

Minutes of Headbourne Worthy Parish Council meeting.

Held at 7.30pm on Monday 21st September 2026

St. Mary's Church Rooms, Kings Worthy

Email: clerk@headbourneworthy.org.uk

Chair: J Hamblin Clerk: Belinda Baker

Present: Cllrs N Wilson, M Leone, M Iredale,
A De Stefano, M Turner, J Hamblin

WCC S Cramoysan, J Rutter, J Porter

Apologies: None

Clerk: Belinda Baker

Public attendance: One and Mr Deep Hazrah

C/26/037 **Apologies**
There were none.

C/26/038 **Co-Option of Councillor**
The Council considered two applications. Mr Sayondeep (Deep) Hazhra was welcomed as a councillor and he signed the declaration form.

C/26/039 **To receive declarations of pecuniary interests (DPIs) and other significant interests from members concerning specific items on the agenda**
There were none.

C/26/040 **Public Participation**
The City and County Cllrs had circulated their reports before the meeting. Cllr Rutter confirmed that the LGR was being delayed as per the recent Govt announcement but nothing further was known. She said it was very possible that the Mayoral elections would be brought forward to May 2027. She said that the development of the new Local Plan for the Winchester Borough was underway and a strategic consultation would soon take place. Cllr Cramoysan commented that the City Status was causing a hold up with the final decision on the CGR. He said that WCC wanted to protect the ceremonial mayoralty. The decision on the CGR was due to take place in early November.

C/26/041 **Minutes Full Council Meeting held 20th July 2026**
a. To approve and sign the minutes of the meeting 20th July
This was agreed to be a true record of the meeting and were signed by the Chair.

b. To deal with matters arising not on the agenda

- The Clerk had applied for a lottery grant for the furnishing of the Community Building.
- A change in planning law which would reduce the input of Councillors and the use of Committees would come into effect 1st October.

c. To deal with any correspondence

- The Charity Commission has queried a few items on the submission for the CIO for the Community Building. The solicitors were dealing with the queries but the trustees needed to re-sign the declaration form.

Action: Cllr Turner

C/26/042

CGR

a. Matters to be considered in light of the CGR

This was dealt with under C/26/040

b. Clerk's and Ms Robertson's employment transfer under TUPE

Cllr Hamblin confirmed that he had met with WCC and there was agreement that TUPE would apply to the employment of the Clerk and Ms Roberson in the event of the separation of the Councils. Both employees spent over 80% of their time on Kings Barton matters so therefore their employment would transfer to the new Kings Barton Council. Cllr Hamblin said that lawyers would need to be appointed nearer the time to ensure the transfer of employment was done correctly.

Action: Cllr Hamblin

C/26/043

Land transfers from CALA

a. Update on handover of the park

This had still not taken place. The commuted sum had been increased to £17,560.

Action: Clerk

b. Copper Beech Park and 2a Open Space – Terms of transfer and land to be transferred

An inspection of the playground had been completed. CALA had undertaken to complete the repairs.

Action: Clerk

C/26/044

Policy Update

a. Approve updated Standing Orders

The minor changes to the Standing Orders was agreed.

Action: Clerk

b. Approve updated Financial Regulations

The minor changes to the Financial Regulations was agreed.

Action: Clerk

C/26/045

Finance

a. Recent Transactions – to approve income and expenditure since last Council meeting.

Payments 062 – 105 from the current account were reviewed and approved. The income was the VAT return - £1805.03 and the Precept - £55,182.00

b. Agree bank reconciliation

This was approved.

c. To review 26/27 budget year to date

This was reviewed and approved. The Budget WG agreed to meet to review the HWPC budget for 2027/28 which would include the contents of the proposed Kings Barton PC budget. Cllr Hamblin agreed to join the WG.

Action: Budget WG, Clerk

d. Agree extra hours required for Ms Robertson to undertake the bin collections and park inspections at the Copper Beech playground and 2a Open Space

The extra 1.5 hours a week was agreed when the playground and open space was transferred.

Action: Clerk

e. HMRC increase in mileage rates

HMRC had increased the mileage rates to 55p a mile. The Council agreed to apply this rate to any mileage claimed and to back date the Clerk's and Ms Robertson's claims to April 1st 2026

Action: Clerk

f. Agree Clerk's NALC agreed payrise

This was agreed and agreed to be backdated to April 1st 2026

Action: Clerk

g. Grant application from Barton Farm Friends

The grant application from Barton Farm Friends for £500 for the community fireworks evening was agreed.

Action: Clerk

h. Agree to provide balance of funding for KBRA's bug hotel installation not granted by WCC

The member of public explained that this was likely to be around £130. This was agreed.

Action: Clerk

i. Conclusion of External Audit

The external audit had now been completed and the report published. There were no findings other than very minor comments.

Action: Clerk

C/26/046

Newsletter and communications

a. Date and contents of Autumn edition

The next newsletter was due to be published in late October. Cllr Iredale listed the articles as the Henry Beaufort school bus; the TROs for Andover Rd and parts of Kings Barton; the Sports pitches sub-committee; Parks update; CGR update; St Swithun's as a community asset. These were agreed

Action: Cllr Iredale, Clerk

C/26/047

Community and Maintenance

a. Agree proposal to support the designation of St. Swithun's Church as a community asset.

Cllr Hamblin explained that the PCC of Kings Worthy were aiming to improve the interior of St. Swithun's Church to make it a community hub. He said the plan was advanced and funded. The Council agreed to write to the PCC in support of the plan.

Action: Clerk

b. Playground Inspections

The Clerk showed the Council that the weekly playground inspections was now being done using an external website provider. The inspections were

noted on an app on Ms Robertson's a phone and then shared with the Clerk. This was approved. It was noted that although there was no cost at the present as the number of inspections increased the Council would need to pay a subscription.

Action: Clerk

c. Lengthsman – maintenance requirements

Cllr Wilson noted that improvements had been made with way the request for work was submitted to Stockbridge PC. He said that these were working well at present.

Action: Cllr Wilson

C/26/048

Planning

a. New applications

Date	Number	Address	Description	Comments by
18/08/26	26/01705/DIC	Apple Crumble Pudding Lane Headbourne Worthy Winch SO23 7JL	Discharge condition 5 (Details of Hard and Soft Landscape works) for application 26/00240/VAR	
The Council had no comment to make				
18/08/26	26/01699/FUL	Land To The West Of Courtenay Road Winchester Hampshire	Application for full planning permission to provide 153 dwellings (including affordable housing provision), new pedestrian and cycle routes, landscaping, parking, public open space, improvement of existing access, drainage and all other necessary on site infrastructure;	07/10/26
The Comments made in a letter to CALA and WCC were agreed to be appropriate. The Clerk was asked to submit the contents to the WCC website with no changes.				
08/09/26	26/01871/DIC	Lower Farm School Lane Headbourne Worthy Winchester Hampshire SO23 7JX	Discharge of conditions 3(canopy details), 4(rainwater management strategy), 5(front door details), 6(structural design method statement), and 7(chimney infill details) for application 26/00541/LIS	03/11/26
The Council had no comment to make				

b. To note recent decisions

Date	Number	Address	Description	Result
14/08/26	26/01693/TPC	Unit 5 The Foundry London Road Kings Worthy Winchester Hants SO23 7QN	T1 & T2 - Raywood Ash prune back sides over property by up to 2m, to reduce encroachment over building and reduce risk of failure.	No objection
20/07/26	26/01494/LDP	3 Vokes Cottages Down Farm Lane Headbourne Worthy Winchester Hants SO23 7LA	Amalgamation of two dwellings: the proposal seeks to confirm that this does not constitute development.	Permitted
01/04/26	26/00711/APN	Land East of Christmas Hill, Headbourne Worthy	Prior Notification for the Erection of an Agricultural Storage Lagoon	No Objection
13/03/26	26/00540/HOU	Lower Farm School Lane Headbourne Worthy Winchester SO23 7JX	Removal of timber veranda & reinstatement of canopy. Some landscaping changes including new retaining wall	Permitted

01/06/26	26/01144/DIC	Winchester Golf Academy Down Farm Lane Headbourne Worthy Winch SO22 6RG	Discharge of condition 4 (scheme of landscaping), 5 (cross sections of existing and proposed ground level), 7 foul and surface water), 9 (BNG), 10 (HMMP), 14 (surface water drainage scheme) and 15 (long term maintenance of surface water drainage) of application 25/02488/FUL	No objection
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c. To note decisions awaited

Date	Number	Address	Description	Comments by
Appeal to Secretary of State	25/02576/AVC	Three Maids Field Andover Road Littleton Hampshire	Installation of model wind turbine to advertise 'InstaVolt EV Superhub'	

d. Enforcement – to note any enforcement matters

These were noted.

C/26/049

Items for next agenda, date of next HWPC, KBC and HWC meetings

The next full Council Meeting would take place on Monday 16th November 2026 at St. Mary's Church Rooms. The next meeting of the Headbourne Worthy Committee would be 19th October 2026 and the Kings Barton Committee 12th October. Items for the HWPC Agenda:
Transfer of CALA's open spaces
Budget
CGR

Action: Clerk

Meeting finished at 9.15
The Chair thanked the attendees.

Headbourne Worthy Parish Council

Prepared by: B. Baker
Name and Role (Clerk/RFO etc)

Date: 18/09/26

Approved by: JULIAN HAMBLIN, Chair HwPC
Name and Role (RFO/Chair of Finance etc)

Date: 21/09/26

Bank Reconciliation at 18/09/2026			
A	Cash in Hand 01/04/2026		81,958.52
	ADD		
	Receipts 01/04/2026 - 18/09/2026		116,789.45
			198,747.97
	SUBTRACT		
	Payments 01/04/2026 - 18/09/2026		85,489.07
	Cash in Hand 18/09/2026 (per Cash Book)		113,258.90
B	Cash in hand per Bank Statements		
	Petty Cash 18/09/2026	0.00	
	Current Account - Unity 18/09/2026	5,000.86	
	Instant Access - Unity 18/09/2026	108,258.04	
			113,258.90
	Less unrepresented payments		
			113,258.90
	Plus unrepresented receipts		
	Adjusted Bank Balance		113,258.90
A = B Checks out OK			

Handwritten signature

Headbourne Worthy Parish Council

18 September 2026 (2026-2027)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
62	Bank service charge	16/07/2026		Current Account - U		Charge Card payment	LLoyds Bank	X	3.00		3.00
62	Telecoms	16/07/2026		Current Account - U		Charge Card payment	LLoyds Bank	S	5.42	1.08	6.50
62	CIO email	16/07/2026		Current Account - U		Charge Card payment	LLoyds Bank	S	0.20	0.04	0.24
63	Website	20/07/2026		Current Account - U	14799	Website Hosting	Hugo Fox	S	9.99	2.00	11.99
64	Litter bins - waste removal	27/07/2026		Current Account - U		Waste Collection	Biffa Services	S	48.86	9.77	58.63
65	SLR	28/07/2026		Current Account - U		SLR Rotation	J Berry	E	230.00		230.00
67	Travelling expenses	28/07/2026		Current Account - U		Expenses	Zoe Robertson	E	9.36		9.36
71	Room Hire	28/07/2026		Current Account - U		Room Hire	UWAT	E	40.00		40.00
66	Clerk's office and consumables	28/07/2026		Current Account - U	1315	Clerk's Office and Consumables	YMML	E	40.00		40.00
68	Newsletter Printing	28/07/2026		Current Account - U		Newsletter Printing	ADH Printing	X	220.00		220.00
69	Room Hire	28/07/2026		Current Account - U		Room Hire	UWAT	E	120.00		120.00
70	Room Hire	28/07/2026		Current Account - U		Room Hire	UWAT	E	60.00		60.00
80	Clerk's Salary	28/07/2026		Current Account - U		Clerk's tax and Employer NI	HMRC	E	239.36		239.36
80	Employer NI	28/07/2026		Current Account - U		Clerk's tax and Employer NI	HMRC	E	230.70		230.70
82	Clerk's Salary	28/07/2026		Current Account - U		Clerk Salary	B Baker - Clerk	E	1,642.89		1,642.89
72	Play equipment repairs/install	28/07/2026	KB/26/022b	Current Account - U		Playground equipment installat	Infinity Playgrounds	S	2,675.00	535.00	3,210.00
73	Play equipment repairs/install	28/07/2026	HWC/26/012a	Current Account - U		Playground equipment installat	Infinity Playgrounds	S	720.00	144.00	864.00
74	Valley Maintenance	28/07/2026		Current Account - U		Grounds Maintenance	Grass and Grounds	S	388.87	77.77	466.64
75	Dell Ground maintenance	28/07/2026		Current Account - U		Grounds Maintenance	Greensmile	S	150.00	30.00	180.00
75	Greenfields ground maintenanc	28/07/2026		Current Account - U		Grounds Maintenance	Greensmile	S	180.00	36.00	216.00
76	Room Hire	28/07/2026		Current Account - U		Room Hire	PCC Kings Worthy	E	30.00		30.00
78	Orchard maintenance	28/07/2026		Current Account - U		Grounds Maintenance	Greensmile	S	55.00	11.00	66.00
79	Newsletter Delivery	28/07/2026		Current Account - U		Newsletter Delivery	E Macleod	E	200.00		200.00
80	Weekly inspections and Bins - i	28/07/2026		Current Account - U		Clerk's tax and Employer NI	HMRC	E	88.00		88.00
81	Weekly inspections and Bins - i	28/07/2026		Current Account - U		Z Robertson - Salary	Zoe Robertson	E	132.91		132.91
77	HR Support	28/07/2026		Current Account - U		LCPD Membership	HALC	S	180.00	36.00	216.00
78	Welhouse Woods maintenance	28/07/2026		Current Account - U		Grounds Maintenance	Greensmile	S	200.00	40.00	240.00
83	Bank service charge	31/07/2026		Current Account - U		Bank Service Charge	Unity Bank	E	7.00		7.00
84	Accounts software	03/08/2026		Current Account - U		Accounting software subscripti	Starboard Systems Ltd	S	49.00	9.80	58.80
85	Clerk's Salary	05/08/2026		Current Account - U		Pension Contribution	Standard Life	E	63.77		63.77
85	Employer Pension Contribution:	05/08/2026		Current Account - U		Pension Contribution	Standard Life	E	38.26		38.26
86	Bank service charge	17/08/2026		Current Account - U		Charge Card payment	LLoyds Bank	X	3.24		3.24
86	Telecoms	17/08/2026		Current Account - U		Charge Card payment	LLoyds Bank	S	5.42	1.08	6.50
105	Website	19/08/2026		Current Account - U		Website Hosting	Hugo Fox	S	9.99	2.00	11.99

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
88	Clerk's Salary	24/08/2026		Current Account - U		Pension Contribution	Standard Life	E	44.80		44.80
88	Employer Pension Contribution:	24/08/2026		Current Account - U		Pension Contribution	Standard Life	E	27.05		27.05
87	Litter bins - waste removal	24/08/2026		Current Account - U		Waste Collection	Biffa Services	S	48.86	9.77	58.63
93	Insurance	25/08/2026		Current Account - U		Insurance	Gallaghers	E	256.84		256.84
97	Room Hire	25/08/2026		Current Account - U		Room Hire	PCC Kings Worthy	E	45.00		45.00
99	Clerk's Salary	25/08/2026		Current Account - U		Clerk's tax and Employer NI	HMRC	E	239.36		239.36
99	Employer NI	25/08/2026		Current Account - U		Clerk's tax and Employer NI	HMRC	E	230.70		230.70
89	Inspections - Copper Beech	25/08/2026		Current Account - U		Playground Inspections	Playground Inspection Con	S	365.00	73.00	438.00
90	Clerk's office and consumables	25/08/2026		Current Account - U		Clerk's Office and Consumables	YMML	X	40.00		40.00
91	Travelling expenses	25/08/2026		Current Account - U		Travelling expenses	Zoe Robertson	E	11.70		11.70
92	SLR	25/08/2026		Current Account - U		SLR Rotation	J Berry	E	230.00		230.00
94	Valley Maintenance	25/08/2026		Current Account - U		Grounds Maintenance	Grass and Grounds	S	388.87	77.77	466.64
95	Welhouse Woods maintenance	25/08/2026	KB/26/007b	Current Account - U	11613	Grounds Maintenance	Greensmile	S	215.00	43.00	258.00
96	Dell Ground maintenance	25/08/2026		Current Account - U	11613	Grounds Maintenance	Greensmile	S	150.00	30.00	180.00
96	Greenfields ground maintenanc	25/08/2026		Current Account - U	11613	Grounds Maintenance	Greensmile	S	180.00	36.00	216.00
99	Weekly inspections and Bins - :	25/08/2026		Current Account - U		Clerk's tax and Employer NI	HMRC	E	88.00		88.00
100	Clerk's Salary	27/08/2026		Current Account - U		Clerk Salary	B Baker - Clerk	E	1,642.89		1,642.89
98	Weekly inspections and Bins - :	27/08/2026		Current Account - U		Z Robertson - Salary	Zoe Robertson	E	132.91		132.91
101	Bank service charge	31/08/2026		Current Account - U		Bank Serivce Charge	Unity Bank	E	7.00		7.00
102	Accounts software	01/09/2026		Current Account - U		Accounting software subscripti	Starboard Systems Ltd	S	49.00	9.80	58.80
103	Clerk's Salary	07/09/2026		Current Account - U		Pension Contribution	Standard Life	E	72.75		72.75
103	Employer Pension Contribution:	07/09/2026		Current Account - U		Pension Contribution	Standard Life	E	43.65		43.65
104	Bank service charge	16/09/2026		Current Account - U		Charge Card payment	LLoyds Bank	X	3.00		3.00
104	Litter bins - waste removal	16/09/2026		Current Account - U		Charge Card payment	LLoyds Bank	S	11.65	2.33	13.98
104	Telecoms	16/09/2026		Current Account - U		Charge Card payment	LLoyds Bank	S	5.42	1.08	6.50
104	CIO email	16/09/2026		Current Account - U		Charge Card payment	LLoyds Bank	S	0.20	0.04	0.24
Total									12,605.89	1,218.33	13,824.22