

Minute of a Meeting of Headbourne Worthy Parish Council

Held on Monday 14th November 2016

At Church Rooms, St Mary's Church, Kings Worthy

Email: clerk@headbourneworthy.org.uk

Chair: Cllr C Welland

Clerk: Jill Judge

Present: Cllrs C Welland (Chair), V Macpherson, C Duncan, D Barrow, C Clark-Smith
Absent: Cllrs J Rutter
In attendance: City Councillor Malcolm Prince
Barton Farm Implementation Officer Chris Hughes
Clerk: Jill Judge
Public attendance: 6

C/16/79 **Apologies for absence**

There were no apologies for absence. Cllr Rutter had indicated that she may be late as she was travelling from some distance away

C/16/80 **Public Participation**

Leaflands

The Chair invited Justin Nicholson of Radley House Partnership and his client Ollie Mitchell to give an overview of planning application 16/02338/FUL 3 no. new detached 3 bedroom dwellings at Leaflands, Mortimer Close. Plans were circulated showing location, existing site plan, proposed site plan, proposed site sections, proposed floor plans, proposed elevations and perspective and each explained. It was emphasised that consultation with the community had been and continued to be a key priority.

Several residents were present at the meeting and highlighted the objection submitted to Winchester City Council Planning Department by Mortimer Close Residents Association (it was noted that two members of the association had a direct interest in the application and were therefore not part of this objection).

Residents explained that primary concerns were focussed on highway safety and access. Mortimer Close was a private road that had already suffered damage and increased traffic flow following significant recent development (Woodstock). With the proposed Leaflands application creating further construction traffic and, post completion, additional resident vehicles and associated visitor/delivery traffic the potential for accident was increased. Entry and exit on the junction between Mortimer Close and Mount Pleasant and subsequently to the junction with Church Lane would become increasingly hazardous.

Mr Nicholson and Mr Mitchell highlighted that the planning department's Highways report was awaited but that they were aware of concerns.

The Chair thanked both Mr Nicholson, Mr Mitchell together and residents with the Council to discuss the application as Item 11 of the Agenda.

Barton Farm Implementation Officer

The Chair welcomed Chris Hughes and invited him to introduce himself. Mr Hughes explained that he had recently been appointed Barton Farm Implementation Officer and was keen to engage with members of the surrounding communities. Cllr Welland said that the Parish Council received updates through the Barton Farm Forum, attended by Cllr Duncan, and looked forward to further feedback from both this source and Mr Hughes as the development progressed.

Down Farm Lane

A member of the public highlighted the ongoing problem of potholes on Down Farm Lane. Repairs were consistently of a temporary nature. City Councillor Prince referred to budgetary constraints impacting a more permanent solution. It was not known at this stage whether the Barton Farm Development would add to or reduce the amount of traffic using Down Farm Lane as a "rat run" to the A34.

C/16/80 **To receive declarations of pecuniary interests (DPIs) and other significant interests from members concerning specific items on the agenda**

With both her children and husband involved in the local scout group Cllr Welland declared an interest in Item 9 of the agenda – to discuss and application from 3rd Winchester (the Worthies) Scouts for a grant of £300

C/16/81 **Report from County & City Councillors**

C/16/81/1 Cllr Porter was unable to attend the meeting but a written report had been provided which would be circulated to councillors.

C/16/81/2 Cllr Prince reported that

- C.400 signatures had been received for the petition for a speed limit reduction on the A33 by the Cart & Horses junction
- The project to redevelop Station Approach was "back to basics" with a new procurement process to begin following rejection of designs submitted earlier in the year
- WCC had agreed to purchase the Garrison Ground at Bar End meaning that this could be evaluated as an option for the location of the city's new sports and leisure centre.
- The importance of potential impact on traffic of various planned and potential developments was encouragingly being recognised
- City Council Finances were being impacted by the removal of grants taking £2.8m away from the Budget or 17%
- The Leader of Winchester City Council was backing plans for a 'Knowledge Park' on the site of the Sir John Moore Barracks on the outskirts of Winchester. Cllr Prince was concerned that this may impact further traffic accessing the A34 (via Down Farm Lane etc).

- C/16/82** **Minutes of meeting 12th September 2016**
C/16/82/1 **To approve and sign the minutes (previously circulated)**
It was RESOLVED to agree the minutes as a true record of the Meeting.
Proposed Cllr Welland, seconded Cllr Macpherson.
The minutes were signed by Cllr Welland as Chair.
- C/16/82/2** **To deal with matters arising not on the agenda**
None to report
- C/16/83** **Casual Vacancy**
C/16/83/1 **Receive update**
The clerk reported that with no request for election the Council could co-opt a new member. The vacancy was advertised on the website and in the newsletter, that was due to be distributed.
- C/16/84** **Planning**
New Applications – to agree responses to current applications
(This item was taken earlier in the agenda to enable those members of the public with interest to hear debate)
Councillors recognised the sympathetic handling of the planning application by the developers and gave their thanks. However, after discussion it was agreed that Headbourne Worthy Parish Council would object to the application on the grounds of highway safety/access. The clerk was asked to submit comments to WCC.
(Mr Nicholson and Mr Mitchell left the meeting together with two members of the public)
- C/16/85** **Bus Shelters**
C/16/85/1 **Confirm which shelters within parish boundaries and responsibility for each**
It was confirmed that the parish council was responsible for four shelters:
 - London Road opposite Taylors Corner
 - London Road end of School Lane
 - Andover Road/Vanguard Way
 - Christmas Hill
- C/16/85/2** **Review state of repair of each shelter and consider action to be taken**
 - London Road opposite Taylors Corner – installed in 2014 by the council and in very good condition
 - London Road end of School Lane – wooden bus shelter in acceptable condition
 - Andover Road/Vanguard Way – in extremely poor condition. Options were to repair, remove or replace. It was agreed that the clerk would get quotes to repair and tidy up. In addition, a quote would be obtained to demolish and not replace. This was not a favoured option as this was a shelter with confirmed usage. Replacement would clearly be an item of major expenditure for the Parish Council. The clerk had contacted the ATC to see if they may be willing to help contribute to repair, replacement and would follow this up.
 - Christmas Hill – currently only a base for a shelter existed. The clerk had been in contact with Arup and subsequently Skanska who had confirmed that a licence application had been made to Hampshire County Council for

some minor highway works at the Christmas Hill / Connaught Road junction. As part of the application, a Arun Queensbury Bus Shelter had been proposed. Skansda had provided brochures and sketches of shelter and Cllr Clark-Smith agreed to continue dialogue with Skansda to ensure that the long promised shelter was finally installed.

- C/16/86** **The Dell Play Area**
C/16/86/1 **To consider insurance and risk assessment**
Open Spaces documentation showed that the Dell Play Area fell within the Headbourne Worthy Parish boundary.
The clerk had contacted the developers of the area (believed to be Drew Smith) to confirm if they had installed the play equipment (three small items) to establish a value for insurance purposes and awaited reply.
- C/16/86/2** **To discuss addition of new play equipment utilising S106 Open Space Balances**
With an open spaces fund availability of £3,690.70 it was agreed to discuss this at the next meeting following further investigative work about the area and its usage
- C16/87** **Grant Application**
C16/87/1 **To consider a grants award policy**
The Clerk had prepared a draft grants award policy for consideration. It/ was highlighted that any grant must be of benefit to the residents of the Parish. It was agreed that councillors would review the policy ahead of January's meeting.
- C16/87/2** **To consider an application from the 3rd Winchester (the Worthies) Scouts for £300 to enable investment in equipment and facilities**
The Chair did not partake in this discussion.
A letter was circulated (dated 10th September) from the Scouts outlining their involvement in the community and request for a £300 grant to enable investment in modern tents, replacement of ageing items of catering inventory and essential maintenance to heating in Pax Hall.
The Parish Council had a budget of £600 for grants, none of which had been spent in the financial year to date. This was a recognised organisation that was benefiting the community. It was unanimously agreed to award the scouts £300.
- C/16/88** **Finance**
C/16/88/1 **To approve and accept Notice of Audit and Annual Return to 31 March 2016**
The annual return excluding the external auditor certificate and report were approved and accepted. Notice of conclusion of audit and the annual return were available on the parish council website.
- C/16/88/2** **Recent transactions – to approve income and expenditure since last meeting**
The schedule had been circulated ahead of the meeting and all transactions were approved (PV 18 to 26). Funds available amounted to £6045.70
- C/16/88/3** **Bank Account – to review alternative sources**
Unity Bank had commenced charging £6 a month for its internet banking service and the clerk had been asked to source alternative **free** sources offering the same facility for two signatories to authorise payments on line.

Options appeared to be limited with the Co-op planning to offer similar service in the New Year and Barclays the most helpful of several banks contacted. It was agreed that the Chair and Clerk would make an appointment to visit the local Barclays branch to ensure that its community accounts fulfilled the criteria required.

C/16/88/4

Review of Budget ahead of precept setting

The Clerk reviewed income (£4819.18 c/f plus £7097.08) and expenditure to date (£5870.56). Ahead of precept setting in January councillors discussed possible expenditure in the next financial year with the possibility of a new bus shelter and the inclusion of a reserve allocated to flood defences.

C/16/89

Planning

C/16/89/1

New Applications – to agree responses to current applications

Ref minute C/16/83

C/16/89/2

Decisions – to note recent and pending decisions by WCC

It was noted that a decision was awaited for 16/02044/FUL 155 Springvale Road (amendments to previous planning permission 14/02556/FUL)

C/16/89/3

Enforcement

No new matters to note

C/16/90

General amenities

C/16/90/1

Mount Pleasant Wild Flower Area – consider action to be taken

It was agreed that Cllr Welland would speak to Cllr White at Kings Worthy to clarify confusion that had arisen over which parish was responsible for this area.

C/16/90/2

Lengthsman scheme update

Cllr Macpherson had attended a meeting of the Uplands Parishes Lengthsman scheme. It was agreed that parishes would pay the lengthsman for use of his mini excavator as this was not covered under the contract with HCC. The Lengthsman did not currently have the appropriate training for use of chemicals (such as weed killers) but was committed to completing this. Parishes would need to pay the lengthsman directly for any chemicals used. In addition, parishes would need to cover the costs of removal of any green waste from their own budgets. Cllr Macpherson noted that the lengthsman often needed suitable driveways etc for parking of vehicles and she tried to facilitate this where possible. Finally, it was hoped that the contract could be moved to a, three-year basis to aid administration.

Cllr Macpherson asked the meeting about the process for leaf clearing. Cllr Prince kindly agreed to forward WCC's timetable

C16/90/3

Noticeboards

C/16/90/3/1

Consider moving the Noticeboard at the bottom of Nations Hill to enable easier access

It was unanimously agreed to move the board. The clerk was asked to contact Little Rose, the local company that had recently completed work related to noticeboards.

C/16/90/3/2

Consider addition of self-healing membrane on Nations Hill and Bedfield Lane Boards

It was unanimously agreed to add self-healing membrane with the clerk to obtain quotes.

C/16/90/3

Speed Watch – to consider possible actions

The clerk was asked to find out more about data collected by the speed limit reminder equipment shared with Littleton & Harestock, Wonston and Itchen Valley parishes. Again, concerns were highlighted about Down Farm Lane.

- C/16/91/1 **Review of Standing Orders/Financial Regulations/Asset Register**
The Chair and Clerk had undertaken an initial review and recommended that NALC Standing Orders and Financial Regulations as amended for Headbourne Worthy Parish Council were circulated ahead of the next meeting for final review and adoption. This was unanimously agreed.
The Asset Register was discussed with three noticeboards (Nations Hill, Bedfield Lane, Taylors Corner), one bench (School Lane), four bus shelters (ref C/16/84/) and one history board (Taylors Corner) identified.
It was unclear whether the War Memorial was a parish council asset. The clerk was asked to investigate.
- C/16/92 **Receive update from the Working Party in respect of Barton Hill Cottages proposed development**
A meeting was to be scheduled in early December.
- C/16/93 **Emergency planning**
Cllr Barrow to update at January meeting
- C/16/94 **To note and consider the following correspondence**
Precept Capping Consultation – To discuss the 2017/18 Local Government Finance Settlement Consultation and agree Parish Council response
Clerk to circulate correspondence received from HALC
NHT Public Representative Survey – to allocate councillor to complete
Cllr Clark-Smith kindly agreed to complete this
Community Challenge Fund – to consider applying for funding available to support community-led flood alleviation schemes in rural Hampshire
Cllr Welland agreed to find out more about this
War Memorial – consider English Heritage listing
Until ownership of the War Memorial was established it was not possible to progress this further
Naming of land to “East of Railway” (Barton Farm) to “Barton Meadows Nature Reserve” or “Barton Down Nature Reserve”
The preferred name was Barton Down Nature Reserve
- C/16/95
C/16/95/1 **Communications – to receive updates**
Newsletter
The latest newsletter would be distributed by the Scouts on Saturday 19th November
- C/16/95/2 **Website**
Standing orders, financial regulations and policies would be added when updated and adopted.
- C/16/96 **Items for the next agenda**
- Dell Play Area
 - Grants Policy
 - Standing Orders, Financial regulations
 - Emergency planning
- C/16/97 **Date of meetings for 2017 including Parish Meeting**

It was agreed that meetings would take place on the second Monday evening of January, March, May, July, September, November subject to room availability. The Annual Parish Meeting would be a separate meeting.

The meeting closed at 9:38 pm

Signed.....

Date.....