



**Winchfield
Parish Council**

www.winchfield-pc.org.uk

Chairman • Meyrick Williams • Pepper Box, Sprats Hatch Lane,
Winchfield, Hampshire RG27 8DD
• e-mail: meyrick@csmw.co.uk
• Tel: 07980 660001
Clerk • Alison Ball • e-mail: winchfieldparishclerk@outlook.com
• Tel: 01256 397009

**MINUTES OF THE MEETING OF WINCHFIELD PARISH COUNCIL HELD ON
MONDAY 15 MAY 2023 STARTING AT 8.10 PM, FOLLOWING THE ANNUAL PARISH
ASSEMBLY IN THE VILLAGE HALL**

PRESENT: Cllr Meyrick Williams (Chairman), Cllr Cepta Hamm, Cllr Louise Hodgetts, Cllr Richard Milnes-James and Cllr Kate Stewart
Cllr Spencer Farmer (Hart District Council) (HDC)
Cllr Tim Davies (Hampshire County Council) (HCC) (from 8.25pm)
Footpaths Warden
Litter Pick Co-Ordinator
7 Members of the Public
Mrs Alison Ball (Clerk)

1 ELECTION OF CHAIRMAN

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

2 ELECTION OF VICE CHAIRMAN

It was agreed to not elect a Vice Chairman at the current time.

APOLOGIES

3 Apologies were received from Cllrs Anne Crampton and Tim Southern, Hart District Council (HDC) and members of the Neighbourhood Policing Team.

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

Cllr Kate Stewart declared an interest in item 15, 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 20 March 2023 were agreed and signed as a correct record.

6 MATTERS ARISING

On Minute 4 Matters Arising the Chairman confirmed that the white panel with collection times had finally been attached to the post box that had been replaced after it was stolen from the Hurst.

7 CORONATION OF KING CHARLES III

Cllr Stewart advised that events to celebrate the Coronation had taken place at the Village Hall, Beauclerk Green, Barley Mow Close and Winchfield Court. WPC had financially supported these events by either giving a grant or providing reimbursement for some of the costs involved. Money had been set aside in the 2023/2024 budget (£2,000) for this and there had been a successful grant application to HDC which had resulted in additional

funds of £650 being awarded. Grants had been approved at the last meeting for the Village Hall and Winchfield Court of £700 and £350 respectively. It has also been agreed that a maximum of £200 and £700 be allocated to Barley Mow Close and Beauclerk Green respectively to reimburse residents for costs associated with the events.

It was anticipated that the events at the Village Hall and Winchfield Court had cost slightly more than the grants awarded but that the other two events would come in slightly under budget. It was suggested that as a grant had been received from HDC for Coronation events that any additional expenditure be reimbursed.

It was **AGREED** that any additional expenditure on the Coronation events by the Village Hall and Winchfield Court be reimbursed by way of additional grant funding, subject to total expenditure on Coronation events not exceeding £2,000.

8

SOUTH EAST WATER: NEW MAIN THROUGH WINCHFIELD

The work on the installation of the new water main was mostly complete with just some snagging issues to resolve. It had been hoped that a walkthrough the village would be arranged with a representative from South East Water to agree any additional tidy up works but South East Water had confirmed that the Project Manager would not be able to accommodate this. Cllrs Stewart and Williams had conducted their own walkthrough the village and had drawn up a list of issues, with photographs, to be resolved which had been submitted to South East Water for consideration. It was understood that the Project Team would be conducting their own walk around the village on 24 May and they would take the list with them.

9

FOOTPATHS REPORT

The Footpaths Warden confirmed that many of the footpaths were so wet they were impassable at the current time and as such he had not been out to check them. He confirmed he would walk all the footpaths before the next meeting.

The work on FP4 to alleviate the flooding had helped but not resolved the problem and more work would be needed. The Chairman agreed to contact the land agent and the contractor to see what other options were available at this location.

The Chairman confirmed that the work on FP5 at Round Copse had been completed and an invoice for the work was anticipated. The existing stile at the top of FP5, near the canal footpath, needed to be replaced with a kissing gate. HCC had agreed to provide this gate and WPC would arrange for it to be fitted.

The Chairman would ask the HCC Countryside Access Team if they would carry out the improvements to FP6 from Staceys Bridge to Sprats Hatch Lane which would require a footpath closure order.

The Footpaths Warden asked that, for the next meeting, consideration be given to adding to or replacing the wood chippings on Hook 1. These had been put down by the land owner to help tackle the water and to fill in some of the ruts but it would need to be revisited in the coming months.

10

HIGHWAYS REPORT

Cllr Hodgetts confirmed that thought needed to be given to the next tranche of proposed highway works and these would need to be discussed with HCC. It was hoped that measures could be introduced to help reduce speeding when entering the village, such as dragons teeth and possibly village gateway entry furniture. Currently the relationship with officers

at Hampshire Highways was very good and it was important to keep this line of communication open.

Cllr Stewart requested that the flooding at Sprats Hatch Lane, outside the entrance to the car park, be added to the areas to look at as the ditches needed clearing in this location. She had taken photographs and these would be sent to the Canal Authority to request that they take action.

11 NEIGHBOURHOOD PLAN – REVIEW

The Chairman confirmed that the Regulation 16 consultation was now in progress. There had been some last minute issues with checking the accessibility tags on the documents which were being resolved. HDC had identified four potential examiners including Andrew Ashcroft, the examiner used for the original Plan. The selection of the examiner would need to be approved by WPC.

The Chairman requested that he be given authority to spend up to £2,000 should any issues arise with the Plan before the next meeting.

It was **AGREED** that the Chairman be given authority to spend up to £2,000, excluding VAT, on any unexpected costs associated with the Plan that arise prior to the next meeting.

It was noted that concurrent with the consultation on the Neighbourhood Plan, HDC were also running a consultation on a draft supplementary planning document (SPD) for Cycle and Car Parking in new developments. This would replace the Technical Advice Note on the same subject. It was felt that it was important that WPC respond to this consultation as it had been an issue on several recent planning applications in the village. It was felt that professional advice should be sought on this and a quote had been received from Carter Jonas for this.

It was **AGREED** that £1,500, excluding VAT, be allocated to procure the services of Carter Jonas for the purposes of advising on a response to the consultation by HDC on the draft SPD for Cycle and Car Parking in New Developments.

It was **AGREED** that the Chairman be given authority to spend up to £1,500 on any additional costs arising before the next meeting associated with the Neighbourhood Plan.

12 RURAL EXCEPTION SITE

Cllr Hodgetts advised there was nothing to add beyond the summary provided at the Annual Parish Assembly.

It was noted that WPC had received a petition from a group of residents objecting to Option 1 of the consultation on the two proposed sites. Receipt of the petition had been acknowledged but it was not possible to respond fully at the current time as more work was needed.

There would be a public meeting on 26 July which would be prior to any decision being taken on whether or not to submit any planning pre-application. It was requested that money be allocated for costs associated with this public meeting including for the printing of leaflets that would be delivered to every house inviting residents to attend.

It was **AGREED** that £500, excluding VAT, be allocated for costs associated with the public meeting on the RES.

13 TREE AND HEDGEROW PLANTING SCHEME

Cllr Stewart advised that she did not have any update at the current time but wanted to keep this as an agenda item as the scheme was still open for people to apply for help with the purchase and planting of trees/hedgerow.

Cllr Davies advised that he had recently attended a briefing at HCC about the planting of trees as HCC had committed to planting one million trees by 2050 to help achieve net zero carbon by that date. All the tree planting was being done with the support of local volunteers and he suggested that WPC get in contact to see if there was any support that could be offered.

14 CLIMATE CHANGE PROJECT

As had been reported at the Annual Assembly, climate change awareness featured in the revised Neighbourhood Plan and WPC was supportive of HDCs declaration of a climate emergency and its objectives to achieve climate change goals. Locally there was an initiative, which was being co-sponsored by St John's Church and Hartley Wintney Parish Council (HWPC), which was trying to address local issues that could mitigate climate change.

A resident of Winchfield had offered to be involved and be a link between WPC and the HWPC project. He addressed the meeting advising that he would be able to assist with making sure there was joined up thinking and a good platform to share ideas. He also felt it would be important to get young people involved and work needed to be done on how best to achieve this. He indicated he may need some financial support for the project for things such as printing. He did have a preliminary list of items that could be achieved and it was hoped that there would be external funding sources that could support the project.

Cllr Farmer advised that HDC had declared a climate change emergency in 2021 and were committed to be carbon neutral by 2040. He was concerned that no fully costed plan to achieve this had been published by HDC but once a plan was available it would be useful to see how the parish council's and local projects could feed into it. He felt it was worth noting that HCC aimed to be carbon neutral by 2050 (ten years further out than HDC) which could impact on the HDC plan as many of the projects needed to achieve this goal would need to come from the top down.

A member of the public suggested that there needed to be more joined up thinking and cross department thinking. She felt projects should undergo a climate change audit so that all projects were assessed for their impact on the environment as there was no point progressing projects that added to the problem.

It was **AGREED** that work should continue by liaising with the group at Hartley Wintney.

15 LAND ADJACENT TO WINCHFIELD COURT

A member of the public confirmed that he had received an email from the Planning Inspectorate which advised they had a significant backlog of cases and these were being worked through in chronological order (oldest first) with some flexibility on this to group cases in a particular location to make sure the Inspectors time was best utilised. He expressed concern's about how long it was taking for the case to be considered and he had seen a recent report in the press suggesting that where district council's were underperforming with regard to house building, planning powers would be removed and all planning applications would be sent straight to the Planning Inspectorate. This would only increase the workload and potentially cause further delays to the determination of

appeals.

Cllr Farmer agreed to speak to the Enforcement Team at HDC for an update.

16 LITTER PICK

The Litter Pick Co-ordinator advised that the litter pick took place on Sunday 2 April. There had been 29 volunteers who collected 37 bags of rubbish plus various other larger items such as traffic cones and bits from cars. Six incidents of fly tipping had also been reported to HDC. She thanked all the volunteers and especially to those providing the refreshments. The next litter pick would most likely take place in November with the date to be confirmed.

17 UPDATE ON THE SPEED INDICATOR DEVICES

Cllr Hodgetts advised that there was nothing to report over and above what had been said at the Annual Parish Assembly.

18 UPDATE ON THE DEFIBRILLATORS

Cllr Hodgetts advised that thankfully the defibs had not been used. She expressed thanks to the guardians who were regularly checking the defibs. There had been some issues with condensation in the cabinet at the Barley Mow and it was thought that the seal was not working as it should. Cllr Hodgetts would get in touch with the supplier about this.

Cllr Hodgetts had found a training provider and had booked training for 9.30 am on 1 June and 6.30pm on 5 June in the village hall. There would be space for a maximum of 20 people at each session and anyone who would like to attend should get in touch.

19 S106 MONEY

Cllr Milnes-James confirmed there was nothing to report.

20 PLANNING

Applications received since the last meeting:

23/000687/GPDDEM Baileys Farm, Potbridge Road Demolition of outbuilding. WPC response: No objection provided that the applicant can satisfy the concerns of the HDC Conservation and Biodiversity specialists.

21 LENGTHSMAN SCHEME 2023/2024

A contract had been received for the continuation of the lengthsman scheme for 2023/2024.

It was **AGREED** to sign up to the lengthsman scheme for 2023/2024 and that the Chairman be authorised to sign the contract.

22 REVIEW OF RISK ASSESSMENT 2023/2024

Prior to the meeting the Clerk had circulated the Risk Assessment which had been amended to include more detail relating to the independent audit and the review of bank reconciliations in the Fraud section (section 4).

It was **AGREED** that the Risk Assessment 2023/24 be approved as amended.

23 REVIEW OF ASSET REGISTER 2023/2024

It was noted that the Asset Register had been reviewed and the value for the SID had been increased to take account of the new modem and the additional brackets.

It was **AGREED** that the updated Asset Register 2023/24 be approved.

24

REVIEW OF ROLES AND RESPONSIBILITIES 2023/2024

It was noted that the Roles and Responsibilities had been reviewed and amended as follows:

	Lead	Support
Communication		
Website/ Communications	C Hamm	Clerk
Agendas & Minutes	Clerk	Chairman
Council Administration		
Legal Support	K Stewart	Clerk
Employment Group	K Stewart	Clerk
HR	K Stewart	Chairman
Finances		
General Overview	RFO/Clerk	R Milnes-James
Insurance Overview	RFO/Clerk	R Milnes-James
External Representations		
HDAPTC Meetings	M Williams	R Milnes-James
Village Hall Management Committee	C Hamm	L Hodgetts
HCC Highways	M Williams	L Hodgetts
Funding		
Grant Sourcing & Applications	R Milnes-James	Clerk
Section 106 Projects	R Milnes-James	M Williams
Highways		
Speedwatch	L Hodgetts	K Stewart
Flooding	M Williams	K Stewart
Biannual Litter Pick	K Stewart	K Wedlock
Projects		
Broadband	R Milnes-James	
Defibrillators	L Hodgetts	C Hamm
Footpaths		
Lengthsman Scheme	Clerk	M Williams
Footpaths, Gateways	M Williams	K Stewart

Planning		
Planning Applications	M Williams	L Hodgetts
Neighbourhood Plan Review	M Williams	C Strudwick
Rural Exception Site	M Williams	L Hodgetts
Village Assets	C Hamm	Clerk
Noticeboards		
Bus Shelter		
Memorial Bench		
Litter Pickers		
Hi-Viz Vests		
Defibs + associated equipment		
SID		

It was **AGREED** to approve the Roles and Responsibilities 2023/24 as amended.

25 FINANCE AND GOVERNANCE

25.1 Q4 Summary of Receipts and Payments to 31 March 2023

The payments and receipts for 2022/23 quarter four as shown in Appendix 1 were received and approved.

It was noted that there had been an overspend in the following areas:

Salaries - £133 over spend – due to additional hours worked by the Clerk;
 Admin – £101 over spend;
 Insurance – £21 over spend;
 Jubilee/Coronation – £468 over spend – due to paying out Coronation grants in 2022/2023 and the budget allocation for this was in 2023/2024;
 S137 – £129 over spend - £250 grant to PCC for tree works not predicted;
 Hall Hire – £81 over spend – new charges.

Cllr Milnes-James confirmed that the majority of the overspend was covered by the contingency and that the variances were not down to budgeting errors or down to careless expenditure or spend without WPC approval.

25.2 Bank Reconciliation to 31 March 2023

The bank reconciliation to 31 March 2023 as shown in Appendix 2 was received and approved.

25.3 To receive and approve the accounts for the YE 31.03.2023

The Accounts for year ended 31 March 2023, together with the Review of Spending against Approved Budget as at 31 March 2023, were formally received and approved.

25.4 To receive the report of the Internal Auditor for the YE 31.03.2023

The Internal Auditor's Report, circulated before the meeting, which made no recommendations was received and noted.

25.6 To receive and approve the Governance Statement, Section 1 of the Annual Return for the YE 31.03.2023

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.

25.7 To receive and approve the Accounting Statements Section 2 of the Annual Return for the YE 31.03.2023

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.

25.8 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 5 June and Friday 14 July 2023.

25.9 To review banking and insurance arrangements

The banking arrangements were reviewed and agreed as appropriate.

In 2022 WPC had signed up to a three-year long-term agreement for insurance with Hiscox, which meant the price was fixed for three years.

It was **AGREED** to renew the insurance policy with Hiscox at £420.57.

25.10 To review authorised bank signatories

The current bank signatories were agreed as appropriate.

25.11 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 and from the Winchfield Parochial Church Council to help with the maintenance of the graveyard.

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; and (2) a grant of £1,900 be made to the Winchfield Parochial Church Council to help with the maintenance of the graveyard.

25.12 Payments for Approval

The following payments were approved:

Clerk - AB	April Salary (inc March overtime)	£578.74*
HMRC	Tax	£17.80*
Clerk - AB	June Salary	£354.30
Clerk - AB	July Salary	£354.30
Clerk – AB	Expenses (Working from Home Allowance April and May)	£26.00
Transavia (Ready2Print)	Copies of NP	£239.45*

DWCV Horticultural Society	Grant	£200.00
Winchfield PCC	Grant	£1,900.00
Centrewire	New Footpath Gate	£417.60*
Brandtastic Ltd	Footpath Leaflets	£322.20*
HALC	Affiliation Fees and NALC Levy	£304.02
Kerry Wedlock	Litter Pick Expenses	£49.07
Paypal	One year subscription to Microsoft 265 basic	£19.99*
Farsight Consulting	Internal Audit 2022/2023	£142.50
Came & Co (Gallagher)	Insurance Renewal	£420.57
Christine Strudwick	NP Expenses	£30.34
Transavia (Ready2Print)	NP Printing	£384.30
Kate Stewart	Beauclerk Green Coronation Party Expenses	£433.17
Kate Stewart	Barley Mow Close Coronation Party expenses	£193.43
*Payment already made; expenditure agreed by email and within previously agreed budgets		

26 CORRESPONDENCE

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

27 ANY OTHER BUSINESS *Report Only*

Cllr Stewart advised that some residents of Beauclerk Green had approached her about the status of the adoption of the roads on the development. She had received confirmation from HCC that the roads had been adopted in August 2021. However the cultivating licence, which was an agreement between WPC and HCC for the maintenance of the verges, had not been completed. WPC had been told the cultivating licence was a paper exercise but in the Autumn 2021 it became clear that this was not the case and it would make WPC ultimately responsible for the work on the verges and any consequences of that work. As a result WPC had sought information from the Beauclerk Green Residents Association regarding the maintenance plans including details of the ongoing arrangements for the funding of the work. Communications had broken down with the Residents Association and this had not been progressed. Cllr Stewart requested, and all agreed, that there be a renewed effort to get in touch with the Residents Association.

28 DATE OF NEXT MEETING

Dates of future meetings were noted: 24 July 2023, 18 September 2023 and 20 November 2023, all starting at 7pm.

There being no further business, the meeting closed at 9.05pm

WINCHFIELD PARISH COUNCIL SUMMARY RECEIPTS & PAYMENT ACCOUNT 4th QUARTER ENDED 31 MARCH 2023					
Annual budget/ Spend to allocation	31-Mar	Figures shown exclusive of VAT			
		RECEIPTS	£		
31,510.00	31,510.00	Precept	-		
195.00	227.99	Bank Interest	2.90		
-	-	NDP Grant	-		
3,233.06	6,152.82	Other	-		
34,938.06	37,890.81				
TOTAL RECEIPTS			2.90		
PAYMENTS					
4,250.00	4,382.70	Net Salaries & Allowances	1,430.41		
450.00	550.71	Administration	143.31		
718.00	-	Office Equipment	-		
301.29	53.75	Repairs & Maintenance	53.75		
400.00	420.57	Insurance Premium	-		
2,300.00	1,850.00	Grants & Donations:			
2,000.00	2,467.75	Jubilee/Coronation	1,050.00		
660.00	788.91	Section 137	-		
150.00	-	Training	-		
60.00	140.64	Hall Hire	25.00		
660.00	580.00	Audit Fees	-		
400.00	403.06	Subscriptions	101.00		
475.00	-	Other A (Contingencies)			
54,925.00	42,008.21	Other B (Planning Counsel & NDP)	14,820.10		
27,005.78	7,475.79	Community Benefit	-		
-	9,018.20	VAT on payments	2,907.52		
94,755.07	70,140.29				
TOTAL PAYMENTS			20,531.09		
BALANCE BROUGHT FORWARD on 01/01/23			62,838.97		
ADD Total Receipts (as above)			2.90		
LESS Total payments (as above)			20,531.09		
Balance Carried forward 31/03/23			42,310.78		
<hr/>					
These cumulative funds are represented by:					
Current Account Balance		13,475.70			
Less: Cheques drawn but not debited as at 31.03.23		None	-		
Deposit Account Balance		2,065.49			
Other Account		26,769.59			
			42,310.78		
<hr/>					
Signed:					
Responsible Finance Officer to Winchfield Parish Council		Date:			
<hr/>					
Signed:					
Councillor		Date:			

WINCHFIELD PARISH COUNCIL
BANK RECONCILIATION as at 31/03/2023

	£
<u>LLOYDS BANK</u>	
Current Bank Account 01235673	
Balance per statement	13,475.70
<u>LLOYDS BANK</u>	
Business Reserve Account 07285516	
Balance per statement	2,065.49
<u>CAMBRIDGE & COUNTIES</u>	
Deposit Account 15012029	
Balance per statement	26,769.59
<u>Less unpresented cheques as at 31/03/2023</u>	
Cheque Nos: None	
TOTAL CASH AT BANK	42,310.78

Alison Ball
 Clerk to Winchfield Parish Council and Responsible Finance Officer
 Dated:

Councillor:
 Dated: