



WINCHFIELD PARISH COUNCIL

www.winchfield-pc.org.uk

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MINUTES OF THE MEETING OF WINCHFIELD PARISH COUNCIL HELD ON MONDAY 18 NOVEMBER 2019 IN WINCHFIELD VILLAGE HALL STARTING AT 7.30 PM

PRESENT: Cllr Andrew Renshaw (Chairman), Cllr Meyrick Williams (Vice-Chairman), Cllr Richard Milnes-James, Cllr Kate Stewart
Cllr Spencer Farmer (HDC), Cllr David Simpson (HCC)
Chris Griffin, Footpath Warden
6 Members of the Public
Mrs Alison Ball (Clerk)

1 APOLOGIES

Apologies were received from Cllr Louise Hodgetts (WPC), Cllr Anne Crampton & Cllr 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

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, Winchfield Festival committee and an interest in Item 10 Broadband as he would be likely to benefit from any improvement in speeds. He also declared an interest in the planning application for Little Conifers at item 14 as he knew the parties involved very well.

Cllr Kate Stewart declared an interest in Item 10 Broadband as she would be likely to benefit from any improvement in speeds.

Cllr Milnes-James declared his membership of Winchfield Festival committee and an interest in Item 10 Broadband as he would be likely to benefit from any improvement in speeds.

3 MINUTES OF PREVIOUS MEETING

The Minutes of the Parish Council Meeting held on 16 September 2019 were agreed and signed as a correct record.

4 MATTERS ARISING

There were no matters arising not covered by the Agenda.

5 SHAPLEY HEATH GARDEN VILLAGE

The Chairman advised that since the last meeting the meetings of the Overview and Scrutiny

Committee and the Cabinet at Hart District Council (HDC) had taken place. The paper entitled Garden Community Programme had been considered at these meetings and Cllr Williams had attended both to represent the Parish Council.

Cllr Williams stated that people would be aware from the details on the parish council website that a letter had been sent to the Secretary of State and the local MP, Ranil Jayawardena, from Winchfield Parish Council (WPC) with the support of eight other parish councils. The response from the Secretary of State had been disappointing and a second letter had been sent to the local MP pressing him to support the parish council in its attempts to meet with the Secretary of State. Since then Mr Jayawardena had publicly declared his opposition to building on greenfield sites. He was encouraging constituents to sign up to the Constituency Conservation Charter which advocated building on brownfield land, reusing redundant employment land, pooling affordable housing contributions, building starter homes and supporting a self-build revolution. The Charter also stated that the individuals signing up did not support any major greenfield development in the next Local Plan. Cllr Williams advised that once the general election had taken place on 12 December and the MP in place, WPC would continue to press for a meeting with the Secretary of State.

Cllr Williams went on to say that the consideration of the Garden Community Programme paper by HDC had prompted some interesting debate which could be viewed on the We Heart Hart website. The Rural Hart Association (RHA) had received legal advice from a QC who had issued an opinion about the level of pre-determination of some of the HDC councillors. These councillors, on advice from the HDC monitoring officer, disagreed with the opinion and remained involved in the process.

Another useful development had been the willingness of the Chairman of Hartley Wintney Parish Council to be involved in the process since the Hartley Wintney Neighbourhood Plan had been put in place. He had recently chaired a meeting of RHA, We Heart Hart, Cllr Crampton and Cllr Williams in order that to coordinate progress. It seemed that the Conservative group at HDC were now all agreed in their opposition to Shapley Heath. Cllr Williams would try to get all nine parish councils together to discuss the level of support and whether any financial support would be forthcoming.

Cllr Williams had contacted John Boyd Planning Associates to ask for some forecasts of the likely spend needed in 2020/21 to help inform the parish council's budget-setting.

The appeal for the development of up to 700 houses at Pale Lane had been dismissed. Paul Jackaman had pulled together the key messages from the decision and these would help inform WPC's future work.

Cllr Farmer said he agreed that there were a number of points in the Pale Lane decision that would be relevant to Shapley Heath. He felt that of all the factors covered the most important was the Hartley Wintney Neighbourhood Plan. On the discussion at the Cabinet meeting, Cllr Farmer stated that HDC still had a £150,000 spending plan that was not especially well defined with a further £500,000 which had been referred to the budget process.

He was also aware that the HDC Joint Chief Executive, Patricia Hughes, and the Cabinet Member for Place, Cllr Cockarill, had met with Homes England but the minutes of this meeting had not been forthcoming. Cllr Farmer would continue to press for these.

The Chairman thanked all of those involved for working hard on this.

6 HART LOCAL PLAN

Progress on the Hart Local Plan had stalled due to the general election that had been called for 12 December. It was thought that the Inspector's report would not now be received until the New Year. Cllr Farmer confirmed that HDC did not expect the decision until January, ready for the Council meeting in February.

7 UPDATES TO THE NEIGHBOURHOOD PLAN

The Chairman confirmed that progress on updates to Winchfield's Neighbourhood Plan depended in the first place on ratification of the Hart Local Plan. Thought would be given to what needed to be done and who could do the work.

Contact had been made with the consultant who had worked on the original Plan to ask if she would be available to give advice on the updates and the process. It would also be useful to look at the neighbourhood plans of other parishes that had been put in place since the adoption of Winchfield's, for ideas and good practice.

It was confirmed that the Plan needed to be reviewed within five years of its adoption, and as it had been in place for three years, there was time for a proper consideration of the updates. It was hoped that the work could be started during 2020.

8 SECTION 106 FUNDING

Cllr Milnes-James reminded the meeting that HDC had advised that £50,000 was available in section 106 money from the Kirkby Homes development at Winchfield Lodge. Officers at HDC had written to Kirkby Homes advising them of the three proposed projects put forward by WPC which were for work at the canal to improve accessibility, the broadband project and the provision of defibrillators in the village.

Cllrs Milnes-James and Williams had met with the Basingstoke Canal Society to discuss project ideas. Ideas centred around improving access particularly at the Barley Mow car park and towpath and to the towpath at Stacey's bridge. The ideas brought forward for the Barley Mow car park would need to be reconsidered as the Basingstoke Canal Authority had stated that they did not want the 'hump' in the towpath removed as it was used for lorries to offload materials when emergency repairs were needed. It was anticipated that more details on the proposals would be known by January.

Any suggestions from members of the public on ways to allocate the s106 monies were welcomed.

Cllr Simpson requested the parish council's support for a Hook to Winchfield cycleway. This had previously been on the HCC work programme but he had recently been told it would be removed due to a lack of funds. He disagreed with this as the funds had been made available through a development and he was trying to ensure this was kept on the work programme. It was **AGREED** that the principle of a Hook to Winchfield cycleway would be supported by the parish council and Councillor Simpson advised that he would pass this on.

9 COMMUNITY SAFETY

The Chairman advised that the Police had hoped to be in attendance but had unfortunately sent apologies. A report had been circulated which showed that there had been four incidents during October including:

- An overnight break-in at a building site but nothing was taken;
- An overnight break-in at a tractor shed with tools stolen;

- An overnight burglary where access was gained to a property via a garage door and two cars were stolen as the keys were taken from the house. The cars had since been recovered;
- An overnight break-in to a garage with items stolen.

The Police report also included the parking issues at Station Hill which would be discussed under the Highways item.

Prior to the meeting Cllr Hodgetts had confirmed that she had received the defibrillator from the British Heart Foundation. It was intended that this would go in the Barley Mow and an electrician was needed to get this installed. It was **AGREED** to approach HDC about whether the money used to buy this defibrillator could be recouped from the s106 funds.

Cllr Hodgetts had also advised that she was waiting for HCC highways officer Ian Janes to confirm the dates that the street furniture would be replaced. She expected this to be at the end of the year.

10 BROADBAND

Cllr Stewart advised that there had been a lot of activity on this. She had been informed that in bringing the fibre to Winchfield Court there were other properties that would benefit. She was trying to obtain a definitive list of which properties this would affect but so far had not been able to get anything in writing. She had also been advised that discussions were taking place between HCC and Openreach as to how the rest of the village could receive better broadband. She would continue to chase both these matters.

Cllr Williams reported that the eight properties in Spratts Hatch Lane had formed a not for profit company to work together to get fibre broadband to their homes. They were currently getting a price for the installation and looking at using the Gigabit Voucher Scheme.

A member of the public noted that there appeared to have been lots of activity around the Hurst. She was aware that one unit at the Hurst Farm business premises had been let to an IT firm and they had paid to have fibre broadband installed, and it was understood that others on the premises could benefit from this.

A discussion took place about the use of s106 money for this project. The residents at Winchfield Court had already paid for their scheme and the residents at Spratts Hatch Lane were proceeding on the understanding they would bear the costs. Cllr Stewart suggested that this be revisited once a list had been received as to which properties in the village could benefit from fibre broadband and then look at speeds in individual homes.

11 LITTER PICK UPDATE

Kerry Wedlock reported that the autumn litter pick had taken place the day before the meeting – Sunday, 17 November. It had been very successful with 33 volunteers and 34 bags of litter collected. This was less litter than normal, which could be seen as a positive, which was timely as it was the tenth event. A few instances of fly-tipping had also been reported, but again less than previously.

Thanks were expressed to Sarah Garwood for providing the refreshments and to Ms Wedlock for organising the event.

The next litter pick would take place in the spring.

12 HIGHWAYS

The Chairman reported that the licence with HCC for the placing of SIDs had been signed and was available at the meeting.

He went on to say that the adoption of Beauclerk Green was getting nearer with contact from HCC about a cultivating licence that the parish council would need to sign up to. He did not have the details of what this involved but it was **AGREED** that up to £250 be available for this if needed as the parish council should not delay the process.

There had been issues with parking on the pavement and both sides at Station Hill. The road had been resurfaced in August and the yellow lines had not been re-marked on the road. It was thought that there had been increased car numbers due to a landslide which prevented trains stopping at Hook. The parking had become so dangerous that urgent action was required and after reporting the issues to HCC the lines were very quickly repainted and tickets were issued to the vehicles ignoring them. The Chairman thanked Cllr Simpson for his involvement in getting this rectified so swiftly.

Cllr Williams reported that the Lengthsman had been out a couple of times and he had cleaned and cut back vegetation from all the signs in the village including those on the B3016. He had also cut back the hedge at the bottom of Pale Lane. If anyone spotted any more areas that needed cutting back, Cllr Williams asked that these be reported to him for action.

A meeting had taken place on 20 September with Hampshire Highways and Dogmersfield Parish Council. A series of actions had come out of this which were being looked at by Cllrs Hodgetts and Williams. The initial project was to look at the finger posts.

Cllr Stewart reported seeing recent flooding on the road at Taplins Farm Lane and it was advised that this had previously been reported at the Flood Forum. There was nothing that could be done to stop the flooding but warning signs had been put in place.

13 FOOTPATH REPORT

Cllr Williams reported that the footpath leaflets had run out again and it was **AGREED** that he order 2,000 more at a cost of £305 excluding VAT. Some minor amendments would be done prior to getting these printed.

Chris Griffin, footpath warden, had walked all the footpaths over the summer months and he had cut back some vegetation. Footpath 501 had been very overgrown which had been sorted but there was a new problem as razor wire had appeared on top of a fence erected adjacent to this footpath. Work was needed on FP2 which Mr Griffin reported in late summer and the county footpath authorities had rectified some of the problem by repairing the fence. He would report this again in the spring. A large oak tree had come down on FP3 which needed to be removed and the finger post had been broken. The latter would be reported to HCC. Cllr Williams said he would ask the Lengthsman about removing the fallen tree on FP3.

Mr Griffin reminded councillors that letters had been sent to the owners of the land on the north-east side of Station Road where there was an access point to FP3 to request permission to make improvements to this entrance. It was noted that responses had not been received to these letters and another attempt would be made to make contact.

He said the approach to FP1 in Old Potbridge Road had been made very messy by the developers at Winchfield Lodge which should have been made good. Mr Griffin was aware

that the landowner had been talking to the developer and it was agreed that the Parish Council would support the landowner if needed.

Cllr Simpson requested that any work on the footpaths done by the Lengthsman be reported to him as it helped with providing evidence when seeking to retain the funding as some of the budget came from the Countryside funds.

Cllr Williams had been made aware that some work might be carried out on Hellett's Copse and if so it would be a good time to look at replacing the access points on FP6.

14 PLANNING

14.1 Applications received since the last meeting

19/01789/FUL The Barn, Old Potbridge Road *Demolition of existing outbuilding and erection of a detached four bedroom dwelling, detached double garage, fencing and 6m wide gates and creation of a driveway and new access.* WPC response: No objection.

19/01140/HOU 4 The Hurst *Erection of a single garage.* Application was refused and now being appealed. No comments needed.

19/02221/OUT Land At Chapel Bungalow, Potbridge, Odiham *Demolition of three existing dwellings, removal of shed, caravan and lean-to extension and erection of five self or custom build dwellings and all ancillary development.* WPC response: Winchfield Parish Council has considered the comments of Potbridge residents as outlined in the letter from RAID dated November 2, and also noted the submission by Kate Ashbrook of the Open Spaces Society. In the light of the concerns raised by both organisations, the parish council recommends refusal of this application, or at least deferment until the main issues which include land ownership and site contamination are resolved.

19/02371/HOU Bridge Farm, Potbridge Road, Odiham *Demolition of stable block and erection of a single storey extension to annex to provide games room and study.* WPC response: No comment.

19/02255/FUL Land Adjacent To April Wood, Odiham Road *A new sustainable family dwelling and associated landscaping and entrance area.* WPC response: No objection.

19/02405/HOU11 Winchfield Crescent, Old Potbridge Road *Conversion of garage to habitable accommodation and replacement of garage door with window.* This application had been withdrawn prior to the meeting.

19/02251/REM Land North of Netherhouse Copse, Hitches Lane, Fleet *Reserved matters application seeking the approval of approval of appearance, layout and scale of 7no. residential dwellings pursuant to outline application 16/01651/OUT.* No response needed.

19/02471/REM Land North of Netherhouse Copse, Hitches Lane, Fleet *Reserved matters application seeking the approval of approval of appearance, layout and scale of 23no residential dwellings pursuant to outline application 16/01651/OUT.* No response needed.

19/02446/PRIOR 5 Barley Mow Close *Notification of a Proposed Larger Home Extension for a single storey rear extension.* No comment to make.

19/02526/HOU Little Conifers, The Hurst *Part single and part two storey rear extensions and alterations to fenestration.* There was a discussion about whether the development would be detrimental to neighbouring properties including the listed Rose Cottage, but no consensus was found and it was agreed not to comment.

(NOTE: Cllr Williams declared an interest in the planning application for Little Conifers and did not take part in any decision making.)

15 FINANCE AND GOVERNANCE

15.1 Conclusion of the Audit to year end 31 March 2019.

The Audit for the year ended 31 March 2019 had been completed with no matters arising and the requisite Notice of Conclusion of Audit had been displayed both on the Council's noticeboards (for at least 14 days) and on the website. The Annual Return was therefore received and approved.

15.2 Payments and Receipts for Q2 to 30 September 2019.

The payments and receipts for quarter two as shown in Appendix 1 were received and approved.

15.3 Bank Reconciliation to 30 September 2019

The bank reconciliation as shown in Appendix 2 was received and approved.

15.4 Authorised Signatory Update for Lloyds Bank Accounts

It was noted that five names needed to be removed from the Lloyds Bank Accounts: Susan Richardson, Carole Johnson, Paul Jackaman, Henry (Harry) Dicks and Ian Gavin-Brown. The completed form was circulated for signing. It was **AGREED** that the bank mandate for the Lloyds Bank accounts be amended to remove previous clerks and retired councillors and that the relevant form be signed by the Chairman and Cllr Williams.

15.5 Authorised Signatory Update for Cambridge and Counties Bank Account

It was noted that Paul Jackaman and Henry (Harry) Dicks needed to be removed from the Cambridge and Counties bank account and Cllrs Stewart and Milnes-James needed to be added. It was **AGREED** that the bank mandate for the Cambridge and Counties bank account be amended to remove retired councillors and to add Cllrs Stewart and Milnes-James and that the relevant form be signed by the Chairman and Cllr Williams.

15.6 Payments for Approval

The following payments were approved:

| | | |
|---|---|----------------|
| Clerk - AB | November Salary plus holiday accrued whilst on maternity leave (32 hours) | £711.08 |
| Clerk - AB | December Salary | £287.08 |
| Winchfield Parochial Church Council | Grant | £1,000* |
| British Heart Foundation | Donation (Defib) | £600* |
| PKF Littlejohn LLP | External Audit | £360** |
| Hart District Council | Uncontested Election Fees | £50.94 |
| Royal British Legion | Reissue of donation from Jan 2019 which was lost in the post. Cheque 521 cancelled. | £100.00 |
| Hook Parish Council | Finance Training Course | TBC |
| CPRE | Donation Membership | £100.00 £36 |
| *Payment already made; agreed September 2019 | | |
| **Expenditure on the Audit budget likely to go over by approximately £130 so this needs to be vired from contingencies. | | |

16 CORRESPONDENCE

There was no correspondence that had been received in addition to that already forwarded on and none that needed addressing that had not appeared elsewhere on the agenda.

17 ANY OTHER BUSINESS *Report Only*

The Chairman advised that the operator of the scrapyards at Potbridge had appeared in court

on charges brought by Natural England for the damage caused to the SSSI on the opposite site of the road. On the day he pleaded guilty and he would appear again before Christmas for sentencing. This SSSI was just outside the parish and was in Odiham parish. The scrapyard site within the parish had been cleared of vehicles but had not been decontaminated.

Cllr Simpson said he had been advised by HCC that a feasibility study would be carried out for the construction of a new household waste recycling centre near the roundabout to the south-west of Blackbushe airport. It was hoped that the study would be undertaken in the next few months. This would replace the tip at Hartley Wintney.

18 DATE OF NEXT MEETING

It was noted that the next meetings were due to be held on 20 January 2020 and 16 March 2020.

There being no further business, the meeting closed at 8.55 pm

| WINCHFIELD PARISH COUNCIL | | | | | | |
|--|------------------|---|--|--|--------------------------------|------------------|
| SUMMARY RECEIPTS & PAYMENT ACCOUNT | | | | | | |
| 2nd QUARTER ENDED 30 SEPTEMBER 2019 | | | | | | |
| Annual Budget | Spend to 30-Sep | | | | Figures shown exclusive of VAT | |
| | | | | | £ | £ |
| RECEIPTS | | | | | | |
| 29,089.00 | 29,089.00 | Precept | | | - | |
| 493.00 | 405.44 | Bank Interest | | | 0.26 | |
| 3,233.06 | - | Other | | | - | |
| 32,815.06 | 29,494.44 | | | | 0.26 | |
| TOTAL RECEIPTS | | | | | | 0.26 |
| PAYMENTS | | | | | | |
| 5,000.00 | 1,931.16 | Net Salaries & Allowances (July - Sept) | | | 1,069.92 | |
| 200.00 | - | Clerk's Expenses Net VAT (July - Sept) | | | - | |
| 120.00 | 19.98 | Administration | | | - | |
| - | - | Chairman's Allowance | | | - | |
| - | - | Repairs & Maintenance | | | - | |
| 325.00 | 337.71 | Insurance Premium | | | - | |
| 1,000.00 | 1,350.00 | Grants & Donations: | | | 1,250.00 | |
| 550.00 | 247.50 | Section 137 | | | - | |
| 300.00 | - | Training | | | - | |
| 60.00 | - | Hall Hire | | | - | |
| 475.00 | 262.60 | Audit Fees | | | - | |
| 417.00 | 277.00 | Subscriptions | | | 277.00 | |
| 1,125.00 | - | Contingencies | | | - | |
| 22,500.00 | 8,806.55 | Planning Counsel | | | 8,806.55 | |
| 3,233.06 | 1,200.00 | Community Benefit | | | 895.00 | |
| - | 1,937.83 | VAT on payments | | | 1,820.31 | |
| 35,305.06 | 16,370.33 | | | | | 14,118.78 |
| TOTAL PAYMENTS | | | | | | 14,118.78 |
| BALANCE BROUGHT FORWARD on 01/07/19 | | | | | | 66,666.23 |
| ADD Total Receipts (as above) | | | | | | 0.26 |
| LESS Total payments (as above) | | | | | | 14,118.78 |
| Balance Carried forward 30/06/19 | | | | | | 52,547.71 |
| These cumulative funds are represented by: | | | | | | |
| Current Account Balance | | | | | 24,657.88 | |
| Less: Cheques drawn but not debited as at 30.09.19 nos.521 | | | | | 100.00 | |
| Deposit Account Balance | | | | | 2,060.27 | |
| Other Account | | | | | 25,929.56 | |
| | | | | | | 52,547.71 |

WINCHFIELD PARISH COUNCIL
BANK RECONCILIATION as at 30/09/2019

| | |
|---|------------------|
| | £ |
| <u>LLOYDS BANK</u> | |
| Current Bank Account 01235673 | |
| Balance per statement | 24,657.88 |
| <u>LLOYDS BANK</u> | |
| Business Reserve Account 07285516 | |
| Balance per statement | 2,060.27 |
| <u>CAMBRIDGE & COUNTIES</u> | |
| Deposit Account 15012029 | |
| Balance per statement | 25,929.56 |
| <u>Less unpresented cheques as at 30/09/2019</u> | |
| Cheque Nos: 521 | -100.00 |
| TOTAL CASH AT BANK | 52,547.71 |