



# WINCHFIELD PARISH COUNCIL

www.winchfield-pc.org.uk

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## MINUTES OF THE ANNUAL PARISH MEETING OF WINCHFIELD PARISH COUNCIL HELD ON MONDAY 20 MAY 2019 IN WINCHFIELD VILLAGE HALL STARTING AFTER THE ANNUAL PARISH ASSEMBLY

**PRESENT:** Cllr A Renshaw (in the Chair), Cllr M Williams (Vice-Chair), Cllr L Hodgetts, Cllr K Stewart and Cllr R Milnes-James  
Mr C Griffin, Footpath Warden  
7 members of the public  
Mrs S Richardson (Acting Clerk)

The meeting began at 7.50pm

### 1 ELECTED COUNCILLORS' DECLARATIONS OF ACCEPTANCE OF OFFICE

Cllrs Hodgetts, Milnes-James and Stewart signed their Declarations of Acceptance of Office and these were witnessed by the Acting Clerk.

### 2 ELECTION OF CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE

The presiding Chairman called for nominations for the position of Parish Council Chairman for the 2019-2020 year.

Cllr Williams proposed Cllr Renshaw as Chairman of the Council, Cllr Stewart seconded the proposal, and by a unanimous show of hands **IT WAS RESOLVED** that Cllr Renshaw be duly elected as Chairman for the ensuing year. His Declaration of Acceptance of Office was signed, and witnessed by the Acting Clerk.

### 3 ELECTION OF VICE-CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Renshaw proposed Cllr Williams as Vice-Chairman of the Council for the 2019-2020 year, Cllr Hodgetts seconded the proposal, and by a unanimous show of hands **IT WAS RESOLVED** that Cllr Williams be duly elected as Vice-Chairman for the ensuing year. His Declaration of Acceptance of Office was signed, and witnessed by the Acting Clerk.

### 4 APOLOGIES

Apologies were received from Cllr David Simpson who left after the Annual Parish Assembly, Cllrs Crampton, Farmer and Southern (HDC) and members of the Neighbourhood Policing Team.

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

A dispensation was granted in May 2015 to Cllrs Renshaw and Williams and in May 2017 to Cllr Hodgetts 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 and an interest in item 12 Broadband as he would be likely to benefit from any improvement in speeds.

## **6 MINUTES OF PREVIOUS MEETING**

The Minutes of the Parish Council Meeting held on 25 March 2019 were accepted and signed as a correct record.

## **7 MATTERS ARISING**

**7.1 Hart Local Plan (Item 10)** - Cllr Williams reiterated what he had said previously that the next phase of the process required HDC to respond to the Major & Minor modifications raised by the Inspector to which the Inspector will respond within six weeks. The parish council had allocated £5,000 from the 2019-2020 budget for JB Planning Associates to prepare WPC's responses to the HDC Major & Minor Modifications to the draft Plan as advised by the Inspector.

**7.2 S106 Planning Obligation Funds held by HDC (Item 16.5)** - The initial funding idea relating to changes and improvements to the extension of the graveyard area at St Mary's Church and to the field used by the Winchfield Festival will not be progressing.

## **8 MATTERS ARISING FROM THE ANNUAL PARISH ASSEMBLY**

WPC will further investigate the suggestions from parishioners present as follows: -

- (a) Flower troughs around Winchfield Railway Station.
- (b) The planting of two native trees in participating parishioners' gardens.
- (c) Purchase of an original 'red' GPO Telephone Box.

## **9 COMMUNITY SAFETY**

**9.1 Defibrillators** - Cllr Hodgetts advised that she was in discussions with Lions Giving regarding possible sponsorship of one of WPC's defibrillators. WPC has not yet decided on whether the defibrillators should be in locked or unlocked cabinets and will take advice.

**9.2 Speedwatch** - Cllr Hodgetts confirmed that she was to meet Ian Janes of Hampshire Highways on Wednesday, 29 May, to agree the final position of SID posts.

## **10 HIGHWAYS**

Cllr Williams confirmed that representatives from Winchfield Parish Council, Dogmersfield Parish Council, HCC and HDC attended a Highways Meeting chaired by Cllr David Simpson. Cllr Williams felt the proposed quarterly meetings would be of great value. The notes from the meeting on 10 May will go on the parish website. The next meeting is scheduled for 20 September. WPC will arrange a meeting with Ian Janes of Hampshire Highways to discuss various issues raised in the meeting.

## **11 FOOTPATHS REPORT**

Currently in a quiet phase on footpaths, although some feedback from a parishioner relating to FP8. There is also a squeeze point at FP3 leading from Station Road. The Footpath Warden and Cllr Williams will investigate both areas. Footpath vegetation is cleared during July and August. The Footpath Warden wished to acknowledge that following him raising concerns in March about the condition of the footpaths along the Odiham Road, near Winchfield House,

the footpath had now been cleared.

## **12 BROADBAND**

Despite the best efforts of all involved in bring ultrafast broadband to areas of Winchfield, this had not proved possible. The requirement to raise some £69,000, representing 50% of the total project value, fell short by some £13,000. The deadline to raise the funds was exceptionally short.

## **13 PARISH LENGTHSMAN**

The Lengthsman contract for 2019/20, enabling the Parish Council to continue as part of the Yateley cluster, had been received. The contract set out the duties of the lead parish council and detailed the types of work which the Lengthsman can undertake. It was agreed that the Chairman sign the agreement. A list of foliage requiring cutback along our roadsides would be collated.

## **14 REVIEW OF RISK ASSESSMENT 2019/2020**

The Risk Assessment had been circulated before the meeting for review. No changes were recommended at this time. The Risk Assessment was agreed in its current form.

## **15 REVIEW OF ASSET REGISTER 2019/2020**

The Asset Register had been circulated before the meeting for review. No changes were recommended at this time. The Asset Register was agreed in its current form.

## **16 REVIEW OF ROLES & RESPONSIBILITIES 2019/2020**

It was agreed to develop the Roles & Responsibilities outside of the meeting and take them to the July meeting for adoption. Cllr Williams will liaise with members.

## **17 PLANNING APPLICATIONS**

- (a) **19/00641/HOU: 37 Beauclerk Green, Winchfield, Hook RG27 8BF** for erection of single storey rear extension and insertion of ground floor front windows. **IT WAS RESOLVED** to offer no objection.
- (b) **19/01053/HOU: Barley Mow House, Sprats Hatch Lane, Winchfield, Hook RG27 8DD** for erection of single storey side extension and double garage with accommodation at first floor following demolition of existing structure. **IT WAS RESOLVED** to offer no objection.

## **18 FINANCE & GOVERNANCE**

Following the Internal Auditor's Year End Review it was noted that the following two invoices required formal approval at a full Council meeting, and both payments were duly approved.

- (a) JB Planning Associates, Invoice No. 1399/18/5 in the sum of £18,830.50 plus VAT. Cllr Williams proposed that the payment be formally approved, and Cllr Hodgetts seconded the proposal.
- (b) JB Planning Associates, Invoice No. 1399/18/7B in the sum of £6,646.31 plus VAT. Cllr Williams proposed that the payment be formally approved, and Cllr Hodgetts seconded the proposal.

### **18.1 To Receive and Approve Accounts for YE 31.03.2019**

The Accounts for year ended 31 March 2019, together with the Review of Spending against Approved Budget as at 31.03.2019, were formally received and approved.

- 18.2 To Receive the Internal Auditor’s Report for YE 31.03.2019**  
The Internal Auditor’s Report, circulated before the meeting, was reviewed and noted.
- 18.3 To Review the Effectiveness of Internal Controls and Audit for the YE 31.03.2019**  
The review drafted by the Clerk was adopted without amendment.
- 18.4 To Review & Approve the Governance Statement, of the Annual Return for the YE 31.03.2019**  
The Governance Statement drafted by the Clerk was received and approved without amendment. The Chairman and Responsible Finance Officer duly signed the Governance Statement.
- 18.5 To Review & Approve the Accounting Statement, of the Annual Return for the YE 31.03.2019**  
The Accounting Statement drafted by the Clerk was received and approved without amendment. The Chairman and Responsible Finance Officer duly signed the Accounting Statement.
- 18.6 Review the Standing Orders**  
The Standing Orders which were updated in 2018 were adopted without further amendment.
- 18.7 To Review the Banking & Insurance Arrangements**  
The banking arrangements were agreed as being appropriate.  
It was resolved to accept the Long-Term Agreement with Hiscox for insurance from 3 years to 5 years (expiring in 2024). This year’s renewal from Hiscox had been received and was on the list of payments for approval.
- 18.8 To Review the authorised bank signatories**  
It was agreed that the bank signatories required updating and it was agreed to add Cllr Richard Milnes-James to join Cllrs Renshaw and Williams as authorised bank signatories.
- 18.9 To Review the Finance Report for the period 21.03.2019 to 31.03.2019**

**Deposit Account (Lloyds)**

20 Mar	Balance		£2,059.76
31 Mar	<b>Balance</b>		<b>£2,059.76</b>

**Current Account (Lloyds)**

<b>20 Mar</b>	<b>Balance C/forward</b>		<b>£12,689.87</b>
27 Mar	Acting Clerk’s Salary for March	287.08	-287.08
23 Mar	B R Robinson	391.50	-391.50
31 Mar	<b>Balance</b>		<b>£12,011.29</b>

<b>TOTAL</b> deposit and current accounts	<b>£14,071.05</b>
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Invested at Cambridge & Counties Bank	£25,524.63
Invested at Hampshire Trust Bank	£0.00

<b>TOTAL FUNDS</b>	<b>£39,595.68</b>
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## Comparison with 2018/19 Budget

Budget heading	Allocation	Spend from 01.04.18 to date (ex VAT)	Available
Clerk's Salary	£5,000.00	£3,976.72	£1,023.28
Training	£300.00	£0.00	£300.00
Subscription to SLCC	£90.00	£89.00	£1.00
Hire of Village Hall for meetings	£80.00	£60.00	£20.00
Admin costs	£350.00	£19.99	£330.01
Insurance	£300.00	£291.20	£8.80
HALC/NALC Subscriptions	£270.00	£255.00	£15.00
Audit & Information Commission fees	£455.00	£441.00	£14.00
Section 137 payments	£810.00	£247.32	£562.68
Grants (Churchyard maintenance)	£1,000.00	£1,000.00	£0.00
Contingencies	£475.00	£0.00	£475.00
<b>Total A</b>	<b>£9,130.00</b>	<b>£6,528.23</b>	<b>£2,601.77</b>

Reserves	Balance	Spend from	Available
Earmarked funds	01.04.18	01.04.18 to date (ex VAT)	
Basingstoke Canal	£250.00	£250.00	£0.00
Community Benefit Fund	£33,254.48	£6,451.45	£26,803.03
Election Expenses Contingency	£953.45	£0.00	£953.45
Events (Litter Pick)	£0.00	£0.00	£0.00
Maintenance	£301.29	£0.00	£301.29
Neighbourhood Plan	£1,407.06	£0.00	£1,407.06
Parish Lengthsman	£1,731.80	£0.00	£1,731.80
Planning Counsel	£58,338.01	£58,455.03	£-117.02
Pension	£0.00	£0.00	£0.00
Street Lighting	£2,250.00	£0.00	£2,250.00
Website Development	£443.02	£0.00	£443.02
Winchfield Festival 2018	£800.00	£600.00	£200.00
Office Equipment	£650.00	£0.00	£650.00
<b>Total B</b>	<b>£100,379.11</b>	<b>£65,756.48</b>	<b>£34,622.63</b>
	<b>Total A + B</b>		<b>£37,224.40</b>

<b>Money at bank</b>	<b>£39,595.68</b>
<b>VAT to be reclaimed</b>	<b>£7.00</b>
<b>Total</b>	<b>£39,602.68</b>
<b>Less Total A+B</b>	<b>-£37,224.40</b>
<b>Current surplus/working balance</b>	<b>£2,378.28</b>

### 18.10 To Review the Requests for Grants & Donations

The following requests for donations were proposed by Cllr Williams, seconded by Cllr Milnes-James, and unanimously approved for payment:

02/05	Basingstoke Canal Authority	£250.00
09/05	Dogmersfield, Winchfield & Crookham Village Horticultural Society	£200.00

**18.11 To Approve the payments on account**

The following payments on account were unanimously approved for payment:

Acting Clerk - SR	Salary - June	£287.08
Acting Clerk - SR	Salary - July	£287.08
Came & Co	Insurance 01.06.19 to 31.05.20	£337.71
Farsight Consulting	Internal Audit to YE 31.03.19	£315.12
Oak Design	2,000 Footpath Leaflets	£366.00
Susan Richardson	Website Domain Renewal (123)	£23.98

**19 CORRESPONDENCE**

The Clerk confirmed that there had been no correspondence since the last meeting other than that addressed within this meeting's Agenda.

**20 ANY OTHER BUSINESS**

There were no further matters of business.

**21 DATE OF NEXT MEETINGS:** 15 July 2019, 16 September 2019, 18 November 2019, 20 January 2020, 16 March 2020

There being no further business the meeting closed at 8.50pm