



WINCHFIELD PARISH COUNCIL

www.winchfield-pc.org.uk

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MINUTES OF THE MEETING OF WINCHFIELD PARISH COUNCIL HELD ON THURSDAY 19 MAY 2022 STARTING AT 7.51 PM, FOLLOWING THE ANNUAL PARISH ASSEMBLY IN THE VILLAGE HALL

PRESENT: Cllr Andrew Renshaw (Chairman), Cllr Meyrick Williams (Vice-Chairman), Cllr Louise Hodgetts, Cllr Richard Milnes-James and Cllr Kate Stewart
Cllr Tim Davies, Hampshire County Council (HCC)
Footpaths Warden.
7 Members of the Public
Mrs Alison Ball (Clerk)

1 ELECTION OF CHAIRMAN

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

2 ELECTION OF VICE CHAIRMAN

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

APOLOGIES

3 Apologies were received from Cllrs Anne Crampton, Spencer Farmer and Tim Southern, Hart District Council (HDC), the Litter Pick Co-Ordinator and members of the Neighbourhood Policing Team.

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

4 Cllr Kate Stewart declared an interest in item 14, Land adjacent to Winchfield Court, as she lives opposite the site.

5 MINUTES OF PREVIOUS MEETING

The Minutes of the Parish Council Meeting held on 7 April 2022 were agreed and signed as a correct record.

6 MATTERS ARISING

None.

7 SOUTH EAST WATER: NEW MAIN THROUGH WINCHFIELD

Cllr Williams advised that all details of the water main installation project were on the South East Water website and a link to the site was on the WPC website. So far 220 metres of new water main had been installed with work starting last month in Station Road.

Cllr Stewart advised that she had been in touch with South East Water regarding access for pedestrians and cyclists along Station Road as the road had been closed to all. It had been confirmed that it would not be possible to allow access to cyclists and pedestrians whilst working on site as there was not enough room and this would compromise safety. It had been suggested that it would be possible to create access when there was no work going on – after 5pm Monday to Friday, after 1pm on Saturdays and all day Sunday. This had not yet been done as wet ground conditions meant there had been undermining of the road surface which was causing safety concerns, however it was hoped that the access for cyclists and pedestrians during non-working hours would be possible from next week. Cllr Stewart advised that she would consider how best to let people know that this would be happening and to liaise with South East Water regarding signage. The WPC website would be kept up to date.

8 FOOTPATHS REPORT

The Footpaths Warden reported that he had walked all the footpaths over the last few days and all were in good condition. He anticipated problems in the next three to four weeks with the nettles. He would cut back as many as possible and asked about the HCC priority cutting list for the summer. Cllr Williams confirmed that HCC had not been in touch regarding cutting back but he would contact the Rangers and if necessary the Lengthsman could be used to do this work.

Cllr Williams advised that the contractor had been instructed to do the work on FP4 and it was anticipated that this would be done soon.

The work to improve Footpaths 5 and 6 would be done once the ground had dried out.

Cllr Williams reported that a land-owner had noticed an error on the latest footpath leaflet which put one of the footpaths through a private field. He had made arrangements to have this corrected as soon as it was pointed out and leaflets with the correct route had been printed and were being distributed. Cllr Williams apologised for the error and thanked all those involved in correcting the mistake so quickly.

It was **AGREED** that spend of £296 + VAT be retrospectively approved to correct the footpath leaflet and print new copies.

9 HIGHWAYS REPORT

Cllr Hodgetts advised that there had not been an update from HCC about the work at the Barley Mow junction to paint the SLOW markings on the road or look at the signage. She would not be chasing this whilst the work to install the water main was on going but would follow it up once the work was complete. The same applied to the repainting of the SLOW markings at the Hurst.

The WPC, Dogmersfield Parish Council and Hampshire Highways liaison meeting was due to take place on 1 June.

As reported at the last meeting, traffic data for the B3016 had been shared which showed details of traffic counts carried out each year between 2009 and 2017. The usefulness of this data was limited as there was only one count site used. The Infrastructure Team Manager at HDC had been in contact suggesting that HCC had a team that could carry out a traffic survey which would provide up to date information. Cllr Hodgetts intended to follow this up as it would be very useful to have data on road usage that could be used to evidence some of the issues. This was another project that would need to be done once the

new water main installation works had been completed in order that the data not be affected by road closures.

In response to a question it was confirmed that discussions had already been had with Hampshire Highways regarding the installation of 'not suitable for HGVs' signage. These signs were very difficult to enforce as there needed to be proof the HGV was not accessing a site/property. Hampshire Highways had also indicated it was unlikely that there was a reason why the B3016 was unsuitable for HGVs.

A member of the public expressed concern about all that was having to be done to get the evidence needed to extend the 50mph restriction and that the speed limit was on the section of road where there had not been any fatalities rather than the section where there had. Cllr Hodgetts confirmed that she had been advised that the accidents on the B3016 had been caused by driver error rather than speed and therefore this did not support the call for a reduced speed limit. Cllr Davies confirmed he would be looking into why it was so expensive to extend a speed limit restriction.

Another member of the public raised concerns about HGVs on the smaller lanes in the village, evidence of which could be found in the destruction of the verges and the damage to the tree canopy. She was particularly concerned about the very large vehicles on Station Road, some of which had been observed accessing Charrington Farm. Cllr Williams agreed to raise this with Hampshire Highways to see if work could be done with the operators at Charrington Farm to ease the problems.

Cllr Stewart advised that she had seen a post on Bagwell with no sign. Cllr Hodgetts agreed to look into whether a sign was missing and needed replacing.

Cllr Williams advised that the damaged chevron sign on Pale Lane had been replaced and the Winchfield sign on the B3016 was on the list of works to be done.

Cllr Davies advised that he was aware that Chatter Alley was in an appalling state. The verge on the north side needed remedial works but these would not be done until after the work to install the new water main had been completed. He was aware that South East Water would be closing the A323 again for a short period to complete the works later in the summer. The hedgerow on the south side of the road was very overgrown and was now narrowing the road. Cllr Davies had reported this to Hampshire Highways some time ago and it appeared that some cutting back had been done around the signage. He understood that the land from which the growth was extending was part of the Basingstoke Canal and he was due to meet with the Canal Management Committee in the next two weeks where he would raise this and ask that the hedge be cut right back.

Cllr Williams thanked Cllr Davies for his support on this issue.

Cllr Davies also reported that he had been asking Hampshire Highways to install a mirror on the Barley Mow junction. He had initially been told this was against policy but was now being told it was because land ownership was unknown. He believed the land was part of the Basingstoke Canal and he would also follow this up at the Management Committee meeting.

10 NEIGHBOURHOOD DEVELOPMENT PLAN - REVIEW

Christine Strudwick advised:

A telephone conference call with HDC had taken place to update them on Neighbourhood

Plan progress, to meet a new planning staff member and to say goodbye to the member of staff who had been the contact for Neighbourhood Plan matters to date but was leaving HDC. Useful notes were shared and actions for both sides were all in hand. The WPC consultant was also on the call and would advise on the 'legal' requirements which would need action before Reg. 14 consultation. HDC commended WPC on the progress achieved with the revised Plan. Minutes of the meeting were on the WPC website.

Reg.14 would be the first of the consultations and would be organised by WPC, probably taking place in August / September 2022. HDC advised against a summer consultation and recommended that it be delayed until September.

The first draft of the Plan had been distributed to WPC and the Neighbourhood Plan Steering Group (SG) for initial comments. The Plan text was not complete and there were no maps, tables or other insertions yet. Evidence was only referred to at this stage and not yet attached to the Plan. The draft Plan continued to be confidential at this stage in the working process.

Ann Skippers, who was the 'trusted friend' on the original Plan was again available to do the 'health check' before submitting the Plan to WPC for the Reg. 14 process. Ann Skippers is highly qualified in all Neighbourhood Planning matters and had also been an examiner.

The scheduled NP meeting on Monday 6 June would be spent reviewing all comments received from WPC and SG and they would be incorporated, where agreed by the SG, into the draft Plan.

The Community Engagement meeting on 19 June would be the last planned public event prior to submission to Reg.14 process. All draft policies would be available for comment at that meeting.

Once the Neighbourhood Plan Steering Group had agreed that the draft Plan was 'ready' it would be submitted to WPC who would then begin the Reg.14 consultation process. All Winchfield residents and a prescribed list of consultees would be advised that the soft copy was available for comment. This period would last for six weeks and hard copies would also be available at the two pubs, station, village hall and, on request, from any Winchfield Parish Councillor or member of the Neighbourhood Plan Steering Group. The Plan would also need to address accessibility requirements as advised by HDC.

Approaches had been made to local design /print companies requesting them to quote for producing the Plan which would need to be available in soft and hard copy and would require three, possibly four iterations before it would be 'made', if it passed examination and succeeds at referendum.

Cllr Williams advised that the planning consultant at Carter Jonas was due to retire in late June but he would continue on the Winchfield project as a consultant through Carter Jonas at the same rates.

Cllr Williams confirmed that he anticipated that spending would increase slightly over the coming months, in line with the previously approved project plan. He requested approval to spend up to £5,000 over the next few months on the NDP Revision Project.

It was **AGREED** that authority be given to spend up to £5,000 excluding VAT and disbursements on the NDP Review Project.

It was noted that Ann Skippers had been engaged as an independent consultant to carry out a review of the revised NDP. She had worked on the previous plan and was therefore familiar with Winchfield.

It was **AGREED** that authority be given to spend up to £2,000 excluding VAT and disbursements for an independent consultant to carry out a review of the revised Neighbourhood Plan.

It was noted that quotes were currently being sought for the design and printing of the final plan. It would be necessary to store all the documents on google drive and have a link from the WPC website as the website did not have the ability to host such large documents.

Cllr Williams advised that there had been a liaison meeting with representatives from HDC on 10 May. The attendees had seen a first draft of the revised plan and feedback was supportive of how it looked and felt. Research had been done into how a NDP was replaced as no one in Hart had done this before but a way forward had been agreed.

The Chairman thanked everyone for their continuing hard work on this project and especially Christine Strudwick who was doing an excellent job leading the team.

11 HOUSING NEEDS SURVEY

Cllr Williams advised that there was nothing to add to what had been said at the Annual Parish Assembly other than to confirm that the first public engagement would hopefully take place in the autumn and those who had put forward land for consideration would hear from English Rural in due course.

12 QUEEN'S PLATINUM JUBILEE

Cllr Stewart advised that she was aware of six events taking place across the village. These were taking place at the Village Hall (50 residents expected), Winchfield Court (55 residents expected), King William Court (26 residents expected), Beauclerk Green (48 residents expected), Bagwell Lane (37 residents expected) and Barley Mow Close (17 residents expected).

The Village Hall, Winchfield Court Residents Group and King William Court Residents Group had all applied to WPC for a grant to help with the costs associated with the events taking place. The other events were being organised by the residents, rather than a formal group, and would liaise with Cllr Stewart regarding items WPC could purchase for each of the events. Cllr Stewart expected to allocate approximately £1,400 of the £2,000 in the budget for Jubilee events. She was very happy to see that 233 people would be attending local Jubilee events.

13 TREE AND HEDGEROW PLANTING SCHEME

Cllr Stewart reminded the meeting that a leaflet had been distributed to all households in the Parish setting out the proposals for tree planting and asking residents to confirm what trees/hedging they would like. To date she had received 42 applications for trees. Four people had expressed an interest in having more than two trees. Of these four, Cllr Stewart had been to visit one and was due to visit another next week. She was waiting to hear back regarding planting on the communal areas at Beauclerk Green and Winchfield Court.

A member of the public asked whether it would be possible to plant trees on the land approaching Winchfield Lodge where trees had been damaged during construction. Cllr Stewart advised that this was being considered but could not be progressed until a formal management committee at the development had been established. She would keep checking

for progress on this.

14 LAND ADJACENT TO WINCHFIELD COURT

It was confirmed that there was still no update on the hearing to consider the appeals against the Enforcement Notices, and the Enforcement Team at HDC was continuing to monitor the site.

15 LITTER PICK PLANS

The Litter Pick Co-ordinator had advised prior to the meeting that the next litter pick would take place in November with the exact date to be confirmed.

16 UPDATE ON THE SPEED INDICATOR DEVICES

Cllr Hodgetts advised that the SID reports on the Parish Council website were all up to date and the data continued to show that the SID was having an impact, with speeds leaving the SID reduced compared to speeds entering the SID.

As agreed previously the SID had nearly completed a full cycle of all positions for a period of three weeks rather than the usual two weeks. The data seemed to indicate that the impact of the SID had not diminished after the second week. The data was still being affected by the various road closures.

The application to HCC for two new locations for the SID, in the opposite direction to those already approved at the railway bridge and on Station Hill, had been approved. In light of these new locations being approved Cllr Hodgetts requested approval to purchase two new brackets to attach the SID to the posts. The current brackets were not fit for purpose and if the new brackets were better she would like to replace the existing ones.

It was **AGREED** to purchase two new brackets for the SID at a cost of £26.25 + VAT.

Cllr Hodgetts had been looking into the best way to share the responsibility of moving the SID between the approved locations as this was currently being done by Cllr Hodgetts and her husband. One of the barriers was that the data had to be downloaded from the SID at the same time it was being moved. She had been in contact with the manufacturers of the SID who had advised that it could be retrofitted with a gsm modem allowing the data to be collected remotely. This would be provided with a SIM card loaded with £50 credit which should last approximately two years.

It was **AGREED** that funding of £420 + VAT be approved for the fitting of a gsm modem to the SID to allow data to be collected remotely.

It was suggested that a second SID could be purchased with s106 money and Cllr Milnes-James agreed to look into whether this would be possible.

17 UPDATE ON THE DEFIBRILLATORS

Cllr Hodgetts advised that there was nothing new to report, as thankfully the defibs had not been used. The pads on the defib at the Barley Mow had been replaced as these had reached their expiry date. She was looking into providing training on how to use the defibs.

Cllr Hodgetts thanked the guardians for regularly checking the defibs.

18 S106 MONEY

There was nothing to add to that which had been reported at the Annual Parish Assembly.

19 PLANNING

Application received since the last meeting:

22/00429/FUL Dignity Pet Crematorium, Odiham Road Demolition of garage and sheds, erection of two-storey extension to outbuilding, installation of solar panels, replacement double doors to ground floor front with a window and the siting of two storage containers (part retrospective). WPC Response: No objections.

Cllr Williams confirmed that the investigation by HDC Planning Enforcement into Oak Farm Nursery was ongoing.

20 Review of Risk Assessment 2022/2023

Prior to the meeting the Clerk had circulated the current Risk Assessment which had been amended to take out reference to the Parish Council using Zoom for online meetings.

It was **AGREED** that the Risk Assessment 2022/23 be approved as amended.

21 Review of Asset Register 2022/2023

It was noted that the Asset Register had been reviewed and the recently purchased laptop had been added.

It was **AGREED** that the updated Asset Register 2022/23 be approved.

22 REVIEW OF ROLES AND RESPONSIBILITIES 2022/2023

It was noted that the Roles and Responsibilities had been reviewed and it was recommended that new items be added for Rural Exception Site and S106 Projects, that the Hart Local Plan be removed and that the lead on the Broadband Project be amended to Cllr Milnes-James.

It was **AGREED** to approve the Roles and Responsibilities 2022/23 as amended.

23 Review of Insurance Arrangements

WPC had been in a three-year long-term agreement for insurance which was due to expire on 31 May. To ensure the best deal was found two brokers had been contacted to provide recommendations for insurance for the coming year. The brokers had recommended two different companies with a significant price difference. The cheaper offering was from the current provider, Hiscox, who had been providing insurance for WPC since 2014. Hiscox was offering a three year deal which would fix the price.

It was **AGREED** to renew the insurance policy with Hiscox at £420.57 and that a three-year term agreement be entered into.

24 FINANCE AND GOVERNANCE

24.1 Q4 2021/22 Summary of Receipts and Payments to 31 March 2022

The payments and receipts for 2021/22 quarter four as shown in Appendix 1 were received and approved.

24.2 Bank Reconciliation to 31 March 2022

The bank reconciliation to 31 March 2022 as shown in Appendix 2 was received and approved.

24.3 To receive and approve the accounts for the YE 31.03.2022

The Accounts for year ended 31 March 2022, together with the Review of Spending against Approved Budget as at 31 March 2022, were formally received and approved.

24.4 To receive the report of the Internal Auditor for the YE 31.03.2022

- The Internal Auditor's Report, circulated before the meeting, was received and noted.
- 24.5 To review the effectiveness of internal controls and audit for the YE 31.03.2022**
The review drafted by the Clerk was adopted without amendment.
- 24.6 To receive and approve the Governance Statement, Section 1 of the Annual Return for the YE 31.03.2022**
The Governance Statement drafted by the Clerk was received and approved without amendment. The Chairman and Responsible Finance Officer were authorised to sign the Governance Statement.
- 24.7 To receive and approve the Accounting Statements Section 2 of the Annual Return for the YE 31.03.2022**
The Accounting Statement drafted by the Clerk was received and approved without amendment. The Chairman and Responsible Finance Officer were authorised to sign the Accounting Statement.
- 24.8 To approve the dates for the Electors Rights**
A draft notice setting out the details of the public rights to inspect the accounts and details of the publication of the unaudited annual governance and accountability return had been circulated before the meeting and it was agreed that the accounts would be available for inspection between Monday 6 June and Friday 15 July 2022.
- 24.9 To review banking and insurance arrangements**
The banking arrangements were reviewed and agreed as appropriate. The insurance arrangements had been discussed under item 23 above.
- 24.10 To review authorised bank signatories**
The current bank signatories were agreed as appropriate.
- 24.11 Grants for Approval**
Requests for grants had been received from the Dogmersfield, Winchfield and Crookham Village Horticultural Society to sponsor the craft tent at the annual show, from the Winchfield Parochial Church Council to help with the maintenance of the graveyard and from the Winchfield Court Residents Limited and the King William Court residents to support the Jubilee celebrations.
- It was **AGREED** that (1) a grant of £200 be made to the Dogmersfield, Winchfield and Crookham Village Horticultural Society to sponsor the craft tent at the annual show; (2) a grant of £1,650 be made to the Winchfield Parochial Church Council to help with the maintenance of the graveyard; (3) a grant of £330 be made to Winchfield Court Residents Limited towards a Jubilee celebration event; (4) a grant of 156 be made to King William Court Management Company towards a Jubilee celebration event.
- 24.12 Payments for Approval**
The following payments were approved:

Clerk - AB	June Salary	£328.05
Clerk - AB	July Salary	£328.05
Clerk – AB	Expenses (WFH Allowance April and May + stationery)	£54.98
Cartwright N G T	IT Support	£90.00*
DWCV Horticultural Society	Grant	£200.00
Winchfield PCC	Grant	£1,650.00
Winchfield Village Hall	Grant	£300.00
Winchfield Court Residents Limited	Grant	£330.00
King William Court Management Company (account in name Mrs M Young & Mrs C Weaver – 2 of the directors)	Grant	£156.00
Michelle Bolger Expert Landscape Consultancy	Work on LCA	£1,260.00
Carter Jonas	NDP Work to 25 April 2022	£705.60
Farsight Consulting	Internal Audit 2021/2022	£165.00
Came & Co	Insurance Renewal	£420.57
Brandtastic	Footpath Leaflets	£355.20
Charterlith	NDP Printing	£116.60
*Payment already made; expenditure agreed by email and within previously agreed budgets		

21 CORRESPONDENCE

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

22 ANY OTHER BUSINESS *Report Only*
None.

23 DATE OF NEXT MEETING

The dates of future meetings in 2022 were noted: 21 July, 22 September, 24 November, all starting at 7.15 pm.

There being no further business, the meeting closed at 8.48 pm

		WINCHFIELD PARISH COUNCIL					
		SUMMARY RECEIPTS & PAYMENT ACCOUNT					
		4th QUARTER ENDED 31 MARCH 2022					
Annual budget allocation	Spend to 31-Mar					Figures shown exclusive of VAT	
		RECEIPTS				£	£
30,117.00	30,117.00	Precept			-		
233.00	252.91	Bank Interest			0.06		
-	7,450.00	NDP Grant			-		
3,233.06	12,817.73	Other			1,040.41		
33,583.06	50,637.64	TOTAL RECEIPTS					1,040.47
		PAYMENTS					
4,100.00	3,845.77	Net Salaries & Allowances			1,033.90		
-	-	Clerk's Expenses			-		
500.00	586.82	Administration			747.18		
350.00	432.00	Office Equipment			-		
-	-	Chairman's Allowance			-		
-	-	Repairs & Maintenance			-		
370.00	358.20	Insurance Premium			-		
1,750.00	2,550.00	Grants & Donations:			-		
560.00	488.99	Section 137			-		
150.00	-	Training			-		
60.00	-	Hall Hire			-		
660.00	597.50	Audit Fees			-		
377.00	360.03	Subscriptions			60.00		
475.00	-	Other A (Contingencies)			-		
21,500.00	20,655.66	Other B (Planning Counsel & NDP)			3,348.63		
3,233.06	822.00	Community Benefit			478.00		
-	4,362.33	VAT on payments			860.40		
34,085.06	35,059.30	TOTAL PAYMENTS					6,528.11
		BALANCE BROUGHT FORWARD on 01/01/22					80,047.90
		ADD Total Receipts (as above)					1,040.47
		LESS Total payments (as above)					6,528.11
		Balance Carried forward 31/03/22					74,560.26
These cumulative funds are represented by:							
Current Account Balance					45,953.17		
Less: Cheques drawn but not debited as at 31.01.22		None				-	
Deposit Account Balance					2,061.57		
Other Account					26,545.52		
							74,560.26
Signed:							
Responsible Finance Officer to Winchfield Parish Council						Date:	
Signed:							
Councillor						Date:	

WINCHFIELD PARISH COUNCIL
BANK RECONCILIATION as at 31/03/2022

£

LLOYDS BANK

Current Bank Account 01235673

Balance per statement

45,953.17

LLOYDS BANK

Business Reserve Account 07285516

Balance per statement

2,061.57

CAMBRIDGE & COUNTIES

Deposit Account 15012029

Balance per statement

26,545.52

Less unpresented cheques as at 31/03/2022

Cheque Nos: None

TOTAL CASH AT BANK**74,560.26**

Alison Ball

Clerk to Winchfield Parish Council and Responsible Finance Officer

Dated:

Councillor:

Dated: