

**MINUTES OF THE MEETING OF WINCHFIELD PARISH COUNCIL HELD ON
MONDAY 20 MAY 2024 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
Footpaths Warden
4 Members of the public
Mrs Alison Ball (Clerk)

1 ELECTION OF CHAIRMAN

Cllr Williams was unanimously elected as Chairman (proposed by Cllr Milnes-James, seconded by Cllr Stewart). Cllr Williams signed the declaration of acceptance of office.

2 APOLOGIES

Apologies were received from Cllr Tim Davies, Hampshire County Council (HCC), Cllrs Anne Crampton, Tim Southern and Spencer Farmer, (HDC) and members of the Neighbourhood Policing Team.

3 PUBLIC PARTICIPATION

None.

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

Cllr Stewart declared an interest in item 14.2, Land North of Winchfield Court, as a close neighbour to the site.

5 MINUTES OF PREVIOUS MEETING

The Minutes of the Parish Council Meeting held on 18 March 2024 were agreed and signed as a correct record.

6 MATTERS ARISING

None.

7 FOOTPATHS REPORT

The Chairman advised that the access to FP1 from Old Potbridge Road was a challenge with a very tall metal stile adjacent to a substantial gate at the entrance to the land. He had been liaising with the landowner to agree some improvements and reported that a schedule of works had been agreed that would improve access and assist the landowner by providing a kissing gate where FP1 met FP Hook 1 providing a secure boundary to avoid any vehicular access given that FP Hook 1 was a BOAT. In addition, as the official line of FP1, crossed two difficult stiles those would be upgraded to self-closing gates as the landowner planned to have sheep grazing the pasture in late summer and autumn each year.

The landowner had agreed to carry out the work at his expense and WPC would provide

two kissing gates and one self-closing gate at a total cost of £1,077 to be funded from the Community Benefit Fund

It was **AGREED** that £1,077 be spent on the purchase of gates to be used to make improvements to FP1.

The Chairman went on to advise that he would get a quote for a very simple self-closing gate made to match the existing Victorian fencing that ran along the side of FP1 to provide access to the formal footpath once the field gate was closed when sheep were present, otherwise access for the full length of the path would be severely restricted and there would be no means for dogs to traverse the stile in the Victorian fence.

The Chairman confirmed that he had met with the new land agent for the land that FP4 ran across to discuss raising the levels of the footpath at both ends to alleviate the flooding. The land agent would be discussing proposals with the trustees of the estate.

On FP501 the Chairman would get in touch with the landowner as he hoped to change the three stiles to more user friendly kissing gates.

The footpaths leaflet would be reprinted shortly as now that the new Parish Council website was in use the old QR code no longer worked. In addition the landowner of FP10 wanted to revert to the official line of the path across the field rather than diverting people around the edge of the field so the plan needed updating to reflect this.

It was **AGREED** that the footpaths leaflet be amended and re-printed to take into account the changes specified above at a cost of £420 plus VAT.

The Footpaths Warden confirmed that he had walked all the footpaths in the last month and he was pleased to report that the ground was much drier in many places than had been the case a couple of months previously. FP2, under the railway bridge, had been tarmacked with a drainage ditch constructed on either side. There were substantial nettles and brambles along this path that needed cutting back. FP501 had recently been cut back and the Footpaths Warden confirmed that he would maintain this. The eastern end of FP4 was a bit wet but passable. Hook 1 was still impassible and a conversation would be had with the landowner. FP5 was looking good since all the work had been done. FP15 had been passable on a recent visit by the Footpaths Warden but he was aware that at times it had been blocked with parked vehicles and material being burnt.

It was noted that the Footpaths Warden would be moving away from the village and a replacement would be needed. Cllr Hamm advised she was aware of someone who had expressed an interest and she would follow this up.

The Chairman thanked the Footpaths Warden for his work monitoring all the footpaths.

8 HIGHWAYS REPORT

8.1 Updates from HCC Highways

The Chairman advised that there were no updates.

In response to a question from a member of the public it was confirmed that the issue of the flooding under the railway bridge on Station Road had been reported to Hampshire Highways and the parish councillors were pushing HCC to find a solution to this.

The Chairman confirmed that there would be a discussion with the Assistant Highways Manager before the next meeting, due to take place in July, so an update would be provided at the next meeting.

8.2 Winchfield Sewage Pumping Station, The Hurst

An update on this had been provided at the Annual Parish Assembly. Cllr Stewart confirmed that she was in regular contact with employees of Thames Water and keeping up to date on progress. She confirmed that work was ongoing to locate the blockage in the pipe and in the meantime she was pushing to make sure that the tankers were doing a good enough job to ensure that sewage was not spilling out into the nearby field and then into the stream that fed into the River Hart. Once the pipe repairs had been completed she would ensure that Thames Water undertook the necessary works to repair the damage to the road surface and verges around the pumping station caused by the tankers. Thames Water had committed to making good the area.

The Chairman thanked Cllr Stewart for her commitment to getting information from Thames Water and keeping everyone updated.

9 RURAL EXCEPTION SITE

The Chairman advised that there was nothing to report at this time.

10 CLIMATE CHANGE

10.1 Climate Change Projects

There had been a detailed presentation at the Annual Parish Assembly on this topic.

Cllr Stewart asked for approval for expenditure of up to £500 for items such as printing costs required in association with the work being done on the Greening Campaign.

It was **AGREED** to authorise a spend of up to £500 excluding VAT from the Community Benefit Fund for costs associated with setting up and progressing the work on the Greening Campaign.

The Chairman confirmed that the Parish Council was engaging with a member of the public who had proposed that WPC consider a community solar energy scheme. The councillors would shortly be attending a meeting to find out more information on how this worked and the potential benefit to residents.

10.2 Tree and Hedgerow Planting Scheme

Cllr Stewart advised that HCC had set up initiative to support the planting of trees and other plants on land to which the community had access. Unfortunately as WPC had no community land it would not be possible to benefit from these schemes. She intended to look at hedgerows in the village to see where they might benefit from additional planting or replacement planting. She asked for suggestions of locations where this might be appropriate and where landowners would likely be supportive. A few suggestions were made and Cllr Stewart agreed to follow these up.

11 UPDATE ON THE SPEED INDICATOR DEVICES

Cllr Hodgetts advised that she had nothing to add to what had been reported at the Annual Parish Assembly.

12 UPDATE ON THE DEFIBRILLATORS

Cllr Hodgetts advised that she had nothing to add to what had been reported at the Annual Parish Assembly other than to say that one of the devices would shortly need the pads

replaced and she would look into the cost of doing this.

13 S106 MONEY

Cllr Milnes-James confirmed that he had recently received the proposal that would be submitted to HDC to apply for funds for the installation of solar panels at the village hall. He would review this and feedback to the Village Hall Committee as appropriate.

14 PLANNING

14.1 Applications received since the last meeting:

24/00669/HOU Braeside, The Hurst

Erection of a solid roof rear conservatory. WPC response: “Winchfield Parish Council has no comments and is satisfied that the proposal is in accordance with the Winchfield Neighbourhood Plan 2022-2037.”

24/00491/FUL Four Winds, Old Potbridge Road

Demolition of existing 4 bedroom dwelling and outbuilding and erection of a 4 bedroom dwelling, plant shed, bin store and detached garage, replacement front gate and alterations to hardstanding.

WPC response: “Winchfield Parish Council is pleased to note that the applicant’s new proposal takes account of the comments and recommendation offered at a meeting held without prejudice in Feb 24.

The new application now meets the requirements of WNP 2022 -2037 Policies NE1, NE2, NE3, NE4, NE5 and NE7 based on the description of the proposed installation of solar panels and rainwater recycling system.

The application also addresses the requirements of Policy NE6, Biodiversity Protection and Enhancement, in a positive manner with the introduction of new wildlife habitats.

With regard to Policy BE1 and BE3 – the scale of the new design is far more acceptable and suitable for the site with four beds and four bathrooms, and is considered to be sympathetic to its surroundings. Confirmation that that the plans for an extensive basement and a second story have been dropped is also welcomed as is the proposed details for hard landscaping.

The application now meets the requirements of Policy BE4, Development Design Considerations, with regard to replacement of the septic tank system, but we raise a concern that for a 4 bedroom property a 6 person treatment plant could be inadequate. The proposed material for the driveway and parking area to reduce rainwater run-off as well as the revised design for the entrance gate satisfy Policy BE4.

The application meets the requirements of Policy BE5, Residential Parking.

Supplementary comments –

- It would be helpful if the garage is identified in the site plan
- Design and Access Statement, page 29, makes an outdated reference to WNP 2015-2032, all references should be to WNP 2022-2037.”

24/00738/HOU 11 Winchfield Crescent

Proposed part garage conversion to habitable space and alterations to fenestration.

WPC response: “Winchfield Parish Council objects to this application as it fails to comply with Winchfield Neighbourhood Plan 2022-2037 Policy BE5 - Residential Parking. The policy requires one car parking space per bedroom plus one visitor space per dwelling. Proposals for the provision of car parking in separate courtyard areas will not be supported. Where car parking cannot be provided within the curtilage of the dwelling concerned, it should be provided within a dedicated and accessible location close to the dwelling. The conversion of the existing garage to habitable space fails to comply with the policy.

The Hart District Council Cycle and Car Parking Supplementary Planning Document (SPD) paragraph 2.2 states that made neighbourhood plan policies will take precedence

over the HDC SPD.”

24/00784/FUL Dignity Pet Crematorium, Odiham Road

Construction of a two storey extension to outbuilding, installation of solar panels, replacement of double doors to ground floor front with a window following demolition of garage and sheds. WPC Response: “Winchfield Parish Council has no comments and is satisfied that the proposals are in accordance with the Winchfield Neighbourhood Plan 2022-2037.”

14.2 Land North of Winchfield Court

The Chairman advised that the landowner had lodged an appeal against the revised enforcement notice for plots 2, 3 and 4. No timetable had been set for this appeal and a planning inspector had not yet been appointed to the case. WPC would put in a response when appropriate to do so.

It was confirmed that there was a new Enforcement Officer at HDC and the Chairman had been in touch with him.

14.3 Chapel Bungalow, Potbridge Road

It was noted that there were ongoing issues at this site and officers from Planning Enforcement and Environmental Health at HDC were aware of the issues along with Countryside Officers from HCC for the impact on the footpath. Recently there had been an application to HDC for a Lawful Development Certificate for a proposed construction of a concrete bung wall and change of use of the land from a mixed use for the parking of HGVs, sale of HGVs, scrap metal processing and recycling to a mixed use for the parking of HGVs, sale of HGVs and recycling. This was not a planning issue and as such WPC could not object on planning grounds. The Chairman was gathering information prior to submitting comments on this.

Old Potbridge Road

There had been an appeal against the refusal by HDC to grant outline planning permission for the erection of a dwelling and associated works following the demolition of a building. WPC had submitted comments to the Planning Inspectorate on this appeal.

15 WEBSITE

The new website was up and running. It was a work in progress and there would be continuous amendments and updates being made. Any comments on the content would be welcomed by the Clerk.

(NOTE: The Footpaths Warden left the meeting at the conclusion of this item.)

16 LENGTHSMAN SCHEME 2024/2025

A contract had been received for the continuation of the lengthsman scheme for 2024/2025.

It was **AGREED** to sign up to the lengthsman scheme for 2024/2025 and that the Chairman be authorised to sign the contract.

17 REVIEW OF RISK ASSESSMENT 2024/2025

Prior to the meeting the Clerk had circulated the Risk Assessment which had been amended to remove reference to the Neighbourhood Plan Committee and to include risks relating to the defibrillators.

It was **AGREED** that the Risk Assessment 2024/25 be approved as amended.

18 REVIEW OF ASSET REGISTER 2024/2025

It was noted that the Asset Register had been reviewed and amended to include the cabinet for the defibrillator at Court Cottage on Bagwell Lane and to remove the litter pick equipment (total cost of £156.66) as these items were low cost and expendable.

It was **AGREED** that the updated Asset Register 2024/25 be approved.

19 REVIEW OF ROLES AND RESPONSIBILITIES 2024/2025

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
Community Projects (inc Choir)	C Hamm	
Council Administration		
Legal Support	K Stewart	Clerk
Employment Group	K Stewart	Clerk
HR	K Stewart	Chairman
Defib Maintenance & Monitoring	L Hodgetts	
SID Maintenance & Monitoring	L Hodgetts	
Noticeboards	K Stewart	Clerk
General Maintenance (inc Bus Shelter)	M Williams	Clerk
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
Greening Campaign	C Hamm	K Stewart
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

It was **AGREED** to approve the Roles and Responsibilities 2024/25 as amended.

20 FINANCE AND GOVERNANCE

20.1 Q4 Summary of Receipts and Payments to 31 March 2024

The payments and receipts for 2023/24 quarter four as shown in Appendix 1 were received and approved.

20.2 Bank Reconciliation to 31 March 2024

The bank reconciliation to 31 March 2024 as shown in Appendix 2 was received and approved.

20.3 To receive and approve the accounts for the YE 31.03.2024

The Accounts for year ended 31 March 2024, together with the Review of Spending against Approved Budget as at 31 March 2024, were formally received and approved.

20.4 To receive the report of the Internal Auditor for the YE 31.03.2024

The Internal Auditor's Report, circulated before the meeting, which made no recommendations was received and noted. Thanks were expressed to the Clerk for her work to ensure a clean report.

20.5 To review the effectiveness of internal controls and audit for the YE 31.03.2024

The review drafted by the Clerk was adopted without amendment.

20.6 To receive and approve the Governance Statement, Section 1 of the Annual Return for the YE 31.03.2024

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.

20.7 To receive and approve the Accounting Statements Section 2 of the Annual Return for the YE 31.03.2024

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.

20.8 To approve the dates for the Electors Rights

A draft notice setting out the details of the public's right 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 3 June and Friday 12 July 2024.

20.9 To confirm no conflicts of interest with external auditor BDO

It was confirmed that there was no conflicts of interest with BDO Ltd.

20.10 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 £427.32.

20.11 To review authorised bank signatories

It was agreed to add Cllr Hamm to the banking mandate to give her access to online banking and to allow her to approve payments.

20.12 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.

Cllr Hamm requested that a grant be made to Women of Winchfield to enable the financial support for the newly set up choir to continue. The group had been so successful that they had needed to move to a larger rehearsal space. It was anticipated that subscriptions would be charged from September which would cover the majority of the costs but the grant was required to cover costs until then.

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; (2) a grant of £2,090 be made to the Winchfield Parochial Church Council to help with the maintenance of the graveyard; and (3) a grant of £600 be made to Women of Winchfield to allow them to continue to support the newly set up choir.

20.13 Payments for Approval

The following payments were approved:

Clerk - AB	June Salary	£372.02
Clerk - AB	July Salary	£372.02

Clerk – AB	Expenses (WFH Allowance April & May + reimbursement for stationery)	£37.95
Microsoft	Annual subscription	£19.99**
Greening Campaign	Sign-up Fee	£50.00*
Winchfield Village Hall	Meeting Room Hire May	£48.00
HALC	HALC/NALC Affiliation Fees 2024/2025	£341.00
DWCV Horticultural Society	Grant	£200.00
Winchfield PCC	Grant	£2,090.00
Women of Winchfield	Grant (Choir)	£600.00
Arthur J Gallagher	Insurance	£427.32
Deuce Creative	Final changes to NP	£600.00
April Skies	Internal Audit	£152.50
Ready2Print	Newsletter	£385.00
Kerry Wedlock	Litter Pick Expenses	£62.43
NALC	Climate Change Seminar/ Training	£78.44
Christine Strudwick	NP Expenses	£120.99
Ready2Print	Copies of NP	£673.80
SLCC	Training Course	£36.00
Blay Builders	Work on the footpaths	£469.50
Brandtastic Ltd	Footpath leaflet amendments and printing	£504.00
*Payment already made; expenditure agreed by email and within previously agreed budgets		
**Payment automatically taken on 24 April via Paypal		

21 CORRESPONDENCE

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

22 ANY OTHER BUSINESS *Report Only*

None.

23 DATE OF NEXT MEETING

Dates of future meetings were noted: 15 July 2024, 16 September 2024, 18 November 2024 starting at 7pm.

There being no further business, the meeting closed at 8.51pm

		WINCHFIELD PARISH COUNCIL			
		SUMMARY RECEIPTS & PAYMENT ACCOUNT			
		4th QUARTER ENDED 31 MARCH 2024			
Annual budget/ allocation	Total to 31-Mar			Figures shown exclusive of VA	
				£	£
		RECEIPTS			
32,417.00	32,417.00	Precept		-	
548.00	832.42	Bank Interest		88.47	
3,233.06	11,935.40	Other		-	
36,198.06	45,184.82				
		TOTAL RECEIPTS			88.47
		PAYMENTS			
4,750.00	5,230.04	Net Salaries & Allowances		1,406.46	
500.00	605.13	Administration		202.52	
1,157.00	56.20	Election Expenses		-	
718.00	-	Office Equipment		-	
643.02	200.00	Website Development		200.00	
1,979.34	1,735.42	Repairs & Maintenance		12.92	
120.00	-	SID Repair & Maintenance		-	
300.00	11.66	Defib Repair and Maintenance		-	
500.00	420.57	Insurance Premium		-	
2,950.00	1,350.00	Grants & Donations:		-	
2,000.00	869.08	Coronation		-	
1,080.00	2,945.92	Section 137		60.85	
300.00	113.00	Training		15.00	
175.00	175.00	Hall Hire		50.00	
660.00	610.00	Audit Fees		152.50	
420.00	409.02	Subscriptions		105.00	
475.00	443.60	Other A (Contingencies)		-	
21,416.84	4,840.53	Other B (Planning Counsel & NDP)		128.35	
22,763.05	8,159.80	Community Benefit		752.48	
8,500.00	550.00	Community Project Fund		-	
12,263.00	-	General Reserve		-	
	2,668.81	VAT on payments		62.10	
83,670.25	31,393.78				
		TOTAL PAYMENTS			3,148.18
		BALANCE BROUGHT FORWARD on 01/01/24			59,161.53
		ADD Total Receipts (as above)			88.47
		LESS Total payments (as above)			3,148.18
		Balance Carried forward 31/03/24			56,101.82
These cumulative funds are represented by:					
		Current Account Balance		1,434.32	
		Less: Cheques drawn but not debited as at 31.03.24	None	-	
		Deposit Account Balance		27,355.33	
		Other Account		27,312.17	
					56,101.82
Signed:					
Responsible Finance Officer to Winchfield Parish Council				Date:	
Signed:					
Councillor				Date:	

WINCHFIELD PARISH COUNCIL
BANK RECONCILIATION as at 31/03/2024

	£
<u>LLOYDS BANK</u>	
Current Bank Account 01235673 Balance per statement	1,434.32
<u>LLOYDS BANK</u>	
Business Reserve Account 07285516 Balance per statement	27,355.33
<u>CAMBRIDGE & COUNTIES</u>	
Deposit Account 15012029 Balance per statement	27,312.17
<u>Less unrepresented cheques as at 31/03/2024</u>	
Cheque Nos: None	
TOTAL CASH AT BANK	56,101.82

Alison Ball

Clerk to Winchfield Parish Council and Responsible Finance Officer

Dated:

Councillor:

Dated: