

**MINUTES OF THE MEETING OF WINCHFIELD PARISH COUNCIL HELD ON
MONDAY 24 JULY 2023 AT 7PM IN THE VILLAGE HALL**

PRESENT: Cllr Meyrick Williams (Chairman), Cllr Cepta Hamm, Cllr Louise Hodgetts, Cllr Richard Milnes-James and Cllr Kate Stewart
Cllr Tim Davies (Hampshire County Council) (HCC)
Litter Pick Co-Ordinator
13 Members of the Public

APOLOGIES

- 1 Apologies were received from Mrs Alison Ball (Clerk), Cllrs Anne Crampton and Tim Southern and Spencer Farmer, Hart District Council (HDC) and members of the Neighbourhood Policing Team.

**DECLARATIONS OF INTEREST AND APPLICATIONS FOR DISPENSATIONS
UNDER S33 OF THE LOCALISM ACT 2011**

- 2 Cllr Kate Stewart declared an interest in item 12, Land adjacent to Winchfield Court, as a close neighbour to the site.

Cllr Cepta Hamm declared an interest in item 7b, Charrington Farm, as a close neighbour to the site.

MINUTES OF PREVIOUS MEETING

- 3 The Minutes of the Parish Council Meeting held on 15 May 2023 were agreed and would be signed as a correct record.

MATTERS ARISING

- 4 None.

SOUTH EAST WATER: NEW MAIN THROUGH WINCHFIELD

- 5 The work on the installation of the new water main was complete. The walkthrough the village by the Project Manager did not occur in June as scheduled. Cllrs Stewart and Williams had conducted their own walkthrough the village and had drawn up a list of seven issues, mostly relating to making good, to be resolved which had been submitted to South East Water for consideration. The Chairman confirmed that communication with South East Water on this had been excellent.

FOOTPATHS REPORT

- 6 The Chairman confirmed that he had informally met with the landowner of footpath 3 and discussed the rights of way issues and it appeared there was an amicable way forward on this. On the work on footpath 4, between Pale Lane and Hungerford Farm, to alleviate the flooding he needed to speak to the land agent and the contractor to see what options were available at this location.

Cllr Davies raised an issue with footpath 3, across the motorway up to Taplins Lane, as it

was completely overgrown. It was confirmed that this section of footpath was in Hartley Wintney but the Chairman agreed that WPC would put this on the Parish Council's list to be cut back.

The Chairman confirmed that footpath 2, between the railway bridge and the motorway, had been revisited for clearance. Cllr Davies advised that the steps leading down from Old Potbridge Road were in a very poor condition. The Chairman suggested that he add this to the list of items to discuss with the HCC Ranger.

On footpath 5 the kissing gate would be installed shortly replacing the style off the canal. This gate had been supplied free of charge by HCC and WPC would pay for the installation.

A letter had been received from a member of the public raising concerns regarding access issues due to overgrown vegetation along footpaths 501 and 502 in Potbridge. The Chairman confirmed that WPC had instructed Blay Builders to do the cutting back along these paths. There were lots of issues with overgrown footpaths partly because everything was growing very quickly this year but also because HCC, who were the body responsible for the maintenance of footpaths, were not cutting at the moment and there had been no indication HCC would be cutting any footpaths in Winchfield this year. HCC were currently only cutting back the highway verges once a year.

The Chairman reported that he had been due to meet the new Countryside Ranger on 18 July but the Ranger had cancelled due to illness. It was hoped that this would be rearranged so cutting plans could be discussed. In addition the Chairman would raise the condition of the steps at Old Potbridge Road and the footpath from Staceys bridge to Sprats Hatch Lane where he wanted to ask HCC to cover the costs of levelling the path out.

It was noted that the Footpaths Warden was moving away from the village and a new volunteer for this role was being sought.

HIGHWAYS REPORT

7 Updates from HCC Highways

The Chairman advised that relations with the Principal Highways Engineer were outstanding and as a result an order had been placed to reestablish the ditch opposite the pumping station in the extended Hurst which would be done over the summer. In addition, later in the summer, the ditch along Pale Lane would be reestablished; there would be high pressure water jetting from the top of the Hurst all the way to Haart river bridge to allow water to run freely in this area.

On the 'to do' list for HCC was the work at Taplins Farm Lane to mark the ends of the concrete headstones around the open ditches with flexible verge markers by the end of the autumn. Unfortunately this was all that could be done on this dangerous corner.

The Highways Engineer had confirmed that cutting back along highway verges would only be taking place once, rather than twice, a year unless there was a visibility issue. WPC had been utilising the lengthsman who had recently cleaned the signs, done cutting back around the signs and cut back the vegetation along the footpath to the station.

Pale Lane/ A323 Junction

The Chairman reported that there had been two quite serious accidents within days of each other in early June at this location. As a result Cllr Stewart had been to look at the junction and felt that the design of it was to allow for buses, cyclists and pedestrians in line with a design proposed in the outline planning application for Pale Lane Farm (Elvetham Chase) which did not receive permission after an appeal to the Secretary of State. In this proposal Pale Lane was going to be blocked from near the railway bridge and vehicles diverted through the new estate to a new roundabout, with only buses, cyclists and pedestrians being able to continue to the A323. WPC had raised concerns about this junction when the current layout was implemented.

The Chairman advised that a letter had been written in January 2019 to then Director of Economy, Transport and Environment at HCC requesting that a stage four road safety audit be carried out and a response had been received advising that this would be done if there were issues at the junction. As there had now been a number of incidents the Chairman suggested that WPC write to the person at HCC currently responsible for Highways, copying in the three local HCC councillors, requesting that this safety audit now be carried out and suggesting that the layout was put in based on other road changes that now looked very unlikely to ever happen.

Cllr Davies advised that he had been looking into the issues at this junction and what could be done. He felt there were three main problems with the junction: 1. The removal of the deceleration lane followed by a sharp turn – over 90 degrees, 2. The siting of a bund limiting visibility; and 3. Unclear signage. He had requested that the deceleration lane be reinstated but had been told there was no money for this. He had also requested that the bund be removed. Cllr Stewart advised that she had been told that the deceleration lane could not be reinstated because it would be too dangerous for cyclists. She suggested that rather than reinstating this, simply widening the turning entrance would help.

The Chairman advised that he would draft a letter to HCC outlining concerns and requesting a review of the junction for approval by email before being submitted.

Charrington Farm

The Chairman advised that this site was along Station Road close to the railway bridge. In 2008 the site had been given planning approval for B8 use which was 'distribution or storage'. The definition of this was very wide and would allow for one truck or hundreds of trucks. Charrington Farm had recently been sold to a company that was in the process of relocating from near Wokingham. They had advised that they had permission to operate 18 large prime movers and 16 large trailers. In tandem this would result in vehicles of 45 feet travelling to and from the site.

The Operations Director for the site had contacted the Chairman regarding the trees in Station Road as some of the branches were hanging lower than the height of the trucks. The Chairman and Cllr Stewart had been on a site visit and found that part of the site had been tarmacked and some of the old buildings had been removed and replaced with smart portacabins. The Operations Director advised them that he had engaged with HDC planning department and he held a transport operating licence.

The Chairman had been in touch with the Principal Highways Engineer at HCC regarding the trees and he had advised that, by law, the obligation was for a clearance of 5.05 metres under trees, if necessary, on all roads. He was therefore obliged to write to the landowners

adjacent to the highway where the trees originated to give 28 days notice to cut them back, potentially at their own expense. If the landowners refused or did not carry out the work, eventually HCC could do the work and send the bill to the landowners.

On the planning side the Chairman had spoken to the new Enforcement Officer at HDC who has confirmed that as tarmac had been laid planning permission would be required and she would arrange to carry out a site visit.

As part of the operating licence the company had agreed that the lorries would not travel under the railway bridge (in either direction) and they would not go over 20mph in Station Road. The Chairman expressed his concern that Station Road was barely wide enough for 2 cars so large lorries were going to cause an issue. He had spoken to some residents and there would be a direct impact on some property owners. He was aware that the company wanted to be fully operational by mid-August.

The Chairman was waiting to get the details of the officer at HCC responsible for Traffic Management and once these details were received he would send a letter setting out the facts and concerns.

Several members of the public spoke raising concerns, mostly in relation to the highway, including whether the lorries could come through other parts of the village, the potential impact on the school bus which picked up and dropped off in Station Road, whether this type of business was suitable in such a rural location, the impact of lorries waiting on the road to access the site and the potential for accidents at the junction with the B3016 as vehicles travelling at speed come into contact with slow turning lorries.

Cllr Davies asked whether anyone had been in contact with the two businesses that would be effected: the pub and the railway station. The Chairman confirmed he intended to discuss it with the pub landlord as soon as possible.

The Chairman concluded that he would continue to liaise with the Operations Director as appropriate.

NEIGHBOURHOOD PLAN – REVIEW

8 Christine Strudwick gave the following update:

- The Regulation 16 consultation closed on 23rd June. Twenty five responses were received and collated by HDC then sent on to WPC as a summarised matrix with access to the full responses online.
- A letter was sent to the examiner, Mr Ashcroft, on 30th June with WPCs first response to the matrix.
- A ‘Clarification Letter’ was received from Mr Ashcroft on 6th July asking for a more detailed response on three points. His initial comments on the layout and content were very favourable.
- The WPC response had been drafted, reviewed by Nick Ward and then further improved with the assistance of ‘trusted expert’ Ann Skippers. The final response would be sent to Mr Ashcroft on 25th July.
- A letter outlining the Examination Arrangements was received on 30th June, all being well the Examiners Report would be received in early August. Mr Ashcroft had already done his visit to the area and there would only be a ‘fact check’ report with HDC and WPC to check for inaccuracies or omissions before his final report would be completed.
- Once the Examiners Report had been received the Neighbourhood Plan Steering

Group would meet to discuss the requested amendments and agree the appropriate actions.

- All related documents were on the HDC and WPC websites.

The Chairman advised that the Examiners report had been very positive and he had commended the work that had been done.

The Chairman reported that Ann Skippers had been involved in reviewing the letter to respond to the Examiners clarification note to make sure that the letter would meet with the Inspectors approval. He requested approval for the spend of up to £1,000 on this.

It was **AGREED** that the Chairman be given authority to spend up to £1,000, excluding VAT, on specialist planning consultant advice needed to respond to the Examiners clarification note.

The Chairman confirmed that Nick Ward, formally of Carter Jonas, was now retired but had been helping to produce the letter for the Examiner. The Chairman advised that he had put in many hours work and did not expect to be paid but he requested £150 be allocated to buy a suitable thank you gift.

It was **AGREED** that the Chairman be given authority to spend up to £150, excluding VAT, on a thank you gift for Nick Ward.

RURAL EXCEPTION SITE

- 9 Cllr Hodgetts advised that the working group had been busy preparing for the public engagement session due to take place on Wednesday 26 July. At the event there would be lots of information boards, along with a FAQs handout and attendees would be asked to provide feedback. Members of the working group including officers from Housing at HDC and English Rural would be in attendance alongside members from WPC to answer any questions. All the information available on the evening would be published on the WPC website after the event. Cllr Hodgetts encouraged residents to attend and to encourage their neighbours to attend.

The Chairman asked fellow WPC members to attend to get a sense of the mood of the residents on the issue and to listen to comments. He confirmed that all comments would be redacted and placed on the WPC website.

TREE AND HEDGEROW PLANTING SCHEME

- 10 Following the suggestion at the last meeting by Cllr Davies, Cllr Stewart had been in touch with the Hampshire Forest Partnership at HCC. HCC had committed to planting one million trees by 2050 and they had wanted to know about the tree project in Winchfield. In addition HCC were trying to put together guidance on agroforestry for farmers and landowners and Cllr Stewart was aware that Tristram Cary, a resident of the village, was involved in a very similar project and he had agreed to attend the meeting to give a presentation on what he was doing.

Tristram Cary addressed the meeting advising that he ran a company that made Parish Online, a web based mapping service for councils. The National Association of Local Councils (NALC) were running a Climate Emergency Network which was trying to improve the advice to town and parish councils on various things including climate change and specifically woodland opportunities. Mr Cary gave a presentation providing the following information:

- Britain was very under tree'd with 13% tree coverage compared to the European

average of 46% and a world average of 31%. As a result an England Trees Action Plan was investing £100M per annum to triple the rate of woodland creation from 10,000 hectares per annum to 30,000 hectares per annum. There were lots of grants available for this but progress had been very slow.

- There were lots of positive outcomes from the planting of more trees including the support of climate and biodiversity goals. All councils needed to offset carbon emissions as part of net zero planning. The challenge was whether woodland management could be a bigger part of all parish councils futures.
- One of the problems with this was that many parishes do not own any land and landowners are often not interested. There needed to be cooperation between the councils and the landowners.
- Parish Online wanted to develop a Woodland Planning Application to help councils identify and bring forward woodland schemes. Working with the Sylva Foundation, Grown in Britain and Forestry Canopy Foundation, as the experts in this field, to provide the right data and methods.
- Parish Online did have a commercial motive to enhance the system but the application data would be free and the work was being done on a non-profit basis through the new Local Authority Technology Community Interest Company (a type of charity). The reason NALC was interested in using Parish Online was to reach its 3000 customers across the country using the system. This meant there was access to grant money.
- A PIES (Protect Improve Enhance Sustain Woodland) grant from DEFRA had been used to analyse woodland opportunities in Winchfield (on behalf of three landowners) which had resulted in a report being produced that had been shared with officers at HCC who were interested and keen to support.
- A woodland planning process had been designed which needed to be tested. The first step in this process was to map existing trees because any new planting should connect existing woodland, the second step was to identify existing constraints that would mean it was not the best use of the land to plant trees, the third step would be to map planned constraints such as new development and infrastructure, the fourth step was to consider optimum woodland schemes, the fifth step to map land ownership and gauge the interest of the landowners, the sixth step to apply for grants and Forestry Commission certification.
- Woodland Opportunity baseline maps were available via Terra Sulis and when the opportunities in Winchfield map had been compared to the Terra Sulis map they were very similar.
- The landowners in the areas of Winchfield where there might be woodland opportunities had been identified and the next step would be to approach the landowners.
- In order to access grants from the Forestry Commission it was necessary to go through the England Woodland Creation Offer which was a scheme to support landowners to create new woodland. This had maps that set out ways to get extra grants based on what they would like to achieve.
- As this was a competitive process the bigger the scheme the more successful it would be. It would be good to work with neighbouring parishes, the district and the county.

Mr Cary concluded by advising that he wanted to bid for some money from the lottery fund and the County Council funds to test the scheme.

The Chairman thanked Tristram Cary for his presentation and advised that the report commissioned into woodland opportunities in Winchfield tied in very nicely with the revised NP.

In response to a question from Cllr Hodgetts, Mr Cary confirmed that HDC were engaged in the process but were reluctant to engage with landowners and for that reason wanted the parish councils to be involved.

Cllr Stewart suggested that Mr Cary present to the Hart District Association of Parish and Town Councils as a way to engage with more parish councils.

In response to a question from Cllr Milnes-James, Mr Cary advised that the funding was available for lots of aspects of the process including writing the detailed spec, deer fencing, protection around trees, trees, creating exit routes for trees if they were to be harvested.

It was **AGREED** that the Parish Council support this scheme and that neighbouring parishes be encouraged to engage in the process.

CLIMATE CHANGE PROJECT

- 11** Cllr Hamm introduced the item by advising that a small group of residents had met up with the local champion for climate change, Gary Comerford, to discuss ways to make a difference locally and as individuals.

Gary Comerford was in attendance at the meeting and he gave a presentation. He started by framing why this issue was important by stating that human led climate change was happening and the recent climate records were proof of this – the six warmest days in history were in the last two weeks, there were floods in Pakistan, wildfires in Canada and the water around the British Isles was the warmest it had been on record. There had been nights in America where the temperature had not gone below 32 degrees Celsius. If the temperature kept rising there would be a swath of land around the equator which would become uninhabitable and three billion people would need to move north and south. At the local WPC level it would not be possible to do anything major but small things were possible and influence could be put on local people.

Mr Comerford went on to say at the recent meeting with the small number of residents it had been agreed to have a three legged approach. The first aspect would be education which could be done with in person sessions, leaflets drops, adverts in local publications and social media. The latter would be used to target the younger generation. The second aspect would be communication, helping people understand what we were doing and why. It was important to reach a wide demographic using lots of different platforms. A media communications plan would be needed to make this effective. The third aspect would be the action and being seen to deliver on this.

By June 2024 Mr Comerford wanted to deliver three face to face sessions on topics to be determined, three sessions at local schools, six short viral social media posts and three parish wide leaflet drops. In order to achieve this money would be needed to cover professional media graphics and leaflets, hall hire, refreshments, speakers, advertisements and leaflet drops. Mr Comerford was requesting WPC allocate £4,250 over a 12 month period for this project.

There was a discussion amongst councillors and members of the public regarding the proposals and it was mostly agreed that this was an important issue and something WPC should be involved in but there were other groups already working on this and it might be better to work together. It was agreed that Cllr Hamm arrange to speak with the Climate Change Group at Hartley Wintney and the group at Odiham Parish Council to look at the scope for working together and potentially pooling resources.

The Chairman thanked Gary Comerford for his presentation and his involvement in this project.

LAND ADJACENT TO WINCHFIELD COURT

- 12 The Chairman advised that the enforcement hearing for the injunction for plots 2, 3 and 4 would be heard on 12 December 2023. It would be a one day hearing and would be held in the HDC offices. There was nothing to report on the planning appeal for plot 1.

13 BEAUCLERK GREEN

Cllr Stewart advised that the cultivation licence that WPC was asked to look into in September 2021 had not been completed. She had done a site visit with the Principal Highways Engineer at HCC to look at the verges that had been planted and he was looking to see if he could find a solution that would not require a cultivation licence. He was in the process of obtaining some historical records and gathering information from various parties. It was confirmed that the road had been adopted.

LITTER PICK

- 14 The Litter Pick Co-ordinator reminded the meeting that she had previously suggested that the warning signs needed replacing. She needed 11 warning signs on staves and had received a quote of £178.20 including VAT for the signs and £46.44 for the staves.

It was **AGREED** that £224.64 be approved for the purchase of new litter pick signage and staves.

It was noted that the next litter pick would take place in November with the exact date to be confirmed.

UPDATE ON THE SPEED INDICATOR DEVICES

- 15 Cllr Hodgetts advised that volunteers were still being sought to help with replacing the battery and moving the SID. The battery needed to be replaced every week and the SID moved every three weeks.

UPDATE ON THE DEFIBRILLATORS

- 16 Cllr Hodgetts advised that the training sessions had been very successful with 26 attendees. £500 had been allocated for the training events and there was enough remaining in this budget to put on an additional session later in the year.

A new defib had been installed outside the Phoenix Inn pub on the A30. This was as a direct result of the training sessions and residents putting a little bit of pressure on the landlord.

S106 MONEY

- 17 Cllr Milnes-James confirmed there was nothing to report.

The Chairman advised that there had been an online meeting with officers at HDC, including the Head of Place, regarding section 106 money. Section 106 money was paid by developers to help mitigate the impact of any development and was usually applicable to developments of ten or more houses. During the call an issue at Odiham had been discussed where an outline planning application had been refused by HDC. This application had been appealed and it was confirmed that if the Inspector allowed the appeal there would be no s106 contributions as these had not been discussed during the refusal. There were lessons to be learnt that if there were applications for 10 or more houses there

needed to be discussions about s106 at a very early stage even if the recommendation was to refuse the application. HDC had also suggested that parishes should have a list of projects that they would like to see funded by s106 money so that if applications were submitted planning officers would know what the parish would like the money for. In reality this would be very difficult as any contributions needed to be for projects to mitigate the impact of the development and this would not be known without knowing the potential development sites. The Chairman had expressed his concerns to officers at HDC that the onus was being placed on parish councils where councillors were not experts in planning and were unpaid volunteers, he felt the planning officers needed to take the responsibility to prompt the parishes.

PLANNING

- 18** Applications received since the last meeting:

23/01052/FUL Land Between Railway and Pale Lane, Elvetham, Hook

Installation of a street light pole with an antenna on top. WPC response: no comment.

23/01304/FUL Land Alongside Railways Track, Station Road

Installation of a street light pole with antenna on top. WPC response: no comment.

23/01464/HOU 3 Shapley Grange, London Road

Erection of a single storey side extension with front and rear dormers to the roof slope and insertion of 2no. Velux windows to the side roof slope. Response by 28 July. It was agreed to look at this outside the meeting and agree a response by email.

23/01450/FUL Railway Track Near Shapley Heath, Shapley Heath Service Road

Installation of a street light pole with an antenna on top. WPC response: no comment.

FINANCE AND GOVERNANCE

Q1 2023/24 Summary of Receipts and Payments to 30 June 2023

- 19.1** The payments and receipts for 2023/24 quarter one as shown in Appendix 1 were received and approved.

Bank Reconciliation to 30 June 2023

- 19.2** The bank reconciliation to 30 June 2023 as shown in Appendix 2 was received and approved.

BDO Ltd Conflict of Interest

- 19.3** It was confirmed that there was no conflicts of interest with BDO Ltd.

Grants for Approval

- 19.4** Applications for grants had been received from HCC for the Basingstoke Canal; Victim Support for help towards cost associated with security items to hand out to victims of crime to help make them feel safer within their homes and community, Citizens Advice Hart to help towards the costs involved in training the volunteers, and Winchfield Festival towards running costs. Money had been provided in the budget for all these grants with the exception of the Victim Support grant but there was unallocated grant funding available that could be used for this.

It was **AGREED** to award £250 to HCC for the Basingstoke Canal; £50 to Victim Support to help towards costs associated with providing security items; £250 to Citizens Advice Hart to help towards the costs involved in training the volunteers, and £800 to Winchfield Festival towards running costs.

Support for Citizens Advice Hart

- 19.5** Cllr Hamm advised that a representative from Citizens Advice Hart would be attending a meeting of the Women of Winchfield to talk about the service on offer. In addition they

would be running a monthly surgery in the Village Hall from September for about 5 months to see what support could be offered to residents. These sessions would be open to anyone and not restricted to Winchfield residents.

It was confirmed that the village hall would be available free of charge for the outreach sessions.

An advert for the sessions would be placed in the parish magazine and on the parish council noticeboards.

It was **AGREED** to allocate a budget of £250 for any costs associated with this project.

Payments for Approval

19.6 The following payments were approved:

| | | |
|---|---|-----------|
| Clerk - AB | June Salary | £501.54* |
| Clerk - AB | August Salary | £354.30 |
| Clerk - AB | September Salary | £354.30 |
| Clerk – AB | Expenses (WFH Allowance June and July + Stationery) | £54.41 |
| Basingstoke Canal | Annual Contribution | £250.00 |
| Victim Support | Grant | £50.00 |
| Citizens Advice Hart | Grant | £250.00 |
| Winchfield Festival | Grant | £800.00* |
| Winchfield Village Hall | May meeting | £25.00* |
| Winchfield Village Hall | July Meeting | £25.00 |
| L Hodgetts | Defib training refreshments | £19.15* |
| Betws Training | Defib Training | £270.00* |
| HALC | New Councillor Training | £117.60 |
| HDC | Uncontested Election Costs | £56.20 |
| Christine Strudwick | NP Expenses | £59.91 |
| Transavia Ltd (Ready2Print) | RES Flyer Printing | £127.50 |
| Transavia Ltd (Ready2Print) | Printing | £197.50 |
| Blay Builders | Footpath Work | £6,585.00 |
| M Williams | Reimbursement: Zoom x5 months | £77.95 |
| DM Payroll Services LTD | Payroll April to September 2023 | £60.00 |
| Kerry Wedlock | Litter Pick Equipment | £224.64 |
| *Payment already made; expenditure agreed by email and within previously agreed budgets | | |

20 CORRESPONDENCE

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

21 ANY OTHER BUSINESS *Report Only*

Cllr Stewart advised she would be looking at the cycling and walking survey in due course.

The Chairman reported that he had been paying for zoom out of the planning fund to allow for meetings on the NP to be held. It was felt this should be continued until completion of the NP review.

Christine Strudwick asked about the annual subscription to Parish Online and the monthly subscription to adobe both of which had been essential to the review of the NP but could be reviewed on completion of this. It was agreed to consider this as part of the budget for 2024/2025.

22 DATE OF NEXT MEETING

Dates of future meetings were noted: 18 September 2023 and 20 November 2023, starting at 7pm.

It was **AGREED** that the dates for the meetings in 2024 be set as 29 January, 18 March, 20 May, 15 July, 16 September, 18 November.

23 CONFIDENTIAL SESSION

It was agreed that, in accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press be excluded from the meeting for the discussion of the Clerks contract as publicity might be prejudicial to the special nature of the business.

24 AMENDMENT TO THE CLERKS CONTRACT

It was noted that the Clerk had regularly been working additional hours, sometimes in excess of the ten hours per month permitted in her contract. It was noted that there was budget availability for additional hours.

It was **AGREED** that the Clerks contract be amended to allow as many overtime hours as needed in consultation with the Clerk and with the authorisation of the designated Member of the Council.

There being no further business, the meeting closed at 9.08pm

| WINCHFIELD PARISH COUNCIL | | | | | | | |
|--|--------------------|-------------------------------------|--|--|--|--------------------------------|-----------|
| SUMMARY RECEIPTS & PAYMENT ACCOUNT | | | | | | | |
| <u>1st QUARTER ENDED 30 JUNE 2023</u> | | | | | | | |
| Annual budget/ allocation | Spend to 30-Jun | | | | | Figures shown exclusive of VAT | |
| | | RECEIPTS | | | | £ | £ |
| 32,417.00 | 32,417.00 | Precept | | | | 32,417.00 | |
| 548.00 | 579.07 | Bank Interest | | | | 579.07 | |
| 3,233.06 | 6,850.51 | Other | | | | 6,850.51 | |
| 36,198.06 | 39,846.58 | TOTAL RECEIPTS | | | | | 39,846.58 |
| | | PAYMENTS | | | | | |
| 4,750.00 | 1,452.38 | Net Salaries & Allowances | | | | 1,452.38 | |
| 500.00 | 45.99 | Administration | | | | 45.99 | |
| 1,157.00 | - | Election Expenses | | | | - | |
| 718.00 | - | Office Equipment | | | | - | |
| 643.02 | - | Website Development | | | | - | |
| 1,979.34 | - | Repairs & Maintenance | | | | - | |
| 120.00 | - | SID Repair & Maintenance | | | | - | |
| 300.00 | - | Defib Repair & Maintenance | | | | - | |
| 500.00 | 420.57 | Insurance Premium | | | | 420.57 | |
| 2,950.00 | 800.00 | Grants & Donations: | | | | 800.00 | |
| 2,000.00 | 869.08 | Coronation | | | | 869.08 | |
| 1,080.00 | 2,149.07 | Section 137 | | | | 2,149.07 | |
| 300.00 | - | Training | | | | - | |
| 175.00 | 50.00 | Hall Hire | | | | 50.00 | |
| 660.00 | 142.50 | Audit Fees | | | | 142.50 | |
| 420.00 | 304.02 | Subscriptions | | | | 304.02 | |
| 475.00 | - | Other A (Contingencies) | | | | - | |
| 21,416.84 | 1,364.64 | Other B (Planning Counsel & NDP) | | | | 1,364.64 | |
| 22,763.05 | 905.65 | Community Benefit | | | | 905.65 | |
| 8,500.00 | - | Community Project Fund | | | | - | |
| 12,263.00 | - | General Reserve | | | | - | |
| | 313.30 | VAT on payments | | | | 313.30 | |
| 83,670.25 | 8,817.20 | TOTAL PAYMENTS | | | | | 8,817.20 |
| | | BALANCE BROUGHT FORWARD on 01/04/23 | | | | | 42,310.78 |
| | | ADD Total Receipts (as above) | | | | | 39,846.58 |
| | | LESS Total payments (as above) | | | | | 8,817.20 |
| | | Balance Carried forward 30/06/23 | | | | | 73,340.16 |
| These cumulative funds are represented by: | | | | | | | |
| Current Account Balance | | | | | | 13,926.01 | |
| Less: Cheques drawn but not debited as at 30.06.23 | | None | | | | - | |
| Deposit Account Balance | | | | | | 32,101.98 | |
| Other Account | | | | | | 27,312.17 | |
| | | | | | | | 73,340.16 |
| Signed: | | | | | | | |
| Responsible Finance Officer to Winchfield Parish Council | | | | | | Date: | |
| Signed: | | | | | | | |
| Councillor | | | | | | Date: | |

WINCHFIELD PARISH COUNCIL
BANK RECONCILIATION as at 30/06/2023

£

LLOYDS BANK

Current Bank Account 01235673

| | |
|-----------------------|-----------|
| Balance per statement | 13,926.01 |
|-----------------------|-----------|

LLOYDS BANK

Business Reserve Account 07285516

| | |
|-----------------------|-----------|
| Balance per statement | 32,101.98 |
|-----------------------|-----------|

CAMBRIDGE & COUNTIES

Deposit Account 15012029

| | |
|-----------------------|-----------|
| Balance per statement | 27,312.17 |
|-----------------------|-----------|

Less unpresented cheques as at 31/03/2023

Cheque Nos: None

| | |
|---------------------------|------------------|
| TOTAL CASH AT BANK | 73,340.16 |
|---------------------------|------------------|

Alison Ball

Clerk to Winchfield Parish Council and Responsible Finance Officer

Dated:

Councillor:

Dated: