



WINCHFIELD PARISH COUNCIL

www.winchfield-pc.org.uk

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MINUTES OF THE MEETING OF WINCHFIELD PARISH COUNCIL HELD ON MONDAY, AUGUST 22, 2016, AT 7.30 PM IN WINCHFIELD VILLAGE HALL

PRESENT: Cllr A Renshaw (in the Chair),
Cllr H Dicks, Cllr P Jackaman and Cllr M Williams
6 members of the public
Mrs C Johnson (Clerk)
Mrs U Tilt (Clerk Designate)

1 APOLOGIES

Apologies were received on behalf of Cllr Gavin-Brown who is recovering from a stroke and from Cllr Crampton (HDC), Cllr Glen (HCC), Cllr Southern (HDC) and PC Franks.

It was resolved to approve Cllr Gavin-Brown's continuing absence due to illness.

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

A dispensation was granted to all Councillors to participate in all discussions and decisions by this Council relating to the emerging Local and Neighbourhood Plans and associated matters until May 2019.

As at previous meetings, the Chairman declared his ownership (with his wife) of 45 acres of land in the parish which had been the subject of overtures from developers. He reiterated that the land is not available for development.

Cllr Williams declared his membership of Winchfield Action Group in relation to items 8 and 9.

At the start of item 10(b) the Chairman declared an interest as owner of land through which Footpath 7 passes.

3 PUBLIC PARTICIPATION WITH REGARD TO ITEMS ON THE AGENDA

The Chairman invited members of the public to participate in any of the ensuing discussions through the Chair.

4 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on May 16, 2016, were accepted and signed as a correct record.

5 MATTERS ARISING

5.1 Household Waste Recycling Centres Consultation (item 6.2)

It was noted that the Hartley Wintney HWRC will not be closed as was feared but will be subject to a reduction of hours.

5.2 Appeal regarding refusal of permission for dwelling on land adjacent to Rose Cottage (item 13.2)

It was noted that this appeal had been dismissed by the Planning Inspectorate.

6 COMMUNITY SAFETY

No report had been received from the police.

7 APPOINTMENT OF NEW CLERK

Due to illness Mrs Tilt had been unable to take up her duties on June 1 as originally planned. She was now recovered and it was agreed that she would start on September 1, with Mrs Johnson retiring at the end of September.

The matter of pension provision for Mrs Tilt was deferred to the next meeting.

8 HART LOCAL PLAN

The Chairman reported that the publication of Hart District Council's spatial strategy and of the SHMA figures were expected by the end of August but to date the timetable appeared to be slipping.

It was agreed to authorise expenditure of up to £10,000 from the Planning Counsel Fund for:

Work by John Boyd Planning Associates to draft the Council's response (whether or not major development in Winchfield was a preferred option).

An update to earlier analysis of the SHMA figures by Alan Wenban-Smith should this be deemed necessary.

9 WINCHFIELD NEIGHBOURHOOD DEVELOPMENT PLAN

Consultation on the Submission version of the Winchfield Neighbourhood Development Plan was due to close on September 2.

It was noted that Andrew Ashcroft, who had examined the Rotherwick Plan, had been appointed as Examiner of the Winchfield Plan.

10 SOLAR FARMS COMMUNITY BENEFIT PAYMENTS

10.1 Hungerford Solar Farm: change to Community Benefit proposed by Anesco

Anesco, the new owners of the site, had offered a one-off payment of £35,000 to be split 60:40 between this Council and Dogmersfield Parish Council. Cllrs Williams and Jackaman had met with representatives of Dogmersfield PC, as a result of which a letter had been written to Anesco asking for an explanation of the rationale behind the offer and requesting a meeting.

The current offer was deemed insufficient given that the original agreement would yield £125,000 between the Councils over the 25-year lifetime of the project. It was agreed that the Council's representatives should seek to negotiate a higher sum based on advice which had been taken. If an acceptable offer was not forthcoming the Council would opt to receive the agreed annual payment notwithstanding the risk of defaulting by future site owners.

10.2 Proposal for Community Benefit spending on footpath enhancements

The Chairman reported that he had met with Andrew Aitken, a Hampshire County Council Countryside Ranger, to discuss the possibility of replacing stiles on parish footpaths with kissing gates. If the Parish Council purchased the gates at around £300 per gate, the County Council would install them without charge. It was agreed to investigate where this might be appropriate, for consideration at a future meeting. A member of the public suggested the replacement of a stile on Footpath 4 which was in poor condition. The Chairman invited residents to let the Council know of any stiles which might need replacing and to put forward any other ideas for using Community Benefit funds.

11 SCRAPYARD AT POTBRIDGE

The Chairman had attended a recent Case Review at Hart District Council which had also included officers from the County Council and Legal Services. It was noted with approval that Nick Steevens, Head of Regulatory Services at Hart District Council, was now co-ordinating the District Council's response and that legal action was being taken to try to resolve the complex situation.

12 WINCHFIELD LODGE

The new developers of the site had applied (**16/01939/AMCON**) for the variation/removal of various conditions of the existing permission 13/00720/MAJOR for the conversion of the existing office from B1 (office) to four residential dwellings plus the erection of 12 additional dwellings including 6 affordable units. The Chairman and Cllr Southern had met with the Planning Officer in view of

concerns raised by neighbours about drainage and lighting. The former was a major issue because water and sewage would need to go through third party land if mains drainage was insisted upon. A local resident who would be affected queried whether this would be the case. Cllr Jackaman was asked to establish whether it has been included in the original conditions. Street lighting had not been part of the original plans and would not be supported by the Parish Council. It was agreed that the Chairman meet with the Planning Officer again.

13 BEAUCLERK GREEN

The Chairman reported that he and Cllr Southern had recently met with officers of the District and County Councils to discuss progress on the adoption of this development. There were still issues to be resolved regarding water run-off from the south side of the Station car park (which could pose a hazard in freezing conditions) and the road humps and street lighting not meeting current standards.

The Parish Council may help by adopting the street lighting as was originally intended and for which it still holds a Developer's Contribution of £2,250 for running costs. However, it was agreed that it would be prudent to take advice as to when the lights might need replacing before committing to this.

14 PARISH LENGTHSMAN

The Clerk reported that Hartley Wintney Parish Council would be unable to provide Parish Lengthsman services this winter because of staff long-term sickness. It was, however, possible that this Council could participate in the HCC scheme by joining the cluster led by Yateley Town Council. It was agreed to pursue this option.

15 PARISH LITTER PICK ON OCTOBER 23

Kerry Wedlock reported that arrangements were in hand for the Autumn parish litter pick. Sarah Garwood had again offered to organise the refreshments, for which thanks were offered.

16 VILLAGE PARTY HELD ON JUNE 12 TO CELEBRATE HM QUEEN'S 90TH BIRTHDAY

Kerry Wedlock reported on the success of this event, thanking all who had attended and those who had helped with its organisation. Thanks to a generous donation of £675 from the Village Hall Management Committee and other donations, it had been possible not to make a charge. The organising committee would be meeting shortly to consider suggestions to use nearly £400 which was left over on something which would be of benefit to the parish.

17 ELVETHAM CHASE: TRANSPORT PRESENTATION HELD ON JULY 4, 2016

The Chairman and Cllrs Dicks, Jackaman and Williams had all attended a presentation by Wates regarding a scheme for 700 houses. They had asked for more traffic surveys of Winchfield lanes to be undertaken. The developers had found that the expanded station car park in Fleet was already at 92% capacity and that Winchfield Station car park was full.

A member of the public questioned if there were plans for a two storey car park at Winchfield. The Chairman responded that he understood South West Trains had no plans to extend the car park or the platforms as the line was already over capacity.

18 HAMPSHIRE & IOW DEVOLUTION PROPOSALS

Hampshire County Council's current consultation on preferred options for future local government in Hampshire was noted, as was the leaflet sent to all Hart residents by the District Council. No view was taken.

19 COVENANT LAND AND SHLAA SITE SHL 262

Cllr Jackaman's report on the history and issues regarding this land adjoining the Edenbrook development, which had been circulated to Councillors, was received. A letter drafted by Cllr Jackaman was approved to be sent to Daryl Phillips, Joint Chief Executive of Hart District Council, to seek clarification about the protection of this land from future development when Edenbrook Country Park was handed over to a public body.

20 PLANNING APPLICATIONS

20.1 Applications received since the last meeting

The following applications had been considered and responses made since the last meeting:

16/01215/FUL Mildmay Oaks, Odiham Road *Retrospective planning permission for external bulkhead lighting installation:* No objections had been raised but Councillors had subsequently noted complaints from neighbours that the lighting is intrusive. The Clerk was asked to draw the Council's concern about this to the attention of the Case Officer.

16/01635/HOU 39 Beauclerk Green: *Erection of a single storey rear extension (including removal of conservatory):* No objections.

16/01651/OUT Land North of Netherhouse Copse, Hitches Lane, Fleet *Outline application for up to 423 residential dwellings and a community facility; associated vehicular, pedestrian and cycle access, drainage and landscape works, including provision of public open space and sports pitches and provision of country park/SANG as an extension to Edenbrook Country Park.:* No comments were made.

16/02141/REM Winkworth Business Park, London Road *Reserved Matters relating to appearance, landscaping, layout and scale pertaining to 15/00574/OUT (Outline application for the erection of 3 two-storey detached dwellings)* was discussed at this meeting. No objections but attention to be drawn to the need for a dustcart to be able to turn within the site.

21 FINANCE

21.1 Audit for the year ended 31.03.2016

The Audit for the year ended 31.03.2016 had been completed with no matters arising and the requisite Notice of Conclusion of Audit and Sections 1-3 of the Annual Return displayed both on the Council's noticeboards (for at least 14 days) and on the website. The Annual Return was therefore received and approved.

21.2 Amendment to Financial Regulations

The Clerk's report regarding recent updates by NALC to its Model Financial Regulations was received. It was resolved to amend the Parish Council's Financial Regulations in line with the updates:

- **Para 1.6:** *A breach of these Regulations by an employee is gross misconduct to be changed to: **Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.***
- **Para 6.4:** *If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question to be changed to: **A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.***
- To replace the existing **Section 11** with the revised one that had been updated to incorporate the specific requirements of the Public Contracts Regulations 2015.

21.3 Review of Councillors' Allowances

The recent report of the Independent Remuneration Panel for Hart Parish Councils on Councillors' allowances was noted. It was agreed this Council would continue to reimburse Councillors the cost of petrol for travel outside the District as decided at the meeting of the Council held on January 18, 2016 (item 13.3 refers). It was noted that there were separate agreements for the reimbursement of Clerks' expenses.

21.4 National Pay Scale changes 2016-18

The recommended national pay scales for Clerks for 2016-17 and 2017-18 were noted. As the Council was already paying slightly in excess of the recommended amounts, no changes were necessary.

21.5 Gratuity payment to Clerk on retirement

NALC's solicitor had advised that the Council could lawfully pay a gratuity to Mrs. Johnson in respect of her 24 years' service. It was therefore resolved to pay a total of £2,160.00 of which £1,245.97 in respect of service up to and including April 5, 2006 (Gratuity A) would be tax free and £914.03 in respect of service from April 6, 2006, to May 31, 2016 (Gratuity B) would be taxable.

21.6 Statement for the period 9.05.2016 to 17.08.2016

Deposit Account (Lloyds)

09 May	Balance		£20,028.91
21 Jun	Transfer from Current account		£26,000.00
	Interest: May/June/July/Aug		£5.08
17 Aug	Balance		£46,033.99

Current Account (Lloyds)

09 May	Balance		£28,115.60
14 May	Community Benefit Payment, Oakfield Farm		£3,233.06
16 May	ECAS. Internal audit fee	Exp16/04	£175.00
	Came & Co. Insurance premium	Exp16/05	£273.75
	NALC. LCR subscription	Exp16/06	£17.00
	DWCVHS. S137 Grant	Exp16/07	£200.00
	Winchfield PCC. G'yard m'tenance grant S214	Exp16/08	£600.00
	VAT refund (2015-16)	Inc 16/03	£2,752.38
20 Jun	C Johnson. Salary	Exp16/09	£480.00
	HMRC. PAYE	Exp16/10	£120.00
	C Johnson. Expenses	Exp16/11	£42.18
	HCC. Bas Canal Grant (PHA 1875)*	Exp16/12	£250.00
21 Jun	Transfer to Deposit Account		£26,000.00
02 Jul	Oak Design. WNDP Submission documents	Exp16//13	£410.40
03 Aug	HDC. Cllr enforcement training session *	Exp16/14	£125.00
16 Aug	BDO LLP. External Audit fee**	Exp16/15	£240.00
17 Aug	Balance		£5,167.71
TOTAL deposit and current accounts			£51,201.70

* Authorised AR, MW & CJ: Fin Reg. 4.1

**Paid under Fin Reg. 5.5 (a)

Comparison with 2016/17 Budget

Budget heading	Allocation (rev)	Spend to date (ex VAT)	Available
Clerk's Salary	£3,000.00	£600.00	£2,400.00
Training	£200.00	£105.00	£95.00
Subscription to SLCC	£80.00	£0.00	£80.00
Hire of Village Hall for meetings	£80.00	£0.00	£80.00
Admin costs	£200.00	£37.92	£162.08
Insurance	£280.00	£273.75	£6.25
HALC/NALC Subscriptions	£401.00	£401.00	£0.00
Audit & Information Commission fees	£410.00	£375.00	£35.00
Section 137 payments	600.00	£200.00	£400.00
Grants (Churchyard maintenance)	600.00	£600.00	£0.00
Contingencies	204.00	£0.00	£204.00
Total A	£6,055.00	£2,592.67	£3,462.33

Reserves	Balance	Added	Balance	Spend to date	Available
Earmarked funds	01.04.16	14.05.16	14.05.16	(ex VAT)	
Basingstoke Canal	£250.00		£250.00	£250.00	£0.00
Community Benefit Fund		£3,233.06	£3,233.06	£0.00	£3,233.06
Election Expenses Contingency	953.45		953.45	£0.00	£953.45
Events (Litter Pick)	£159.24		£159.24	£44.55	£114.69
Maintenance	£200.00		£200.00	£0.00	£200.00
Neighbourhood Plan	£1,773.10		£1,773.10	£342.00	£1,431.10
Parish Lengthsman	£1,731.80		£1,731.80	£0.00	£1,731.80
Planning Counsel	£34,990.25		£34,990.25	£0.00	£34,990.25
Pension (new Clerk) <i>new</i>	£150.00		£150.00	£0.00	£150.00
Retirement Gratuity A	£1,218.00		£1,218.00	£0.00	£1,218.00
Retirement Gratuity B	£969.00		£969.00	£0.00	£969.00
Street Lighting	£2,250.00		£2,250.00	£0.00	£2,250.00
Website Development	£443.02		£443.02	£0.00	£443.02
Winchfield Festival 2016	£600.00		£600.00	£600.00	£0.00
Total B	£45,687.86	£3,233.06	£48,920.92	£1,236.55	£47,684.37
				Total A + B	£51,146.70

Money at bank + VAT to date (£162.66) to be reclaimed **£51,364.36**

Less Total A+B **-£51,146.70**

Current surplus/working balance **£217.66**

21.7 Requests for Grants and Donations

It was resolved not to make a grant to Vitalise in response to their request as benefits to Winchfield residents could not be demonstrated.

21.8 Payments for approval

U Tilt	<i>Post dated 25.9.2016</i>	Salary	September	£250.00
C Johnson	<i>Post dated 25.9.2016</i>	Salary	July/Aug/Sep	£600.00
	<i>Post dated 30.9.2016</i>	Gratuity A (tax free)		£1,245.97
		Gratuity B (taxable)		£914.03
		Expenses		£30.26
		Purchase of Grabbers (Maintenance Fund)		£34.45

It was agreed to vire £27.97 from the Gratuity Fund B to Fund A, transfer the balance of £27 left in Fund B to Contingencies and close both Gratuity Fund A and B.

22 CORRESPONDENCE

22.1 Hampshire ALC training sessions for Clerks

It was agreed that Mrs Tilt should attend the 'Budgeting Tips and Tricks' session (cost £75+VAT) if it would be helpful.

22.2 Other items of correspondence detailed in the Clerk's report were received and noted.

23 OTHER BUSINESS

23.1 New water main

The Chairman reported that a new water main was to be constructed from Fleet to Greywell, and this would come through the parish.

23.2 Mrs Kate Rosevear

Good wishes were extended to Mrs Rosevear, a member of the Neighbourhood Plan Committee, for the success of forthcoming treatment.

23.3 Accidents to cyclists in Bagwell Lane

It was noted with concern that there had been further accidents involving cyclists in Bagwell Lane and it was suggested that there might be a need for warning signs.

23.4 Works on Pale Lane

The recent closure of Pale Lane for works to the bridge had been longer than advertised and for part of the time unnecessary because there had been a delay in starting the work. The Chairman undertook to make the Highways Department aware of the inconvenience caused to residents.

24 DATE OF NEXT MEETING

Monday, October 3, 2016, afterwards changed to **Monday, October 24, 2016**

There being no further business, the meeting closed at 9.30 pm