

**MINUTES OF THE MEETING OF WINCHFIELD PARISH COUNCIL HELD ON  
MONDAY 18 NOVEMBER 2024 AT 7PM IN THE VILLAGE HALL**

**PRESENT:** Cllr Meyrick Williams (Chairman), Cllr Cepta Hamm, Cllr Louise Hodgetts, Cllr Richard Milnes-James and Cllr Kate Stewart  
Cllr Tim Davies, Hampshire County Council (HCC) (until 7.20pm)  
7 Members of the public  
Litter Pick Co-ordinator  
Mrs Alison Ball (Clerk)

**1 APOLOGIES**

Apologies were received from Cllrs Anne Crampton, Tim Southern and Spencer Farmer (HDC) and members of the Neighbourhood Policing Team.

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

None.

**3 PUBLIC PARTICIPATION**

None.

**4 MINUTES OF PREVIOUS MEETING**

The Minutes of the Parish Council Meeting held on 16 September 2024 were agreed and signed as a correct record.

**5 MATTERS ARISING**

The Chairman reminded the meeting that it had previously been reported that an invitation had been received from the Hampshire Association of Local Councils to attend an awards evening. He had attended this event, with Cllr Hamm, and was pleased to report that Winchfield had been awarded “Best Small Village of the Year”. The prize of £200 would be used towards local projects being supported in the village. This was recognition of all the hard work by councillors and resident volunteers, across the year, who had put on events and organised community projects. The Chairman particularly thanked Cllr Hamm for all the community work she had been doing and for nominating the village.

**6 HIGHWAYS REPORT**

It was noted that this item was moved up the agenda to allow Cllr Davies to take part in any discussion as he would be leaving the meeting early to attend a meeting at another parish council.

The Chairman confirmed that the Lengthsman would be in the village during the week doing some cutting back, particularly around junctions, cleaning any signs that needed doing and possibly getting a fail in to cut back along Chatter Alley, Station Road and Pale Lane. All works would be funded by the Lengthsman Scheme which was supported by HCC.

## **6.1 Updates from HCC Highways**

At the last meeting it had been agreed to accept the gift of a bicycle repair station from a local resident and that it be installed close to the bus shelter at The Hurst. Unfortunately it would not be possible to go ahead with this as a meeting had been held with Hampshire Highways where it had been confirmed that in order to place furniture such as this on the highway (which the verge would be) there would need to be a licence in place at a cost of £1,000 a year. The resident who had kindly offered the repair station was looking into possible alternative locations for its placement.

At the last meeting it had been reported that Cllr Davies had requested that Hampshire Highways look to repair the railings of the small bridge on Pale Lane over the River Hart. One side had been repaired following damage caused by a falling tree which had shown up the other side as needing attention. The Chairman confirmed that since the last meeting this had deteriorated and was now broken. Cllr Davies agreed to follow this up with Highways officers to see if could be moved up the list of priorities.

Cllr Davies reported that the flooding on Station Road under the railway bridge was still a cause for concern. He suspected a fracture in the water main was adding to the problem and he had reported this to South East Water. The work to high pressure water jet the highway drainage system was still on the highway contractors work sheet and Cllr Davies had highlighted this as a priority. It was hoped that at the same time this work was carried out there would also be high pressure water jetting of the drainage system on the B3016 near Old Potbridge Road to alleviate the flooding at this location.

Cllr Davies reported that he expected to receive notification of works to some or all of the motorway bridges in the area as these had recently been inspected and having been in place for 50 years were likely to need maintenance work. This may result in M3 closures which could have a significant impact on traffic in the area. He would forward on further details once these were known.

## **6.2 Winchfield Sewage Pumping Station, The Hurst**

Cllr Stewart reported that the repairs to the verges to reinstate them following the damage caused by the tankers coming to the pumping station had been completed. The contractors had been on site for 10 days and had built up the verges with ballast, covered with top soil and spread with grass seed. Some posts had been installed outside the pumping station to try to protect the verge from being damaged again. In addition both pumps at the pumping station had now been replaced with upgraded equipment.

The Chairman thanked Cllr Stewart for all that she had done to get the information to keep the Parish Council and residents updated on progress with the pumping station works and for monitoring the work on the verges.

(NOTE: At the conclusion of this item Cllr Davies left the meeting to attend a meeting of another parish council.)

## **6.3 Meeting with South Warnborough Parish Council**

Cllr Hodgetts and Williams had met with councillors from South Warnborough Parish Council to exchange ideas and information regarding SIDs and Community Speedwatch. During this meeting it was revealed that a resident of South Warnborough had previously worked as a Highways Engineer and he had been assisting them with all the highway related issues that they were dealing with. This individual had offered to look at the Barley

Mow/ The Hurst/ Chatter Alley junction to see if he could make any recommendations for how it could be made safer. He had carried out a review and suggested that the carriageway of The Hurst/ Chatter Alley was wider than what was required at the crossroads and if the road could be narrowed it would allow the junction with Pale Lane to be brought further past the Barley Mow pub which would help to improve sightlines. In addition narrowing of the road may encourage drivers to slow down. This proposal had not yet been discussed with Hampshire Highways. Those present at the meeting were generally supportive of the proposal and it was agreed to raise it with Hampshire Highways officers to see if they would consider it as an option. It was noted that the work should be fairly cheap to carry out as it would only involve changes to signs and lines.

## 7 **AUTUMN NEWSLETTER**

The autumn newsletter had been completed and distributed and there had been lots of positive feedback received. The Chairman thanked those involved in producing the newsletter. It was requested that if anyone had any items for inclusion in the next edition that they please get in touch.

It was noted that the work carried out by the designer who had put together the autumn edition had been greater than expected, largely due to it being the first edition in this format, and as such costs had increased slightly. It was anticipated that these costs would reduce with the next edition as the template was now in place. This increase in costs had been agreed by councillors by email before the newsletter had been printed.

It was **AGREED** to note that there had been an increase in costs associated with the design work for the autumn newsletter.

## 8 **FOOTPATHS REPORT**

Details of the position of Footpaths Warden had been included in the newsletter and as a direct response a resident had been in touch offering to take on the voluntary role. The Chairman and the outgoing warden were due to meet with him to discuss the role and the requirements.

At the last meeting it had been agreed to accept a quote for work on FP6 to improve the surface between the canal bridge and Sprats Hatch Lane. This work had been carried out and pictures were displayed at the meeting. The Chairman advised that whilst on site the contractor had, under his instruction, carried out a number of other tasks to improve the condition of the path from the canal to the Church which had deteriorated badly during the prolonged wet weather over the last 12 months. This had incurred additional cost.

It was **AGREED** to pay the invoice from Blay Builders for the remedial works to FP6 of £2,445 which was an increase to the amount approved at the previous meeting due to additional works being carried out.

The Chairman advised that he was expecting an invoice for the cutting back that had been done along the footpaths during the year.

The Chairman confirmed that next year he would be looking at footpath 5 where hardcore had previously been put down but this now needed topping up. He would also look at footpath 502, opposite Baileys Farm, as it was very wet and in need of attention. This footpath was within the SSSI and consideration would need to be given to what would be appropriate in this location.

The Chairman suggested that signage be installed along the canal at the entrances to

footpaths 5 and 6 advising that they were the routes to St Mary's church.

It was **AGREED** to allocate up to £200 for signage on footpaths 5 and 6 directing walkers to St Mary's church.

## **9 RURAL EXCEPTION SITE**

Cllr Hodgetts advised that there was nothing to report at this time.

In response to a question from a member of the public the Chairman confirmed that this project was on hold whilst waiting for the outcome of the appeal of the refusal of the planning application for the Land North of Winchfield Court and to wait for the new NPPF from the Government which was expected in March/April. The Chairman had recently been in contact with HDC enforcement officers who had confirmed that if they had not received the outcome of the planning appeal from the Planning Inspectorate by the end of November they would make enquiries to find out when the decision would be published as they had expected to receive this by now.

## **10 GREENING CAMPAIGN**

Cllr Hamm reminded the meeting that the Greening Campaign was split into five pillars and work was ongoing to get each one up and running. On the 'energy efficient warmer homes' pillar there had been an initial meeting and the thermal imaging camera that was on loan had been received. Homes would not be scanned until the new year as it needed to be cold outside with heating on inside the homes. A resident had agreed to take on communication for this as it was important to get as many residents as possible to sign up to have their homes scanned.

On the 'space for nature' pillar, the 'meet the expert' event had been held and a walking route was being planned to identify wild areas of the village. Communication regarding this would take place with residents and those with children would be encouraged to get involved. The Chairman suggested that the volunteers draw on the evidence base of the Neighbourhood Plan as this contained lots of useful information about the important spaces in the village.

On the 'cycle of the seed' pillar there had been an initial meeting and it was thought that this should focus on how to build a planter and what to put in the planter once complete.

The remaining two pillars were 'effective waste prevention' and 'raise awareness of the health impacts of climate change' where initial contact had been made with resident volunteers.

The next steps for the projects included meeting with expert leads, local planning and training with members from each of the five pillars to agree activities, holding community launch events to promote activities for each pillar and invite local residents to get involved in activities and to showcase the events and celebrate successes.

Cllr Hamm would update on progress at the next meeting.

More volunteers were needed for all the projects and anyone who wanted to be involved was encouraged to get in touch with the Parish Council. The community launch events would be a good place to find out more about each pillar. Cllr Stewart advised that a few residents had been in touch following receipt of the newsletter.

**11 BEAUCLERK GREEN**

Cllr Stewart confirmed that the roads within Beauclerk Green had all been adopted by HCC which meant the roads and verges were now 'highway land'. A plan of the specific areas adopted could be provided on request. Now that the road had been adopted this meant that maintenance would be carried out by HCC. Some residents had put planting on a few of the verges and if HCC needed to do any work on these verges the plants could be removed and not replaced. The Assistant Highways Manager had suggested that the Residents Association apply for a 'cultivation licence' allowing the planting to remain and residents to maintain the plants. This, however, could not be completed until the voluntary Residents Association had been formalised and it was understood that arrangements were being made to do this. The Assistant Highways Manager had applied a deadline of 1 January 2025 for this to be completed. It was agreed to keep this item on the agenda to monitor progress. Cllr Hamm asked that clarification be sort with regard to ownership of the pond.

**12 LITTER PICK**

The Litter Pick Co-ordinator confirmed that the litter pick had taken place on Sunday 3 November. There had been 33 volunteers including three attending for the first time. Thirty bags of litter had been collected, which was slightly less than usual and a few of the volunteers commented that there seemed to be slightly less litter. However 13 incidents of fly tipping had been found across the village and all had been reported to HDC. It was thought that HDC had come and removed all the fly tipping but this was a record amount to report. The next litter pick would take place in the spring with a date to be announced in the new year.

The Chairman thanked the Litter Pick Co-ordinator and all those who volunteered.

**13 UPDATE ON THE SPEED INDICATOR DEVICE**

Cllr Hodgetts advised that she had given further thought and done more research into a replacement SID, following the destruction of the parish SID by vandals. As reported at the last meeting she had looked into getting two units but had decided against recommending this at the current time. She felt one should be ordered that used solar power and this tested at each of the locations to check that the solar power worked sufficiently before considering a second unit.

The settlement from the insurance company of £2,564.48 had been received.

Cllr Hodgetts had been looking at all the SID options available and had discussed with councillors at South Warnborough Parish Council the one they had. She was recommending that one unit be purchased including solar power, brackets, battery and blue tooth.

It was **AGREED** to purchase a new SID at a cost of £4,256.00 + VAT.

Contact had been made with Dogmersfield Parish Council to get some information on costings relating to the outsourcing of moving the SID around the various locations and collecting the data. This information received suggested that this was expensive and hopefully not currently needed in Winchfield as a resident volunteer had come forward to help with this role.

#### **14 UPDATE ON THE DEFIBRILLATORS**

Cllr Hodgetts thanked the guardians for continuing to check all the defibrillators on a regular basis. She advised that it was with sadness that she had to report that one of the defibrillators had been used and unfortunately the individual could not be saved. Condolences were expressed for the family and it was noted that Cllr Hamm had been in touch directly with family members to offer support.

With regard to the training sessions Cllr Hamm had reached out to her contacts in the rapid response team at Frimley Park Hospital and this had resulted in individuals offering to carry out some training at the beginning of 2025. Cllr Hodgetts was liaising with them on this and was waiting for them to advise of suitable dates around their work schedule. As soon as these dates were received those that had booked on the previous session that had been cancelled would be given priority before offering the sessions more widely. It was noted that the trainers were offering their time free of charge it was felt that as a gesture of thanks a donation should be made. It was agreed that this should be done and the amount should reflect the amount previously quoted for the training sessions. It was suggested that attendees be asked if they would also like to make a donation.

It was noted that the system in place to give notification that the defibrillator had been used and needed the pads replacing worked very well and meant that the unit was not out of action for very long.

At the last meeting it had been suggested that consideration be given to purchasing first aid trauma kits that could be placed in public places for easy access in an emergency. These had been looked into and advice sought and it was thought that they would not be suitable in a rural location without trained individuals to use them.

#### **15 S106 MONEY**

Cllr Milnes-James advised that at the last meeting it had been agreed to pause the application for funding to provide solar panels on the village hall to do some checks to see whether there were any other suitable projects in the village as the village hall had already received s106 funds to make improvements. In an attempt to find other projects a request had been put in the recent newsletter asking for project ideas to be put forward.

The Village Hall Committee had made an application to HDC for grant funding which could cover part of the cost of the solar panels but no response had been received. The Clerk agreed to follow this up to check it had been received and to find out when a decision would be made. If this application was successful the amount drawn down from s106 funds would be reduced by the same amount. There was currently £22,000 of s106 funding available and the solar panel project would cost approximately £16,000.

Cllr Williams had approached the Basingstoke Canal Authority to ascertain whether the improvements to the canal car park funded by s106 money which had been discussed in 2020 could be revisited. It had been confirmed by Basingstoke Canal Authority that they would not be progressing with the project in the foreseeable future.

Two suggestions had been received with regard to other potential uses of the s106 money including the installation of some benches especially along well used footpaths and a sign with a map of the village and some details of key bits of history. It was agreed that both were good ideas and work would be done to establish viability and options. It was agreed that there was enough money available in s106 funds to cover these ideas and the solar panel project.

It was **AGREED** to support the application by Winchfield Village Hall Committee to HDC for s106 funds to install solar panels at the village hall.

## **16 CHRISTMAS EVENTS**

Cllr Hamm advised that progress was being made with the Christmas events agreed at the last meeting including a Christmas tree at The Hurst and a Christmas party at the village hall for children in the village hall to include a visit from Santa, refreshments and party games.

It was noted that as the proposed location for the Christmas tree was on highway land it had been necessary to seek advice from HCC. Cllr Hamm had met on site with the Assistant Highways Manager and he had made suggestions with regard to location and safety measures. It would be necessary to apply to HCC for a licence to be able to put the Christmas tree on highway land which would incur a cost.

A nearby resident had offered to supply the electricity for the lights for the Christmas tree and he had been heavily involved in the arrangements. Thanks were expressed to him for his involvement and for all the preparation works he had done.

It was **AGREED** (1) to allocate up to £100 for the application to HCC for permission to place the Christmas tree on highway land; and (2) that the Clerk be authorised to make the application to HCC.

## **17 PLANNING**

**17.1** It was noted that no applications had been received since the last meeting.

### **24/01300/FUL Land NE of Winchfield Lodge**

The Chairman reported that this planning application was due to be considered by the committee at HDC responsible for planning matters on 18 December.

### **23/02540/OUT Land At Old Potbridge Road**

The refusal by HDC of this planning application had been appealed and notification had recently been received that this appeal had been dismissed. Within the reasons for dismissal the Planning Inspector had made reference to the Winchfield Neighbourhood Plan showing how important this document was in shaping development in the village.

### **17.2 Land North of Winchfield Court**

This item had already been covered under item 9 'Rural Exception Site' above advising that the outcome of the appeal had still not been received.

### **17.3 Chapel Bungalow, Potbridge Road**

The Chairman had been in touch with Enforcement Officers at HDC who had advised that they had not been able to make any direct contact with the landowners in this case and a further section 108 planning contravention notice had been issued with regard to all the environmental activities ongoing on the site. If no response to this was received in the specified time an offence would have occurred and the case would be referred to the legal team. HDC had confirmed that they would keep the Parish Council updated with any progress.

### **17.4 Future Housing Requirements in Hart**

The Chairman advised that there was nothing new to report on this other than that HDC had responded positively to the Government consultation on changes to the NPPF. He

expected more details to be available in March.

**17.5 24/01610/GPDTEL Land at Station Hill for the Installation of a telecommunications base station – HDC decision**

The Chairman advised that HDC had recently issued a decision refusing the above planning application and he read out an extract from the decision as he felt it was of significance:

“The proposal by virtue of its siting, utilitarian appearance, height, and urbanisation effects to the countryside, would cause harm to the intrinsic beauty of the surrounding countryside. The proposal would be contrary to Policy NBE2 and NBE9 of the Hart Local Plan (Strategy and Sites) 2032, Saved Policy GEN 1 of the Hart Local Plan (Replacement) 2006 and paragraphs 119, 135 and 180b of the NPPF 2023. 2 No evidence has been provided that an extensive, exhaustive search of potential sites has been undertaken or that the reasons for discounting alternatives were reasonable. The submission fails to prove that less harmful sites are unavailable, and it also fails to convincingly demonstrate the exploration of potential alternatives. The proposal is therefore contrary to Section 10 of the NPPF 2023.”

**18 FINANCE AND GOVERNANCE**

**18.1 Conclusion of Audit to year end 31 March 2024**

The external audit for the year ended 31 March 2024 had been completed and the only matter that was noted related to a box that had not been ticked which was corrected during the audit process. The Notice of Conclusion of Audit had been displayed both on the Council’s noticeboards and on the website.

It was **AGREED** to receive and approve the report of the external auditor contained within section 3 of the Annual Governance and Accountability Return 2023/24.

**18.2 Payments and Receipts for Q2 to 30 September 2024**

The payments and receipts for 2024/25 quarter two as shown in Appendix 1 were received and approved.

**18.3 Bank Reconciliation to 30 September 2024**

The bank reconciliation to 30 September 2024 as shown in Appendix 2 was received and approved.

**18.4 Budget 2025/2026**

It was noted that the Clerk was in the process of drafting the budget for 2025/2026 and she asked that members put forward any proposed projects with approximate costings.

**18.5 Grants for Approval**

None.

**18.6 Payments for Approval**

The following payments were approved:

Clerk - AB	November Salary	£372.02
Clerk - AB	December Salary	£372.02
Clerk – AB	Expenses (WFH Allowance October and November)	£26.00



Winchfield Village Hall	Hall Hire – November 2024	£32.00
BDO LLP	External Audit Fees	£252.00*
Ready2Print (Transavia)	Greening Campaign Flyers Printing	£92.50*
Ready2Print (Transavia)	Autumn Newsletter Printing	£350.00*
M Williams	Expenses	£60.50
Chantel Tompkins	Artwork for Autumn Newsletter	£550.00
Kate Stewart	Reimbursement for the purchase of wildflower seeds	£197.48
DM Payroll Services	Payroll Services October 2024 – March 2025	£60.00
Blay Builders	Work on Footpath 6	£2,934.00
Christine Strudwick	Adobe subscription x6 months	£119.82
*Payment already made; expenditure agreed by email and within previously agreed budgets		

**19 CORRESPONDENCE**

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

**20 ANY OTHER BUSINESS *Report Only***

It was noted that the Government was currently consulting on the ability for parish councils to allow councillors to attend meetings remotely (via computer) and play a full part in the meeting. Currently councillors could attend remotely but could not vote if not physically present in the room. Councillors agreed that they were generally supportive of this change which had temporarily been allowed during the pandemic and had been essential during that time. Individuals were able to respond to the consultation and the Chairman and Clerk would respond on behalf of the Parish Council.

**21 DATE OF NEXT MEETING**

Dates of future meetings were noted: 20 January 2025, 17 March 2025, 19 May 2025, 21 July 2025, 15 September 2025, 17 November 2025 starting at 7pm.

**There being no further business, the meeting closed at 8.26pm**

<b>WINCHFIELD PARISH COUNCIL</b>						
<b>SUMMARY RECEIPTS &amp; PAYMENT ACCOUNT</b>						
<b>2ND QUARTER ENDED 30 SEPTEMBER 2024</b>						
Annual budget allocation	Spend to 30-Sep				Figures shown exclusive of VAT	
					£	£
<b>RECEIPTS</b>						
32,193.00	32,193.00	Precept			-	
1,106.00	1,347.80	Bank Interest			129.64	
3,233.06	3,381.46	Other			2,564.48	
36,532.06	36,922.26					
<b>TOTAL RECEIPTS</b>						<b>2,694.12</b>
<b>PAYMENTS</b>						
5,000.00	2,403.82	Net Salaries & Allowances			1,116.06	
1,726.00	507.78	Administration			131.00	
1,351.00	-	Election Expenses			-	
718.00	-	Office Equipment			-	
443.00	-	Website Development			-	
2,744.00	151.25	Repairs & Maintenance			-	
240.00	-	SID Repair & Maintenance			-	
688.00	64.95	Defib Repair & Maintenance			64.95	
500.00	427.32	Insurance Premium			-	
2,740.00	2,090.00	Grants & Donations:			-	
1,000.00		Events			-	
1,100.00	748.43	Section 137			486.00	
150.00	108.44	Training			78.44	
175.00	112.00	Hall Hire			64.00	
660.00	362.50	Audit Fees			210.00	
430.00	341.00	Subscriptions			-	
475.00	-	Other A (Contingencies)			-	
28,076.00	1,182.49	Other B (Planning Counsel & NDP)			-	
17,836.00	6,383.61	Community Benefit			3,436.20	
11,050.00	600.00	Community Project Fund			-	
17,059.00	-	General Reserve			-	
	1,433.75	VAT on payments			742.23	
94,161.00	16,917.34					
<b>TOTAL PAYMENTS</b>						<b>6,328.88</b>
BALANCE BROUGHT FORWARD on 01/07/24						79,741.50
<b>ADD</b> Total Receipts (as above)						2,694.12
<b>LESS</b> Total payments (as above)						6,328.88
<b>Balance Carried forward 30/09/24</b>						<b>76,106.74</b>
These cumulative funds are represented by:						
Current Account Balance					5,091.44	
Less: Cheques drawn but not debited as at 30.09.24					-	
Deposit Account Balance					42,629.84	
Other Account					28,385.46	
						<b>76,106.74</b>

**WINCHFIELD PARISH COUNCIL**  
**BANK RECONCILIATION as at 30/09/2024**

**LLOYDS BANK**

Current Bank Account 01235673  
Balance per statement

£

5,091.44

**LLOYDS BANK**

Business Reserve Account 07285516  
Balance per statement

42,629.84

**CAMBRIDGE & COUNTIES**

Deposit Account 15012029  
Balance per statement

28,385.46

**Less unrepresented cheques as at 30/09/2024**

Cheque Nos: None

**TOTAL CASH AT BANK**

**76,106.74**

Alison Ball

Clerk to Winchfield Parish Council and Responsible Finance Officer

Dated:

Councillor:

Dated: