



# WINCHFIELD PARISH COUNCIL

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## MINUTES OF THE ANNUAL GENERAL MEETING OF WINCHFIELD PARISH COUNCIL HELD ON MONDAY 21 MAY 2018 IN WINCHFIELD VILLAGE HALL STARTING AT 8.04 PM, FOLLOWING THE ANNUAL PARISH ASSEMBLY

**PRESENT:** Cllr A Renshaw (in the Chair), Cllr H Dicks, Cllr L Hodgetts and Cllr M Williams  
Mr C Griffin, Footpath Warden  
10 members of the public (*see note at the end of item 11*)  
Mrs A Ball (Clerk)

### 1 APOLOGIES

Apologies were received from Cllr P Jackaman (Winchfield Parish Council), Cllr Simpson (HCC) who left after the Annual Parish Assembly to attend another meeting, Cllrs Crampton and Southern (HDC) and members of the Neighbourhood Policing Team.

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

A dispensation was granted in May 2015 to Cllrs Renshaw, Dicks, Jackaman and Williams and in May 2017 to Cllr Hodgetts 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.

Cllr Williams declared his membership of Winchfield Action Group and an interest in item 11 Broadband as he would be likely to benefit from any improvement in speeds.

### 3 ELECTION OF CHAIRMAN

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

### 4 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 26 March 2018 were accepted and signed as a correct record.

### 5 MATTERS ARISING

None.

### 6 MATTERS ARISING FROM ANNUAL PARISH ASSEMBLY

At the Annual Parish Assembly Cllr Williams had suggested that the Parish Council look to obtain a defibrillator for placement at the Village Hall. He was aware that charities had donated this equipment in other areas and suggested that this be considered but, if unsuccessful, the Parish Council should

purchase one. Cllr Hodgetts agreed to do some research on this, and discuss it with Ed Fisher, chairman of the Village Hall Management Committee, and report back.

## **7 COMMUNITY SAFETY**

There was nothing to report on this item.

## **8 HART LOCAL PLAN**

Cllr Williams advised that he had received a letter from John Boyd Planning Associates (JBPA) setting out a best estimate for the work that would be needed and associated costs for the coming months. Cllr Williams and Jackaman planned to look through the 280 representations that had been submitted during the Regulation 19 consultation and summarise the important ones and key points. Cllr Williams thought that it might be necessary to spend additional money with JBPA to prepare them on the details of the responses of others.

It was anticipated that John Boyd of JBPA would attend the hearing on behalf of the Parish Council with Cllr Williams as support. It would cost approximately £5,000 per day for this and it was estimated that he would be in attendance for two to three days.

It was agreed that £3,000, excluding VAT and disbursements, be allocated from the Planning Counsel fund for any work needed on the Local Plan before the next Parish Council meeting in July.

Cllr Williams estimated that it would cost approximately £25,000 to £28,000 to see through the whole process. This sounded like a lot but it had been budgeted for.

## **9 SOLAR FARMS COMMUNITY BENEFIT**

There was nothing to report on this.

## **10 FOOTPATHS REPORT**

Cllr Williams advised that work on the footpaths had been delayed due to the weather and holidays. He anticipated that the work on Footpath 4, which had already been agreed, would be carried out in June. The new leaflets with information on the footpaths had been delivered and would be circulated shortly. The work on the signage and corresponding work on the website was taking place and would also be available shortly.

Over the summer new gates would be installed on Footpaths 10 and 501, details of which would be discussed at the next meeting.

## **11 BROADBAND**

Cllr Williams reported that the residents of Winchfield Court had signed a contract with BT Openreach and HCC. This would mean that they would have fibre optic broadband in about a year's time. With regard to the rest of the village, Cllr Williams reminded the meeting that he and other representatives had met with BT in January. Following this meeting BT had produced a report that had been incomplete and inaccurate. It had been requested that it be re-done but Cllr Williams had been unable to get an update on progress with this. He would continue to follow this up.

A member of the public asked about phone masts in the village and whether any of the proposed masts were likely to be erected. Cllr Williams was aware that planning permission had been granted for one at the station but this had not been erected. Cllr Hodgetts advised that one had very recently been erected by the A30 at Murrell Green but she was unaware if it was functional yet.

*(NOTE: Chris Griffin and a member of the public left the meeting after this item.)*

## **12 PARISH LENGTHSMAN**

The Lengthsman contract for 2018/19, enabling the Parish Council to continue as part of the Yateley cluster, had been received for signing. The contract set out the duties of the lead parish council and detailed the types of work that the Lengthsman would be able to undertake.

It was agreed that the Chairman sign the agreement.

With regard to work for the Lengthsman to carry out, Cllr Williams suggested that the bus shelter at The Hurst needed at least two coats of brown wood preserve both inside and out. He also felt the

noticeboard needed a couple of fresh coats of clear varnish/preservative. He also agreed speak with Chris Griffin about any work that needed doing on the footpaths that the Lengthsman could do.

A member of the public suggested that some of the road signs needed cleaning. The Chairman responded by advising that they had been cleaned as part of the litter pick last year. If any signs particularly needed to be cleaned these should be reported to the Clerk who would make the necessary arrangements.

A member of the public advised that some fingerpost signs that were in need of repair or refurbishment had been reported to HCC, and suggested that the vegetation around the fingerpost sign at the top of Pale Lane / bottom of Sprats Hatch Lane needed cutting back.

### **13 GENERAL DATA PROTECTION REGULATION**

The General Data Protection Regulation (GDPR) which would make changes to the data protection rules was due to come into force on 25 May. In preparation for this the Clerk had produced an action plan setting out proposals for addressing the various aspects of the legislation. This would involve drafting some new policies and procedures which would be presented to the Parish Council for approval in due course.

One of the recommendations included establishing email addresses for all councillors that would be used only for parish council business. It was agreed that this be investigated.

### **14 REVIEW OF RISK ASSESSMENT**

The Risk Assessment had been circulated before the meeting for review. No changes were recommended at this time. The Risk Assessment was agreed in its current form.

### **15 REVIEW OF ASSET REGISTER**

The Asset Register had been circulated before the meeting for review. No changes were recommended at this time. The Asset Register was agreed in its current form.

Cllr Williams asked for clarification of ownership of the Village Hall car park and Ed Fisher, chairman of the Village Hall Management Committee, advised that the Parish Council owned one third of the car park with the Village Hall owning two thirds. It was suggested that the white lines needed repainting and Mr Fisher confirmed it was on the 'to do' list.

### **16 COVER DURING CLERK'S MATERNITY LEAVE**

The Chairman welcomed Susan Richardson who was Clerk to Rotherwick Parish Council and who had agreed to provide cover for the Clerk's maternity leave after being interviewed by councillors.

Cllr Dicks advised that the Clerk intended to take maternity leave from 1 August and he suggested that Mrs Richardson start on 1 July to allow for a handover period. He also recommended that her conditions of employment be the same as the current Clerk including the hours which were an average of five hours a week or 21.6 hours a month. Cllr Dicks also recommended a pay rise to recognise the work of the Clerk and to bring the pay in line with the pay that the Clerk received from her other parish resulting in the hourly rate of £13.25 an hour which would be backdated to 1 April 2018. This rate of pay would be the same for maternity cover. All agreed to these proposals.

### **17 PLANNING APPLICATIONS**

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

The following applications had been considered and responses made since the last meeting:

**18/00502/HOU 5 Station Hill** *Double Storey rear extension and single storey side element. The Resurfacing of the front drive way.* No objections.

**18/00647/LDC The Barn, Sprats Hatch Lane** *Use of 'The Annexe' as a separate single dwelling house.* No objections.

**18/00853/HOU Shapley Heath, High Grove, Odiham Road** *Erection of a single storey side extension following demolition of existing single side extension, two storey side extension, new front porch to include balcony, new rear covered seating area to include balcony, new six bay garage following demolition of existing garage and alterations to fenestration (Amendments to approved applications ref: 17/01038/HOU and 17/01909/HOU).* No objections.

**18/00939/ADV Hart Leisure Centre, Emerald Avenue, Fleet** *Illumination of current existing external signage.* No objections.

**18/01033/HOU Glebe House, Bagwell Lane** *Single storey side extension to the main dwelling house, at the east elevation.* No objections.

## **18 FINANCE**

### **18.1 Accounts for the year ended 31.03.2018**

The Accounts for year ended 31 March 2018, together with the Review of Spending against Approved Budget as at 31.03.2018, were formally received and approved.

### **18.2 Internal Auditor's report for the year ended 31.03.2018**

The internal auditor's report was received and noted.

The internal auditor had picked up that the annual review of the Risk Assessment and the Asset Register had not been carried out in March 2018. This had been done earlier in this meeting.

The Clerk advised that the internal auditor, Eric Shimmin of ECAS, would be retiring this year and as such this was his last audit for the Parish Council. Councillors thanked him for his work over many years and asked that a letter be sent expressing their thanks and best wishes for his retirement.

### **18.3 Review of effectiveness of internal controls and audit for the year ended 31.03.2018**

The review drafted by the Clerk was adopted without amendment.

### **18.4 Approval of Governance Statement, Section 1 of the Annual Return to the external auditors for the year ended 31.03.2018**

The Governance Statement drafted by the Clerk was received and approved without amendment.

### **18.5 Approval of Accounting Statements, Section 2 of the Annual Return to the external auditors for the year ended 31.03.2018**

The Accounting Statement drafted by the Clerk was received and approved without amendment.

### **18.6 Review of Standing Orders**

The Council's Standing Orders were last reviewed on 22 May 2017. The Clerk reported that she was aware of amendments that would be needed as a result of the GDPR and changes to data protection rules. The recommended amendments would be presented at the next meeting.

### **18.7 Review of Banking and Insurance Arrangements**

The banking arrangements were agreed as appropriate.

In May 2016 it had been resolved to extend the Long Term Agreement with Hiscox for insurance from 3 years to 5 years (expiring in 2019). The renewal from Hiscox had been received and was on the list of payments for approval.

### **18.8 Review of Authorised Bank Signatories**

It was agreed that the bank signatories did not require amendment.

### **18.9 Statement for the period 22.03.18 to 08.05.18**

#### **Deposit Account (Lloyds)**

22 March	Balance	£10,058.56
26 March	Funds Transfer	-£8,000.00
9 April	Interest	£0.26
8 May	<b>Balance</b>	<b>£2,058.82</b>

### Current Account (Lloyds)

22 March	Balance			£4,103.26
23 March	Alison Ball – March Salary	Exp 17/48	£270.83	-£270.83
26 March	Funds Transfer		£8,000.00	£8,000.00
26 March	Michelle Bolger – Landscape Report	Exp 17/49	£9,000.00	-£9,000.00
27 March	Alison Ball – Expenses	Exp 17/50	£63.00	-£63.00
27 March	HALC – Data Protection Training	Exp 17/51	£24.00	-£24.00
27 March	Kerry Wedlock – Litter Pick Expenses	Exp 17/52	£35.89	-£35.89
27 March	O M Williams – Expenses	Exp 17/53	£94.66	-£94.66
29 March	VAT Refund		£1,032.51	£1,032.51
9 April	Hart District Council – Precept		£27,560.00	£27,560.00
16 April	Interest from Hampshire Trust Account		£296.38	£296.38
24 April	Alison Ball – April Payroll	Exp 18/01	£270.84	-£270.84
4 May	JB Planning Associates	Exp 18/02	£21,576.48	-£21,576.48
8 May	<b>Balance</b>			<b>£9,656.45</b>

**TOTAL** deposit and current accounts

**£11,715.27**

Invested at Cambridge & Counties Bank

£42,000.00

Invested at Hampshire Trust Bank

£30,000.00

**TOTAL FUNDS**

**£83,715.27**

### Comparison with 2018/19 Budget

Budget heading	Allocation in budget	Spend from 01.04.18 to date (ex VAT)	Available
Clerk's Salary	£5,000.00	£270.84	£4,729.16
Training	£300.00	£0.00	£300.00
Subscription to SLCC	£90.00	£0.00	£90.00
Hire of Village Hall for meetings	£80.00	£0.00	£80.00
Admin costs	£350.00	£0.00	£350.00
Insurance	£300.00	£0.00	£300.00
HALC/NALC Subscriptions	£450.00	£0.00	£450.00
Audit & Information Commission fees	£455.00	£0.00	£455.00
Section 137 payments	£810.00	£0.00	£810.00
Grants (Churchyard maintenance)	£1000.00	£0.00	£1000.00
Contingencies	£475.00	£0.00	£475.00
<b>Total A</b>	<b>£9,310.00</b>	<b>£270.84</b>	<b>£9,039.16</b>

<b>Reserves Earmarked funds</b>	<b>C/fwd 31.03.18</b>	<b>Added 01.04.18</b>	<b>Balance 01.04.18</b>	<b>Spend from 01.04.18 to date (ex VAT)</b>	<b>Available</b>
Basingstoke Canal	£0.00	£250.00	£250.00	£0.00	£250.00
Community Benefit Fund	£42,267.24	£0.00	£42,267.24	£0.00	£42,267.24
Election Expenses Contingency	£953.45	£0.00	£953.45	£0.00	£953.45
Events (Litter Pick)	£0.00	Moved to s137	£0.00	£0.00	£0.00
Maintenance	£301.29	£0.00	£301.29	£0.00	£301.29
Neighbourhood Plan	£907.06	£500.00	£1,407.06	£0.00	£1,407.06
Parish Lengthsman	£1,731.80	£0.00	£1,731.80	£0.00	£1,731.80
Planning Counsel	£26,730.19	£17,500.00	£44,230.19	£17,980.40	£26,249.79
Pension	£0.00	£0.00	£0.00	£0.00	£0.00
Street Lighting	£2,250.00	£0.00	£2,250.00	£0.00	£2,250.00
Website Development	£443.02	£0.00	£443.02	£0.00	£443.02
Winchfield Festival 2018	£300.00	£500.00	£800.00	£0.00	£800.00
Office Equipment	£450.00	£200.00	£650.00	£0.00	£650.00
<b>Total B</b>	<b>£76,334.05</b>	<b>£18,950.00</b>	<b>£95,284.05</b>	<b>£17,980.40</b>	<b>£77,303.65</b>
			<b>Total A + B</b>		<b>£86,342.81</b>
<b>Money at bank</b>			<b>£83,715.27</b>		
<b>VAT to be reclaimed</b>			<b>£5,765.42</b>		
		<b>Total</b>	<b>£89,480.69</b>		
		<b>Less Total A+B</b>	<b>(£86,342.81)</b>		
<b>Current surplus/working balance</b>			<b>£3,137.88</b>		

Prior to the meeting Cllr Jackaman had circulated a note suggesting that some surplus funds be allocated to the Planning Counsel fund. It was agreed that £1,682 from the surplus/working balance be transferred to the Planning Counsel fund.

#### **18.10 Request for Grants and Donations**

A grant of £1,000 to Winchfield Parochial Church Council (PCC) towards the cost of maintaining the graveyard was approved.

#### **18.11 Payments for Approval**

The following payments were approved:

A Ball	Salary: May 2018	£287.08
	Salary: June 2018	£287.08
	Salary: July 2018	£287.08
	Expenses	£27.48
Temp Clerk	Salary: July 2018	£287.08
HALC	Affiliations Fees & NALC Levy	£255.00
DW & CV Horticultural Society	Grant for Annual Show (approved in Nov 2017) – s137 Grant	£200.00

Winchfield PCC	Graveyard Grant	£1,000.00
Came & Co	Insurance Premium	£291.20
HCC	Basingstoke Canal Grant	£250.00
ECAS	Internal Audit	£201.00
PKF Littlejohn	External Audit Fee	£200.00
Oak Design	Leaflets and Signage	£1,709.94
Winchfield Festival	Grant	£600.00
123-Reg	Domain Name Renewal	£TBC up to £30 was approved

NOTE: It was agreed not to renew the HR Consultancy Fee to HALC. It was agreed that the saving of £180 be moved to the Planning Counsel fund.

## **19 CORRESPONDENCE**

Items of correspondence detailed in the Clerk's report were received and noted.

## **20 ANY OTHER BUSINESS**

Cllr Dicks reported that the Christian Aid United Service had been held at St. Mary's Church on 13 May. Four churches had been invited to this service and a short video had been shown. Efforts resulted in approximately £600 being raised for Christian Aid. He thanked all those involved.

Cllr Williams reminded everyone that the Winchfield Festival was coming up next month and tickets were still available for anyone who wished to attend.

## **21 DATE OF NEXT MEETING**

It was agreed that the meetings for 2018/19 be held on 23 July 2018; 24 September 2018; 26 November 2018; 21 January 2019; 25 March 2019.

**There being no further business, the meeting closed at 8.45 pm**