



# WINCHFIELD PARISH COUNCIL

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## MINUTES OF THE MEETING OF WINCHFIELD PARISH COUNCIL HELD ON MONDAY 16 NOVEMBER 2020 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 David Simpson (until 7.38pm) and Richard Quarterman (HCC), Cllr Anne Crampton (HDC), the Footpath Warden (from 7.30pm), the Litter Pick Co-ordinator and 7 Members of the Public  
Mrs Alison Ball (Clerk)

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

### 1 **APOLOGIES**

Apologies were received from Cllrs Spencer Farmer and 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**

None.

### 3 **MINUTES OF PREVIOUS MEETING**

The Minutes of the Parish Council Meeting held on 21 September 2020 were agreed and would be signed as a correct record.

### 4 **MATTERS ARISING**

On Minute number 10: Government Consultation on Reform of the Planning System. A detailed and mostly supportive letter had been received from Ranil Jayawardena MP which was available on the Parish Council website. There had also been a comprehensive and positive response from Hart District Council (HDC) to the consultation. There had been press reports that the ministry was now revisiting the algorithm.

### 5 **COVID-19 RESPONSE**

Cllr Williams reported that information received from Hampshire County Council (HCC) and HDC was being shared with the co-ordinators. Currently there were 14 cases in Hart with six cases reported in Fleet West and Winchfield but the surrounding districts appeared to have an increasing number of cases.

Cllr Stewart reported that Harry Dicks had set up the list of co-ordinators and residents for passing on messages. Cllr Stewart had contacted Hart Voluntary Action to let them know that any communication should now be with her.

## 6 FOOTPATHS REPORT

Cllr Williams said the tasks approved at the last meeting for the lengthsman to carry out had been completed.

The only new issue to arise related to FP4 from Pale Lane towards Dogmersfield which had seen flooding. As this crossed over private land Cllr Williams had spoken to the approved contractor for the farm and he had suggested that a drain needed to be dug to transfer the water from the higher part of the field to the lower part. The only other option would be to raise the footpath which would be significantly more expensive.

It was **AGREED** that up to £450 be set aside from the Community Benefit Fund to instruct Ben Robinson to install the required drainage on FP4.

## 7 HIGHWAYS REPORT

The new fingerpost at the junction of Bagwell Lane with Station Road had been installed and everyone confirmed they were happy with this.

Cllr Williams had obtained a quote from the contractor (JK Engineering) for another new fingerpost to replace the one that had been destroyed many years ago on the corner of Pale Lane and the unnamed link road to The Hurst. It would be set back from the highway to prevent it being damaged. Further discussion was needed on what the fingerpost should say and residents' views would be canvassed.

For the Bagwell Lane post the work had been carried out via HCC who had instructed their contractor Skanska who had then instructed JK Engineering who did the work. This had been done on the advice of Hampshire Highways but it had resulted in additional cost to HCC. Cllr Williams had asked HCC if it would be possible for the Parish Council to go directly to JK Engineering for this new post and he was waiting for a response.

It was **AGREED** that (1) a new fingerpost be installed at the corner of Pale Lane and the unnamed link road to The Hurst either by placing an order directly with JK Engineering or via HCC depending on advice from Hampshire Highways once received; (2) £2,600 be allocated from the Community Benefit Fund for this; and (3) further discussions be held regarding what the fingerpost should say.

The road closure for Bagwell Lane was due to take place on 7 December. This would allow ditches to be cleared by HCC and by volunteers on behalf of the Parish Council. It had been confirmed that the volunteers would be covered by the Parish Council's insurance. A risk assessment had been carried out for these activities and was logged with the Clerk. The adjacent landowner had already had some clearance work carried out and as result there had not been any flooding during the recent heavy rain which was unusual. It was likely that these works would result in a temporary rather than permanent alleviation of the flooding.

Cllr Williams had been in contact with an officer from the HCC Flood and Water Management Team who planned a site visit to Winchfield in early December. There would not be an easy fix for any of the flooding in Winchfield but she had some ideas for possible up-stream storage and some natural flood management. This would need the agreement of landowners. Cllr Williams was very pleased to be receiving this support.

## 8 SHAPLEY HEATH GARDEN VILLAGE

The Chairman advised that he had been made aware that HDC had now applied for a further grant of £450,000 and a decision should be known by the end of December. Nothing had been made public on this by HDC so he was unable to say how the previous grant of

£150,000 had been spent.

Cllr Crampton advised that a Projects Officer and a Communications Officer were being appointed for an initial contract of one year. Cllr Crampton would shortly be meeting with MHCLG and she felt that they were looking to move some of the housing numbers from the South-East further north in order to do the levelling up that was part of the Government's agenda. She would report back if she found out anything further.

## **9 NEIGHBOURHOOD DEVELOPMENT PLAN - REVIEW**

Cllr Williams was pleased to report that the application for a grant from Locality had been successful. This would be used to fund the revised Landscape Character Assessment by Michelle Bolger Expert Landscape Consultancy. Work on this had already begun and it was hoped that a draft report would be available in January.

Further funding would be needed for phase two and this would need to be included in the 2021/22 budget or an application would be made for another grant if this was available.

A meeting had been scheduled in early December with HDC to discuss progress with the review. Once the restrictions relating to Covid-19 allowed, a public engagement session would be organised.

Christine Strudwick gave an update on behalf of the working group. The SWOT (strengths, weaknesses, opportunities, threats) exercise had now been finished and the working group had agreed a set of priorities. This had been pulled together into a document setting out the vision and objectives which was currently out with the group for comments. This would also be shared with the consultant for feedback. It was assumed that once the lockdown ended the working group would be able to go back to meeting in person (socially distanced) but there would still be issues with how to engage with residents. It was unlikely a public meeting would be possible for some time and feedback received had suggested that this would not be a priority for residents at the current time. The next meeting would be in January either via Zoom or in person if allowed, and it was hoped that after this the working group would be in a position to try to engage residents.

## **10 NATIONAL TREE CHARTER**

Prior to the meeting Cllr Stewart had circulated details of the National Tree Charter which had been brought to her attention by some residents. She advised that in 1217, The Charter of the Forest was created when all the rules in the Magna Carta that related to the forest were separated out. Now, 800 years on, the Woodland Trust had created a charter for trees, woods and people called the Tree Charter. This contained ten principles including sustaining the landscape for wildlife, planting for the future, celebrating the power of trees, and more which could be found on the website.

The National Association of Local Councils (NALC) believed that town and parish councils had a key role in protecting trees and woodlands and if the Parish Council were to sign up to the charter there would be a commitment to preserving the trees and to support the retention of the natural environment.

Cllr Stewart advised that she would like to see the NDP reflect the 10 principles of the tree charter and for the Parish Council to sign up to the National Tree Charter and become a branch member. Part of this could involve planting trees in the parish, and the Woodland Trust would sell saplings very cheaply for this purpose. She reported that Dogmersfield Parish Council had already committed to this and they aimed to plant a tree for every household in the village every year for the next five years.

One of Cllr Stewart's concerns was that, in relation to development sites, the trees were only looked at once a planning application was submitted and this encouraged people to cut down trees prior to submitting any application. She thought it was important that the trees in the village be looked at and TPOs be applied for where a tree ought to be retained for the future.

Cllr Simpson advised that he had agreed to match-fund any sums allocated by Dogmersfield Parish Council to this and he would welcome a grant application to do this for Winchfield. He also reminded members that if it was thought that there were trees that were worth preserving an application for a TPO could be made at any time. An application could also be made for a blanket TPO for areas of woodland.

Cllr Stewart had spoken to a councillor at Dogmersfield Parish Council who had confirmed that the biggest problem with committing to planting trees each year was where to site them. It was thought that this would also be a problem in Winchfield. People who owned the larger parcels of land were not interested in planting trees. However, Cllr Stewart thought it was worth pursuing and looking for suitable areas in the village to plant some saplings or if there were any trees that had died that could be replaced. It was suggested that during the next litter pick the volunteers be asked to look at the trees, and residents be asked if there are any trees they think ought to be protected.

It was **AGREED** that the Parish Council sign up to the National Tree Charter.

(NOTE: the Footpath Warden joined the meeting during this item.)

**11 BEAUCLERK GREEN ADOPTION**

The Chairman reported that he had not heard anything further on the adoption of Beauclerk Green but he expected this to take place imminently.

(NOTE: On the conclusion of this item Cllr Simpson left the meeting to join a meeting of another parish council.)

**12 LAND ADJACENT TO WINCHFIELD COURT**

Cllr Williams reported that there had been activity on these plots in late October / early November which had been of concern to residents. This had been monitored by the planning enforcement team at HDC.

The new TPOs for the site had been authorised by the planning committee at HDC.

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

**13 LITTER PICK PLANS**

The Litter Pick Co-ordinator advised that unfortunately due to the latest lockdown the litter pick planned for 29 November could not go ahead. It was hoped that one could be held in the Spring.

**14 UPDATE ON THE SPEED INDICATOR DEVICES**

Cllr Hodgetts advised that she had heard back from Ian Janes at HCC and he had completed the schedule of works for contractors to change the street furniture.

Cllr Hodgetts had also contacted Dogmersfield Parish Council about working together on this. The Chairman had responded saying that the Parish Council was currently conducting a community wide questionnaire asking residents about priorities and until the results of

this were known he could not make any commitment to the SID project. The deadline for responses to the questionnaire was 15 November and Dogmersfield PC were having a meeting at the same time as Winchfield Parish Council which would include a discussion of the results. It was agreed to wait for Dogmersfield PC to process the results of the consultation and feed back on whether they wanted to partner with the SID project before progressing any further. A partnership would provide the benefit of shared resources and help with the practicalities of moving the SID and managing it.

**15 UPDATE ON THE DEFIBRILLATORS**

Cllr Hodgetts confirmed that the defibs had not yet been required. The posters advising the nearest defib had been ordered from Oak Design and would be put up in the key locations as soon as possible. Permission had been granted to display the posters in all the agreed locations except the Winchfield Inn where Cllr Hodgetts had not yet been able to talk to the landlady but would try again.

Consideration would need to be given to organising some CPR / first aid training hopefully in the spring depending on any restrictions due to Covid-19. Cllr Hodgetts requested that storage of manikins in connection with this, which she had at her home, be considered with item 17.

**16 S106 MONEY**

Cllr Milnes-James had contacted the Canal Authority after the last meeting to follow up with progress on plans for the S106 money and to report concerns over the capacity of the car park opposite the Barley Mow with the increasing number of visitors. Unfortunately he had not received a response. However, the Canal Society had been in touch to advise that as a result of the increased popularity of the site the Canal Authority has now designated the Barley Mow as a “key site” and as such the previous plans had been deemed no longer fit for purpose. The Canal Authority are now looking to make a number of improvements to the site which will include, increased car park capacity, improved access and possibly a visitor facility. Following a couple of accidents involving members of the public the Canal Authority had engaged a health and safety review, the outcome of which will inform the revised plans. At this stage no timeframe had been put on the completion of any of the work.

Cllr Milnes-James had flagged to both the Canal Authority and the Canal Society that there was no guarantee that the s106 funds would be available in perpetuity as the developer could ask for the money back if it was not spent.

It was agreed to wait and monitor any progress.

**17 STORAGE FOR PARISH COUNCIL DOCUMENTS**

The Chairman had held a preliminary discussion with the Village Hall chairman who did not feel there was sufficient space at the Village Hall to hold parish council documents securely in a cupboard. However, it was possible that the manikins could be stored there.

As an alternative the Parish Council could hire space at a storage facility but this was expensive and would not necessarily give the easy access required.

The Clerk advised that certain documents such as Minutes and final accounts needed to be kept forever. There were other documents that needed to be kept for specified numbers of years, and there were documents which only needed to be kept for as long as they might be needed to refer to. Hampshire Archives were willing to take and store certain documents including anything of historical interest to Winchfield such as minutes, and documents

relating to key planning applications. It was possible to just deliver all documents to Hampshire Archives and let them sort out what to keep but it would be preferable if they were sorted first.

It was agreed that in the new year, and once lockdown restrictions allowed, the Clerk and the Chairman would look through the documents held to see how many needed to be kept and what could be destroyed. It was suggested that any key historical documents should be scanned for preservation purposes.

The Village Hall would be approached again about storing the manikins.

## **18 REVIEW OF RISK ASSESSMENT 2020/21**

Prior to the meeting the Clerk had circulated an updated Risk Assessment which had been amended to take into account risks that had been highlighted by the Covid-19 pandemic. Cllr Milnes-James recommended some changes to the document.

It was **AGREED** to accept the amendments and approve the Risk Assessment 2020/21.

## **19 REVIEW OF ASSET REGISTER 2020/21**

It was noted that the Asset Register had been reviewed and no changes had been needed.

It was **AGREED** that the Asset Register 2020/21 be approved.

## **20 REVIEW ROLES AND RESPONSIBILITIES 2020/21**

It was noted that the Roles and Responsibilities had been reviewed and no changes had been needed other than the addition of Cllr Hodgetts to the support role for the Village Hall Management Committee.

It was **AGREED** to accept the amendment and approve the Roles and Responsibilities 2020/21.

## **21 PLANNING**

### **21.1 Applications received since the last meeting**

**20/02052/HOU Hurst Farm, The Hurst** *Erection of single storey four bay oak framed garage.* WPC Response: No objections.

## **22 FINANCE AND GOVERNANCE**

### **22.1 CPRE Membership and Donation**

It was noted that in the past an annual donation of £100 had been made to CPRE but the Clerk suggested increasing this for one year as the CPRE had sent a letter requesting donations as they had been unable to raise funds during the pandemic in the usual ways. The CPRE had also made excellent responses to the Government's consultation on planning reforms. It was anticipated that there would be an underspend on the donations budget as the regular donation to the Dogmersfield, Winchfield and Crookham Village Horticultural Society had not been made due to the cancellation of the event.

It was **AGREED** to make a donation of £250 to CPRE and to pay the £36 membership.

### **22.2 Conclusion of Audit to year end 31 March 2020**

The external audit for the year ended 31 March 2020 had been completed with no matters arising and the requisite Notice of Conclusion of Audit would be displayed both on the Council's noticeboards and on the website.

It was **AGREED** to receive and approve the report of the external auditor contained within section 3 of the Annual Governance and Accountability Return 2019/20.

**22.3 To review the banking and insurance arrangements**

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

**22.4 To review authorised bank signatories**

The current bank signatories were agreed as appropriate.

**22.5 Payments for Approval**

The following payments were approved:

Clerk - AB	December Salary	£303.33
Clerk - AB	January Salary	£303.33
Clerk - AB	Working from Home Allowance (October and November plus Zoom subs December)	£40.39
JB Planning Associates	NDP Review	£3,853.86*
PKF Littlejohn	External Audit Fee	£240.00
Oak Design	Signs for Defib	£42.00
HCC	Cultivating Licence	£131.00
DM Payroll Services	6 months payroll services	£60.00
*Payment already made; expenditure agreed in September and by email.		

**23 CORRESPONDENCE**

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

**24 ANY OTHER BUSINESS *Report Only***

Broadband: Cllr Williams reported that ultrafast broadband was now available to the first eight properties in Sprats Hatch Lane funded by the Gigabit voucher scheme. There was also dialogue with Openreach planned to include residents of Vale Farm and Cllr Milnes-James, representing residents of Bagwell Lane, with the hope of bringing ultrafast to those properties. This would be complicated by distances and infrastructure challenges but hopefully this could be progressed. Cllr Milnes-James confirmed that 25 the households in Bagwell Lane had registered for fibre through the Openreach website.

The Footpath Warden apologised for arriving late to the meeting and reported that the footpaths were all looking good, some in the best condition they had ever been with the exception of FP4 which had been discussed earlier.

The Chairman thanked Cllr Richard Quarterman for attending the meeting and Cllr Quarterman advised that Cllr Simpson had suggested to colleagues on the HDC's Cabinet that they attend parish council meetings to hear at first hand what is going on at a parish level. He had found the meeting interesting, particularly the review of the NDP as he was currently leading a similar project in Yateley.

**25 DATE OF NEXT MEETING**

It was noted that the next meeting was due to be held on 18 January 2021 with a further meeting on 15 March 2021. A decision on whether these meetings would be held virtually or in person would be made nearer the dates and based on guidance at that time.

**There being no further business, the meeting closed at 8.08pm**