for any matters arising over the next few months.

It was **AGREED** that (1) the application made to Locality for a grant of £7,450 to fund the HNS and the Local Green Space Assessment be noted; (2) if this grant was not awarded that these items be funded by WPC from the Planning fund; (3) a sum of £4,950 excluding VAT be set aside for the LCA Phase 2; (4) a sum of £1,000 excluding VAT be set aside for edits required to the LCA Phase 1; and (5) a sum of £2,500 be set aside for ongoing work on the NDP required in the coming months.

The Chairman thanked Cllr Williams and all the NDP Working Group for everything they were doing on this.

13 NATIONAL TREE CHARTER

Cllr Stewart reported that HBIC had sent a tiny snippet of a map showing priority hedgerows in a small part of Winchfield. A bigger map had been requested which would hopefully show the whole of Winchfield. Once this had been received the map would be looked at with the Footpaths Warden to see if any suitable locations for tree planting could be identified. Landowners would also be approached to see if any would be interested in having some trees planted.

14 BEAUCLERK GREEN ADOPTION

The Chairman reported that there was no update on this.

15 LAND ADJACENT TO WINCHFIELD COURT

Cllr Williams reported that following a period of activity at the beginning of April the planning enforcement team at HDC had served a temporary stop notice on the owner/occupiers of plots 2, 3 and 4 which came into force on 13 April and would last for 28 days. There had not been any details of what would happen once this expired on 11 May.

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

16 LITTER PICK PLANS

The Litter Pick Co-ordinator had previously advised that by the time Covid restrictions were lifted sufficiently to allow a Litter Pick the vegetation would have grown too much for it to be possible. Plans were being made for an Autumn Litter Pick.

17 UPDATE ON THE SPEED INDICATOR DEVICES

Cllr Hodgetts advised that the latest data reports from the SID were available on the WPC website. The SID had been in operation for six weeks and it was clear from the data that it was having an impact. When comparing the entry speeds to the exit speeds at the railway bridge it appeared the SID was having an impact of about 5mph. The statistics were less encouraging at the site at the Winchfield Inn as it was capturing lots of vehicles at very low speeds but it was thought this was due to the vehicles leaving the car parks at the Inn and the village hall. Cllr Hodgetts would revisit this data and change the parameters to focus on the high end of the speeds.

Cllr Hodgetts had also contacted Hampshire Police regarding the Speedwatch initiative. This was currently suspended as training could not take place under the Covid restrictions. She had been advised that Speedwatch could only take place on roads with a speed limit of 40mph or less which would discount many of the roads in Winchfield. She would pursue conversations with Hart police regarding what could be done on roads such as Pale Lane and Odiham Road. Cllr Hodgetts would also try to reengage the Community Safety Officer at HDC as she had not been in contact since the first positive contact. A new page would be created on the WPC website for information regarding the SID.

Cllr Hodgetts was thanked for all her work on this.

18 UPDATE ON THE DEFIBRILLATORS

Cllr Hodgetts advised that there was nothing new to report, as thankfully the defibs had not been used. She still planned to organise training once this could take place safely. She had also been notified that a national database for defibrillators had been created and she had registered the Winchfield ones.

19 S106 MONEY

Cllr Milnes-James said he had heard back from the Basingstoke Canal Authority largely confirming what the Canal Society had said, which was that nothing would be happening for at least 12 months. The Authority was in the process of appointing experts to look at the car park and the access to the canal. It was hoped recommendations would be made in the next 12 months.

20 OAKFIELD SOLAR FARM – DEED OF VARIATION

The Oakfield Solar Farm had recently received planning permission which would allow the operation to continue for a total of 40 years rather than 25 years. It had been agreed that in line with this the community benefit payments being made to WPC would be extended for a further 6 years to 2031. WPC was waiting for a Deed of Variation to

formalise this. Cllr Milnes-James confirmed he was in communication with Downing about this and he hoped to receive the draft deed this month.

21 REVIEW OF RISK ASSESSMENT 2021/2022

Prior to the meeting the Clerk had circulated the current Risk Assessment which had been amended in November to take into account risks that had been highlighted by the Covid-19 pandemic. It was agreed to add in a line to cover theft of or damage to the SID. It was noted that a separate risk assessment specifically for the movement and installation of the SID had been carried out.

It was **AGREED**, subject to the inclusion of the risk of theft of or damage to the SID, that the Risk Assessment 2021/22 be approved.

22 REVIEW OF ASSET REGISTER 2021/2022

It was noted that the Asset Register had been reviewed and the recently purchased Speed Indicator Device and associated equipment had been added.

It was **AGREED** that the updated Asset Register 2021/22 be approved.

23 REVIEW OF ROLES AND RESPONSIBILITIES 2021/2022

It was noted that the Roles and Responsibilities had been reviewed and no changes had been needed.

It was **AGREED** to approve the Roles and Responsibilities 2021/22.

24 PLANNING

24.1 Applications received since the last meeting

21/00924/ADV Land North of Netherhouse Copse, Hitches Lane *Erection of hoarding around the development site with flags/monolith signs.*

WPC Response: No comments submitted as outside the parish.

25 FINANCE AND GOVERNANCE

25.1 Q4 2020/21 Summary of Receipts and Payments to 31 March 2021

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

25.2 Bank Reconciliation to 31 March 2021

The bank reconciliation to 31 March 2021 as shown in Appendix 2 was received and approved.

25.3 To receive and approve the accounts for the YE 31.03.2021

The Accounts for year ended 31 March 2021, together with the Review of Spending against Approved Budget as at 31 March 2021, were formally received and approved.

25.4 To receive the report of the Internal Auditor for the YE 31.03.2021

The Internal Auditor's Report, circulated before the meeting, was received and noted.

The Chairman highlighted that the Internal Auditor had suggested that a higher percentage of general reserves should be held, which he had also recommended in 2020. This had been discussed by councillors and they did not entirely agree with this view.

Cllr Milnes-James confirmed that the Internal Auditor had recommended that WPC increase its general reserves to 40% of the total spend for the Parish Council. Councillors agreed with this to the extent that it applied to the general running costs of the Parish Council, and due to funds being set aside last year and this year there would be approximately 50% of the running costs available in the general reserve by the end of

March 2022. The Internal Auditor did not specifically refer to the allocated reserves which were largely made up of the Community Benefit Fund and the Planning Fund and currently amounted to approximately £54,000. It was felt that these funds should not be considered when looking at the general reserves as they were used for discretionary functions which would not be carried out if the money was not available.

The meeting thanked the Clerk for her work on this.

25.5 To review the effectiveness of internal controls and audit for the YE 31.03.2021

The review drafted by the Clerk was adopted without amendment.

25.6 To receive and approve the Governance Statement, Section 1 of the Annual Return for the YE 31.03.2021

The Governance Statement drafted by the Clerk was received and approved without amendment. The Chairman and Responsible Finance Officer were authorised to sign the Governance Statement.

25.7 To receive and approve the Accounting Statements Section 2 of the Annual Return for the YE 31.03.2021

The Accounting Statement drafted by the Clerk was received and approved without amendment. The Chairman and Responsible Finance Officer were authorised to sign the Accounting Statement.

25.8 To approve the dates for the Electors Rights

A draft notice setting out the details of the public rights to inspect the accounts and details of the publication of the unaudited annual governance and accountability return had been circulated before the meeting and it was agreed that the accounts would be available for inspection between Thursday 3 June and Wednesday 14 July.

25.9 To review banking and insurance arrangements

The banking and insurance arrangements were reviewed and agreed as appropriate.

25.10 To review authorised bank signatories

The current bank signatories were agreed as appropriate.

25.11 Requests for Donations

Requests for grants had been received from the Dogmersfield, Winchfield and Crookham Village Horticultural Society to sponsor the craft tent at the annual show and from the Winchfield Parochial Church Council to help with the maintenance of the graveyard.

It was noted that following the request for a grant for the setting up of a new Parkrun at Edenbrook Country Park which was raised at the last meeting some further enquiries had been made. The group had received most of the funding needed from other sources but had asked for a grant of £50 to use to purchase signage for the events. It had been agreed prior to the meeting to approve this grant and to make the payment to allow the purchase to be made in advance of the first event.

It was **AGREED** that (1) a grant of £200 be made to the Dogmersfield, Winchfield and Crookham Village Horticultural Society to sponsor the craft tent at the annual show; (2) a grant of £1,500 be made to the Winchfield Parochial Church Council to help with the maintenance of the graveyard; and (3) it be noted that a grant of £50 had been made to Parkrun for the purchase of signage.

25.12 Payments for Approval

The following payments were approved:

Clerk - AB	June Salary	£312.43
Clerk - AB	July Salary	£312.43
Clerk – AB	Expenses (Working from Home Allowance April and May plus Zoom subs June and stationery costs)	£47.87
JB Planning Associates	NDP Review Work	£294.00*
Parkrun	Grant for Signage	£50.00*
HALC/NALC	Affiliation Fees	£300.03
DWCV Horticultural Society	Grant	£200.00
Winchfield PCC	Grant	£1,500.00
JB Planning Associates	NDP Review Work – 11 to 31 March	£882.00
Farsight Consulting	Internal Audit Fee	£312.00
Hampshire Print and Document Services	Footpath Leaflets	£172.00
Came & Co/ Arthur Gallagher	Insurance Premium	£358.20
*Payment already made; expenditure agreed by email and within previously agreed budgets		

26 CORRESPONDENCE

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

27 ANY OTHER BUSINESS *Report Only*

Signage: Christine Strudwick suggested that the Footpaths Warden liaise with the NDP Working Group about the installation of any new signage in the village as they would be looking at something similar and it would be important to make sure any new signage would not cause confusion.

Basingstoke Canal: Christine Strudwick asked if anything could be done about the steps at Stacy's Bridge as these were becoming dangerous. Cllr Milnes-James agreed to raise this with the relevant authorities. The Footpath Warden reported that he had contacted the Basingstoke Canal to ask for information about the SSSI borders but had not received a response. Christine Strudwick confirmed that a member of the NDP Working Group was looking at this and he would produce a report in due course.

28 DATE OF NEXT MEETING

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

There being no further business, the meeting closed at 8.11pm

		WINCHFIELD PARISH COUNCIL			
		SUMMARY RECEIPTS & PAYMENT ACCOUNT			
		4th QUARTER ENDED 31 MARCH 2021			
Annual budget allocation	Spend to 31-Mar			Figures shown exclusive of VAT	
				£	£
		RECEIPTS			
29,746	29,746.00	Precept		-	
364	363.84	Bank Interest		0.06	
3,233	11,054.26	Other		378.45	
33,343	41,164.10				
		TOTAL RECEIPTS			378.51
		PAYMENTS			
4,500.00	3,639.96	Net Salaries & Allowances		909.99	
-	-	Clerk's Expenses		-	
120.00	394.61	Administration		99.96	
-	-	Chairman's Allowance		-	
-	-	Repairs & Maintenance		-	
350.00	349.22	Insurance Premium		-	
1,700.00	1,500.00	Grants & Donations:		-	
560.00	336.00	Section 137		50.00	
200.00	-	Training		-	
60.00	-	Hall Hire		-	
625.00	494.05	Audit Fees		40.00	
392.00	378.73	Subscriptions		95.00	
475.00	-	Other A (Contingencies)		-	
21,500.00	13,744.80	Planning Counsel + NDP Review		8,346.40	
3,233.06	7,111.43	Community Benefit		3,200.43	
-	3,490.60	VAT on payments		2,234.12	
33,715	31,439.40				
		TOTAL PAYMENTS			14,975.90
		BALANCE BROUGHT FORWARD on 01/01/21			73,579.31
		ADD Total Receipts (as above)			378.51
		LESS Total payments (as above)			14,975.90
		Balance Carried forward 31/03/21			58,981.92
These cumulative funds are represented by:					
Current Account Balance				30,627.74	
Less: Cheques drawn but not debited as at 31.03.21: None				-	
Deposit Account Balance				2,061.33	
Other Account				26,292.85	
					58,981.92

WINCHFIELD PARISH COUNCIL
BANK RECONCILIATION as at 31/03/2021

£

LLOYDS BANK

Current Bank Account 01235673

Balance per statement 30,627.74

LLOYDS BANK

Business Reserve Account 07285516

Balance per statement 2,061.33

CAMBRIDGE & COUNTIES

Deposit Account 15012029

Balance per statement 26,292.85

Less unrepresented cheques as at 30/09/2020

Cheque Nos: None

TOTAL CASH AT BANK 58,981.92

Alison Ball

Clerk to Winchfield Parish Council and Responsible Finance Officer