

**Minutes of Headbourne Worthy Parish Council meeting.**

**Held at 7.30pm on Monday 8<sup>th</sup> September 2025**

**St. Mary's Church Rooms, Kings Worthy**

**Email: [clerk@headbourneworthy.org.uk](mailto:clerk@headbourneworthy.org.uk)**

**Chair: N. Wilson Clerk: Belinda Baker**

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**Present:** Cllrs M Leone, N Wilson, M Turner  
A De Stefano, R Watters,  
WCC J Rutter

**Apologies:** J Hamblin, M Iredale, S Cramoysan, J Porter

**Clerk:** Belinda Baker

**Public attendance:** None

- C/25/033 Apologies**  
Apologies were received from Cllrs Hamblin and Iredale and WCC Cllrs Cramoysan and Porter. Cllr Wilson was voted in as Chair for the meeting.
- C/25/034 To receive declarations of pecuniary interests (DPIs) and other significant interests from members concerning specific items on the agenda**  
There were none
- C/25/035 Public Participation**  
None attended.
- C/25/036 Minutes Full Council Meeting held 14<sup>th</sup> July 2025**  
**a. To approve and sign the minutes of the meeting 14<sup>th</sup> July 2025**  
These were agreed to be a true record of the meeting and were signed by the Chair.  
**b. To deal with matters arising not on the agenda**  
There was none  
**c. To deal with any correspondence**  
HCC was holding a briefing for the Hampshire LGR on 18<sup>th</sup> September.
- C/25/037 City and County Councillor reports**  
**a. Receive reports from the City and County Councillors**  
Reports from both the City and County Cllrs had been received and circulated before the meeting. Cllr Porter's report noted that the Worthy Scout group had identified an appropriate site on Bedfield Lane for their

new hut (C/25/079). Cllr Rutter noted that food re-cycling was beginning in WCC area from October.

**b. Update on formation of new unitary authorities**

Cllr Rutter explained the preferred configuration if the unitaries that WCC and 11 other authorities would be putting forward to the Govt. HCC and East Hampshire were putting forward a separate proposal. She said the Govt that would be making the final decision. Cllr Rutter said she believed that elections for the Mayor, Borough and County Councils would be taking place in May. The Unitary Councils would be formed in 2027 and would shadow the established Borough and County Councils for a year.

**c. Update on Winchester Town CGR**

Cllr Rutter said that she was making sure that the options discussed at Kings Barton Committee would be included (KB/25/050a) as part of the CGR. She was unable to confirm that the increase in the number of Councillors (C/24/084a) requested by HWPC, was also to be included.

**C/25/038**

**Handover of Meadowside Park**

**a. Update on handover of park**

CALA were due to raise the Safta matting, relay the ground and install grass turf when there was some rain however, CALA had not yet confirmed when the work was to take place. The Clerk would organise an external inspection of the playground before the matter could be handed over to the lawyers. The Council agreed that the lawyers could be instructed to start the environmental searches.

**Action: Clerk**

**b. Agree sign for park**

The Council agreed the information on the sign would be the same as Greenfields Park sign except the age limit would increase to 14. The Clerk was asked to check if it was necessary to include warnings against adapting motors for use on the roundabout.

**Action: Clerk**

**C/25/039**

**Community Building**

**a. Agree name of Charity**

The name "Kings Barton Community Building" was agreed.

**Action: Clerk**

**b. Agree process in appointing Trustees**

Cllr Turner had written a description for the role of a trustee. This was agreed. 6 volunteers for the role of trustees had come forward. The Council agreed that there should be a minimum of 3 Trustees up to a maximum of 10. Cllr Turner agreed to contact those that had come forward and check they were still interested. The Council agreed that volunteer DBS checks should be mandatory.

**Action: Cllr Turner**

**c. Update on Legal work of setting up Charity**

The draft Constitution supplied by Paris Smith was agreed.

**Action: Clerk**

**C/25/040**

**2026/2027 Budget**

**a. Agree Working Group to provide a proposal for 26/27 budget**

Cllr Iredale had notified the Clerk she would be available. Cllr Leone and Cllr Turner also agreed to take part.

**Action: Clerk**

- C/25/041**      **Policy Review**
- a. **Standing Orders**  
The Clerk had referenced the 2025 version of the Standing Orders and there were a number of changes. The proposed Standing Orders were agreed.  
**Action: Clerk**
- b. **Code of Conduct for employees**  
The Code of Conduct for employees was agreed.  
**Action: Clerk**
- C/25/042**      **Finance**
- a. **Recent Transactions – to approve income and expenditure since last Council meeting.**  
Payments 51-88 from the current account were reviewed and approved. The payment list is published as an addendum. The income was a refund from the solicitors and the Precept.
- b. **To review budget 25/26 year to date.**  
This was reviewed and approved.  
**Action: Clerk**
- c. **Agree Clerk's payrise**  
The 2025 NALC payrise was agreed and backdated to April 2025.  
**Action: Clerk**
- d. **External Audit**  
The report from the external auditors had not yet been received.  
**Action: Clerk**
- C/25/043**      **Staffing matters**  
The Clerk notified the Council Ms Robertson had accepted the position of weekly playground inspector and bin emptier. A contract of employment had been supplied by HALC and had been signed. The Clerk had purchased a trolley for the collection of the rubbish. Ms Robertson had started the role the previous week and the training for inspecting the playgrounds had taken place that morning. The inspection reports were proposed to be done online via Google spreadsheets.  
**Action: Clerk**
- C/25/044**      **General amenities and maintenance**
- a. **Further maintenance and requirements**  
Cllr Watters commented that the Barton Meadows paths had now been trimmed back (C/25/029a). Cllr De Stefano said the fencing in Welhouse Woods had been replaced (C/25/029a). There were no further requests.
- b. **Appoint Acorn Bioenergy Community Fund Member**  
Cllr Wilson agreed to join the Acorn Bioenergy Community Fund committee.  
**Action: Clerk**
- C/25/045**      **Newsletter and communications**
- a. **Agree new graphic software for production of newsletter**  
The Clerk explained that MS Publisher was being phased out. The Council agreed that Adobe In Design could be purchased on a monthly basis, when necessary, at a cost of £32 per month.  
**Action: Clerk**

**b. Date and contents of next edition**

The next edition would be published in October after the Headbourne Worthy Committee meeting because the Committee wished to consult residents about proposed changes to Down Farm Lane.

**c. Website**

The Clerk had updated and changed the website to reflect the Committees of the Council, the open spaces the Council owned and developments in Kings Barton. The changes were approved.

**C/25/046**

**Planning**

**a. New Applications**

There were none

**b. To note recent decisions**

Date	Number	Address	Description	Comments by
07/07/25	25/01366/LI S	Pudding Farm Pudding Lane Headbourne Worthy Winchester SO23 7JL	Strengthening to existing oak frame within entrance hall	Permitted
01/07/25	25/01317/TP O	New House Down Farm Lane Headbourne Worthy Winchester SO23 7LA	T1-5 poplar fell over a period of 3 year and re plant with a more suitable species. See attached document for plan of removal and reasoning.	Permitted
09/06/25	25/01148/N MA	Three Maids A D Plant Andover Road Winchester Hampshire SO21 2FT	Section 96a Non-Material Amendment Application to vary Condition 2 of original planning permission 22/02037/FUL. 1. Introduction of fire water tank; 2. Alteration to site enclosures details including additional maintenance gates.	Accept non-material amendment
16/12/24	24/02728/DI C	Pudding Farm Pudding Lane Headbourne Worthy Winchester SO23 7JL	Discharge of condition 4 (large scale plan, elevations and sections) of application 22/01777/LIS.	Permitted

**c. To note decisions awaited**

Date Rec'd	Number	Address	Description	Comments by
25/07/25	25/01522/LI S	Pudding Farm Pudding Lane Headbourne Worthy Winchester SO23 7JL	Refinishing of oak frame.	20/08/25
17/06/25	25/01220/H OU	Lyndale 4 Nations Hill Winchester Hampshire SO23 7QY	Increase ridge height, addition of rooflights, addition of rear verandah.	16/07/25
31/05/23	23/01307	Home Field London Road Headbourne Worthy Winchester Hampshire SO23 7JJ	The construction of two new dwellings with associated parking on land to the immediate east of Homefield, London Road,	24/07/23
14/06/23	23/01459/FU L	Car Park At Royal Court Church Green Close Kings Worthy Hampshire	DanNTQ Proposed telecommunications installation.	

**d. Enforcement – to note any enforcement matters**

One enforcement case was noted.

**C/25/047**

**Items for next agenda, date of next meeting**

The date of the next full Council Meeting would be the Monday 10<sup>th</sup> November at St. Mary's Church Rooms, Kings Worthy. The next meeting of the Headbourne Worthy Committee would be 13<sup>th</sup> October at St. Mary Church Rooms and the Kings Barton Committee would be 15<sup>th</sup> September. Items for the HWPC Agenda:

Meeting dates for 2026/2027

Budget for 2026/2027

Transfer of Meadowside Park  
Community Building

**Action: Clerk**

Meeting finished at 9.15.

The Chair thanked the attendees.

DRAFT