



WINCHFIELD PARISH COUNCIL

www.winchfield-pc.org.uk

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**MINUTES OF THE MEETING OF WINCHFIELD PARISH COUNCIL HELD ON
MONDAY 15 MARCH 2021 AT 7 PM.
THE MEETING WAS HELD VIRTUALLY VIA ZOOM DUE TO CONTINUING
GUIDANCE ON SOCIAL DISTANCING TO HELP STOP THE SPREAD OF COVID-19**

PRESENT: Cllr Andrew Renshaw (Chairman), Cllr Meyrick Williams (Vice-Chairman), Cllr Louise Hodgetts, Cllr Richard Milnes-James and Cllr Kate Stewart
Litter Pick Co-Ordinator
9 Members of the Public
Mrs Alison Ball (Clerk)

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

1 APOLOGIES

Apologies were received from Cllr Anne Crampton, Cllr Spencer Farmer & Cllr Tim Southern (HDC), Cllr David Simpson (HCC) and members of the Neighbourhood Policing Team.

It was noted that the Parish Council had just received notification from Cllr Simpson that he would not be standing for re-election in May. The Chairman expressed his thanks to Cllr Simpson for the tremendous job he had done and for his support in progressing projects for the parish particularly in relation to highways matters. He would write to Cllr Simpson to personally thank him and wish him well for the future. Cllr Williams spoke endorsing the sentiments of the Chairman.

The Chairman reported that, very sadly, Malcolm Billyard had died suddenly in early February. He had been an excellent designer who had, amongst other things, supported the parish council in the production of the two volumes of the Neighbourhood Plan and the footpath leaflets. In addition he had been a very active member of the community, getting involved in many parish events including the litter picks and social events where he was often found working behind the scenes. The meeting sat in silence for a moment to remember Malcolm.

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 Kate Stewart declared an interest in item 13 Land adjacent to Winchfield Court, as she lives opposite the site.

3 MINUTES OF PREVIOUS MEETING

The Minutes of the Parish Council Meeting held on 18 January 2021 were agreed and would be signed as a correct record.

4 MATTERS ARISING

On item 18.1 Planning Applications the Chairman advised that the application to extend the lifespan of the Solar Farm on land to the East of Taplins Farm Lane from 25 to 40 years had been approved by Hart District Council (HDC). The operator had agreed that if planning permission was granted they would extend the community benefit payments to the Parish Council by an additional six years. Cllr Milnes-James had been in touch with the operator about getting a contract in place to formalise this arrangement now that the planning permission had been granted and would report back once he had the details.

5 COVID-19 RESPONSE

Cllr Williams reported that the number of Covid-19 cases in Hart as reported over the weekend were down to 23 per 100,000 population which was a reduction of nine from the previous week and could be compared against the UK average of 49 cases per 100,000. In total Hart had seen 168 deaths. There had been in excess of 33,000 vaccinations carried out in Hart.

6 COMMUNICATING WITH RESIDENTS

Prior to the meeting there had been some discussion about the best ways for the Parish Council to communicate with residents. Consideration had been given to whether a Facebook page should be set up but it had been felt this would not be appropriate at the current time. A list of email contacts had been established for the purposes of contacting residents with information relating to the Covid-19 pandemic and it was suggested that everyone on this list be contacted and asked if they would like to join a mailing list to receive information from the Parish Council. This would include details such as forthcoming public meetings, planned road closures and news from the district and county councils on projects relevant to the village. Residents would be able to unsubscribe at any time. At the same time the Parish Council would look to update its website to create a new homepage containing all the latest news so that residents would know where to look quickly for anything new.

It was **AGREED** that (1) all the residents currently on the mailing list to receive information about Covid-19 be contacted to see if they would like to join a Parish Council mailing list; and (2) the Clerk be authorised to update the Parish Council website with a payment of overtime should additional hours be incurred.

7 FOOTPATHS REPORT

Cllr Williams advised that the work on Footpath 4 between Pale Lane and Dogmersfield had not yet been carried out as it had been too wet. It would be done as soon as the ground conditions allowed.

He went on to express his thanks to a resident who had commissioned some significant improvements to Footpath 10 on the area from the Canal towards the back of the Old Rectory all at her own expense.

A response from HCC was awaited regarding the misnaming of Odiham 45 and Dogmersfield 10 footpaths which were actually within Winchfield parish. The footpath extended from Lousey Moor down to Bagwell Lane.

There had been a discussion with a representative from HCC who provided customer

business services with a particular ability to provide documents such as the footpath leaflets. This would be pursued until a local provider could be found. Once quotes had been received they would be shared.

8 HIGHWAYS REPORT

Cllr Williams advised that the village was in a good place with regard to highways. The pot holes along Spratts Hatch Lane had recently been filled. The order for the new finger post for Pale Lane had been placed by HCC with their contractor. Discussions were ongoing with HCC about the costs involved as the Parish Council had agreed to pay the £2,600 for the new finger post but the contractor would add on 18.75% which the Parish Council did not want to pay.

It was noted that there were some long-term highways issues that still needed to be addressed.

Cllr Milnes-James congratulated those involved in clearing the ditches at the top of Station Road and along Bagwell Lane as he had not seen any flooding along here even in heavy rain.

Cllr Hodgetts reported that the Odiham Road/B3016 would be closed for the day on 19 March.

9 SHAPLEY HEATH GARDEN VILLAGE

Cllr Williams reported that all five of the thematic groups had now met once or twice, including the landowner forum. There were parish council representatives on these groups. The Opportunity Board had met on 8 March but there had not been any details on what had been discussed. There were no minutes on the HDC website despite previous promises by HDC to do this. This would continue to be questioned at HDC Council meetings through questions from members of the public.

The Parish Council had been a co-signatory with Odiham Parish Council, Dogmersfield Parish Council, We Heart Hart and the Rural Hart Association on a letter from Hartley Wintney Parish Council's Chairman to the joint Chief Executive of HDC raising concerns about the number of HDC officers on the thematic groups and steering groups. There was no issue with officers providing expert advice and opinions to these groups but questions had been asked about why they had voting rights as this would be a conflict of interests. A reply had come from Councillor Cockarill as the Member for Place explaining that he did not see that there was a conflict of interests.

HDC expected to hear by the end of March from the Ministry for Housing, Communities and Local Government about whether the grant for £460k for the project had been awarded. The HDC budget for 2021/2022 showed a deficit of £380k which would be funded from reserves. There was no indication of how the project would be funded if the Government grant was not awarded.

Cllr Williams reminded everyone that even though the work was progressing, this was not a given as it would need to be presented as an option for a garden village in a revised Local Plan subject to Regulation 18 and 19 and the examination in public. This was only one option.

Cllr Milnes-James advised that HDC were using Microsoft Teams to share information for the thematic groups, rather than email, and he suggested representatives check here for documents.

It was anticipated that a survey would be distributed to all households by HDC with the Council Tax bills which would ask for views about the concept of a garden village. Cllr Milnes-James thought that this survey was on Microsoft Teams for comment and he expressed concern that no mention was made of size or number of houses. He would respond asking questions.

A member of the public stated that he understood that work was supposed to be carried out to look for alternative sites. He felt that if the project was being called Shapley Heath Garden Village this implied that no other sites were being considered. Cllr Williams responded saying this was a good point and had been raised by We Heart Hart. The member of the public raised concerns about the wording of any survey as previous surveys had been worded in such a way that it was hard to respond to say anything other than that a new settlement was a preferred option. He also recalled that the response to the survey had been very low and did not give a mandate for a garden village.

10 NEIGHBOURHOOD DEVELOPMENT PLAN - REVIEW

Cllr Williams gave an update from the Steering Group advising that phase one of the Landscape Character Assessment was complete and it was an excellent document. This had been paid for by the grant from Locality. An end of project report had been sent to Locality to complete the grant process. A quote for phase two would be received by the end of the month and an application would be made for another grant to help toward this. It was hoped the work would be carried out in late May/early June. The document would not be put in the public domain at this stage as it was incomplete without phase two.

Christine Strudwick gave an update on the progress the NDP Review Working Group had made:

- the Housing Needs Survey (HNS), compiled by the Working Group using several of Action Hampshire's previous surveys, had been delivered to every household by the Working Group on 27/28 February. Responses needed to be back to Action Hampshire by 31 March. A report on the results would be ready around the end of April.
- it would be necessary to postpone the planned public engagement meeting from 24 April to Saturday 10 July due Covid regulations. Preparation for this meeting was being undertaken and the consultant had confirmed he would be able to prepare the material needed if a new designer and printer could not be found in the area.
- members of the Working Group were continuing to research various aspects of the village including trees: working with old maps it was possible to see where farms, woodland, trees and hedges had changed or been removed over the last 100 years. New maps would be created for the Neighbourhood Development Plan and it was hoped that landowners could be encouraged to do some replanting to re-create the wildlife corridors critical to some species which were becoming rarer in the village. There were many national projects in place such as the National Tree Charter, which were encouraging native tree and hedge planting so there was optimism that, if permitted by landowners, Winchfield could be part of some initiatives to provide the required plants/whips/trees.
- some of the historical items in the previous NDP were being updated and additional research was being done to add evidence and interest. The Working Group was also reviewing some of the environmental protections such as the SINCs and woodland and would be requesting HDC and HBIC (Hampshire Biodiversity Information Centre) to revisit and recategorise if it was decided that any sites might require additional listings for their ecological and biodiversity significance.
- the review of the footpaths was continuing with the hope that one or two new circular walks could be created if the landowners would allow permissive paths; this was in a very early stage but would be very much in line with the Hart Green Infrastructure Grid initiatives.

- there would be an update session with the consultant this week and most likely one with HDC next month.

Thanks was expressed to all those on the Working Group for taking part in this project.

Cllr Williams requested that approval be given for expenditure of up to £4,500 of the NDP Review budget to prepare for the public engagement meeting and for printing costs and for any follow up that might be needed.

It was **AGREED** that up to £4,500 from the NDP Review budget be allocated for costs related to the public engagement meeting.

11 NATIONAL TREE CHARTER

Cllr Stewart advised that as part of the NDP Review work she was doing she was looking for landowners who would be happy to plant trees and/or hedges. She had also written to the neighbouring parish councils of Odiham, Hook and Hartley Wintney to ask if they would be interested in signing up to the National Tree Charter. A response had been received from Hartley Wintney asking for more information. Cllr Stewart would follow up with Odiham and Hook parish councils.

12 BEAUCLERK GREEN ADOPTION

The Chairman reported that there was no update on this.

13 LAND ADJACENT TO WINCHFIELD COURT

Cllr Williams reported that there had been activity on site which was being monitored by the planning enforcement team at HDC.

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

14 LENGTHSMAN SCHEME 2021/2022

Notification had been received from HCC to confirm that the Lengthsman scheme would be continuing in 2021/2022 and the parish council would be allocated £1,000 worth of time by the Lengthsman.

It was **AGREED** that the Parish Council sign up to the Lengthsman Scheme 2021/2022 and that the Chairman be authorised to sign the contract.

15 LITTER PICK PLANS

The Litter Pick Co-ordinator advised that even though the Government had published its road map for coming out of lockdown, unfortunately it was likely that by the time restrictions were lifted sufficiently to allow a Litter Pick it would be too late in the Spring and the vegetation would have grown too much for it to be possible. Plans would be made for an Autumn Litter Pick.

The Litter Pick Co-ordinator had seen in the most recent Parish Magazine details of the Parish Connect which was a project being run by the Hook and Odiham Lions and Rotary Club and designed to carry out initiatives in the Hartley Wintney, Hook and Odiham area. The top priority for this group had been reported as organising monthly litter picks. This may impact on the Winchfield litter picks as, whilst the Parish Council had some equipment of its own, some was borrowed from Hartley Wintney Parish Council.

16 UPDATE ON THE SPEED INDICATOR DEVICES

Cllr Hodgetts advised that the Parish Council was now the proud owner of a SID which was currently located in The Hurst near Barley Mow Close. Four locations for the SID had been approved by HCC with two of these being multi-directional. Cllrs Hodgetts and Williams had been out with the Lengthsman and installed brackets for the SID in each of the locations. Whilst doing this she had been approached by several members of the public and a request had been made to make another two sites multi-directional.

A bi-weekly rota was in place for moving the SID and there were four volunteers as SID guardians and one IT expert to help do the data downloads. Data had been downloaded but the SID had needed further configuration as the dates and times were not correct. The data was shared with the meeting and whilst some of the details were incorrect it showed that the fastest speed recorded in the 30mph limit had been 88.8mph and the average speed was 31.4mph. Cllr Hodgetts explained what information would be collected from the SID.

Cllr Hodgetts thanked Cllr Williams for his help getting the brackets installed and the volunteers who were going to help move the SID and collect the data. A laptop had been donated for collecting the data but it needed a new battery and she requested that she be authorised to purchase a new battery at an approximate cost of £30.

It was **AGREED** that a new battery for the donated laptop be purchased at an approximate cost of £30.

In response to a question about borrowing a SID from another parish, Cllr Hodgetts confirmed that it had been hoped that a second SID would be purchased with Dogmersfield Parish Council but they were not currently in a position to do this. At the moment one SID was sufficient as guidance strongly suggested that each site not be revisited for 12 weeks and as there were only six sites the 12-week cycle worked. If more sites were added, consideration may need to be given to how to obtain a second device. It was possible to borrow a SID from HDC.

The meeting congratulated Cllr Hodgetts for completing this project.

17 UPDATE ON THE DEFIBRILLATORS

Cllr Hodgetts advised that there was nothing new to report on this and training would be organised once the Covid regulations allowed people to gather inside.

18 S106 MONEY

Cllr Milnes-James did not have any update on this. He confirmed that he had tried to contact Cllr Jonathan Glen about this without much success but he would continue to try.

19 PLANNING

19.1 Applications received since the last meeting

20/03182/LBC Baileys Farmhouse, Odiham Road *Replacement of existing timber windows with like for like, single glazed, slender frame, flush timber casements.*

WPC Response: No objection.

20/03181/HOU Baileys Farmhouse, Odiham Road *Replacement of existing timber windows with like for like, single glazed, slender frame, flush timber casements.*

WPC Response: No objection.

21/00121/ADV Land North of Netherhouse Copse, Hitches Lane *Erection of hoarding around the development site with flags/monolith signs.*

WPC Response: No comments submitted as outside the parish.

20 FINANCE AND GOVERNANCE

20.1 Staff Salary

It was **AGREED** that the staff salary be increased by 3% from 1 April 2021.

20.2 Q2 2020/21 Summary of Receipts and Payments to 30 September 2020

The payments and receipts for 2020/21 quarter two as shown in Appendix 1 were received and approved.

20.3 Bank Reconciliation to 30 September 2020

The bank reconciliation to 30 September 2020 as shown in Appendix 2 was received and approved.

20.4 Payments for Approval

The following payments were approved:

Clerk - AB	April Salary	£312.43
Clerk - AB	May Salary	£312.43
Clerk – AB	Expenses (Working from Home Allowance February and March plus Zoom subs April and Domain name registration)	£69.17
HCC	Work on street furniture for SID	£417.63*
JB Planning Associates	NDP Review Work	£798.00*
TWM Traffic Control Systems	Purchase of SID & associated equipment	£3,339.36*
Michelle Bolger Expert Landscape Consultancy Ltd	Landscape Character Assessment	£7,680.00*
Parish Online	Annual Subscription	£72.00
Christine Strudwick	Expenses (NDP Review work)	£189.87
HCC	Cultivating Licence	£131.00
*Payment already made; expenditure agreed by email and within previously agreed budgets		

21 CORRESPONDENCE

A request had been received from a team of local people who were working to bring a weekly parkrun event to Fleet. They had identified Edenbrook Country Park as the location for the parkrun and were requesting funding to help launch the event.

It was **AGREED** to find out if any other parish councils had contributed.

22 ANY OTHER BUSINESS *Report Only*

Winchfield Festival: Cllr Williams confirmed that the Winchfield Festival would be going ahead on 7 to 14 August. All events would be in the marquee and the church would not be used. No food or drink would be supplied, but all attendees would be able to bring their own. It was hoped that this event could bring some more normality to the village.

23 DATE OF NEXT MEETING

It was advised that the legislation that allowed parish councils to hold meetings virtually was due to expire on 7 May. The Parish Council was legally required to hold its AGM in May and the Annual Parish Assembly (APA) needed to be held by 1 June. The Hampshire Association of Local Councils had issued advice suggesting that all parish councils that were able to, should hold the AGM and APA before 7 May so they could be held virtually. There were concerns that any meeting in person would be in breach of the Covid

Regulations. There were various groups currently lobbying the Government to extend the legislation to allow meetings to be held virtually for a bit longer.

The Clerk suggested that the meeting go ahead on 17 May and this be held virtually, unless new guidance was issued before then. It was hoped that the rules would be changed by 7 May, but if not, any decisions made would need to be ratified at the first in person meeting.

With regard to the APA the Clerk recommended that this be delayed until it was safe to be held in person. The APA was supposed to be an opportunity for the residents to meet and discuss things that were happening in the parish and to question the parish council, and this was best done in person. Whilst it was unlikely to be safe to hold this meeting before 1 June, it was felt that as long as a plan was in place to hold it as soon as possible once it was safe to gather inside in numbers, this would be the most pragmatic approach.

It was **AGREED** that the parish council AGM be held virtually on 17 May and that the APA be arranged at a time when it is safe to meet in person.

The following meeting dates were noted: 19 July 2021, 20 September 2021, 15 November 2021, 17 January 2022, 21 March 2022.

There being no further business, the meeting closed at 8.13pm

WINCHFIELD PARISH COUNCIL						
SUMMARY RECEIPTS & PAYMENT ACCOUNT						
2nd QUARTER ENDED 30 SEPTEMBER 2020						
Annual budget allocation	Spend to 30-Sep				Figures shown exclusive of VAT	
					£	£
RECEIPTS						
29,746	29,746.00	Precept			-	
364	363.72	Bank Interest			0.17	
3,233	-	Other			-	
33,343	30,109.72					
TOTAL RECEIPTS						0.17
PAYMENTS						
4,500.00	1,819.98	Net Salaries & Allowances			909.99	
-	-	Clerk's Expenses			-	
120.00	158.67	Administration			97.99	
-	-	Chairman's Allowance			-	
-	-	Repairs & Maintenance			-	
350.00	349.22	Insurance Premium			-	
1,700.00	1,500.00	Grants & Donations:			250.00	
560.00	-	Section 137			-	
200.00	-	Training			-	
60.00	-	Hall Hire			-	
625.00	254.05	Audit Fees			-	
392.00	283.73	Subscriptions			-	
475.00	-	Other A (Contingencies)			-	
21,500.00	1,381.85	Planning Counsel + NDP Review			1,381.85	
3,233.06	3,876.00	Community Benefit			325.00	
-	401.37	VAT on payments			337.22	
33,715	10,024.87					
TOTAL PAYMENTS						3,302.05
BALANCE BROUGHT FORWARD on 01/07/20						72,643.95
ADD Total Receipts (as above)						0.17
LESS Total payments (as above)						3,302.05
Balance Carried forward 30/09/20						69,342.07
These cumulative funds are represented by:						
Current Account Balance					40,988.01	
Less: Cheques drawn but not debited as at 30.09.20: None					-	
Deposit Account Balance					2,061.21	
Other Account					26,292.85	
						69,342.07
Signed:						
Responsible Finance Officer to Winchfield Parish Council					Date:	

WINCHFIELD PARISH COUNCIL
BANK RECONCILIATION as at 30/09/2020

£

LLOYDS BANK

Current Bank Account 01235673

Balance per statement 40,988.01

LLOYDS BANK

Business Reserve Account 07285516

Balance per statement 2,061.21

CAMBRIDGE & COUNTIES

Deposit Account 15012029

Balance per statement 26,292.85

Less unpresented cheques as at 30/09/2020

Cheque Nos: None

TOTAL CASH AT BANK 69,342.07

Alison Ball

Clerk to Winchfield Parish Council and Responsible Finance Officer

Dated: