

Minutes of Meeting of Headbourne Worthy Parish Council.

Held on Monday 11th September 2023

St Mary's Church Rooms, Kings Worthy

Email: clerk@headbourneworthy.org.uk

Chair: J. Hamblin Clerk: Belinda Baker

Present: Cllrs J Hamblin (Chair), J Rutter, R Watters,
C Clarke-Smith, A De Stefano, N Wilson

Cllrs J Porter

Apologies: M Iredale, S Cramoysan

Clerk: Belinda Baker

Public attendance: One

C/23/072 **Apologies**
Apologies were received from Cllrs Iredale and Cramoysan

C/23/073 **To receive declarations of pecuniary interests (DPIs) and other significant interests from members concerning specific items on the agenda**
There were none.

C/23/074 **Public Participation**
The member of the public attended to talk about planning application WR237

The Chair agree to move item 14a up the Agenda

C/23/075 **Planning Application HCC WR237**
The member of public explained that the proposal was for the management of road construction waste and was situated at the old motocross site. He said that planning application WR241 (C/21/113a) was not being progressed and application 23/01947 was for that site. He said access to the site would be from Christmas Hill and that footpaths and cycle paths would not be affected. He felt that the noise generated from the processing would be an improvement on the motocross. Cllrs queried the proposed number and origination of the lorries due to visit the site. Cllrs Watters and De Stefano asked if Andover Rd would be used. The member of the public admitted that it was possible but only road of construction work was being undertaken in central Winchester.

C/23/076 **Minutes Council Meeting held 12th June 2023**
a. **To approve and sign the minutes of the meeting 10th July 2023**
Minute C/23/069b was amended to remove "and motorcycles". There were

no other corrections and the minutes were signed.

b. To deal with matters arising not on the agenda

The Clerk notified that:

- Councils were being asked to consider holding 80th anniversary of D Day events.
- There had been no update on M3 jct 9 meetings or site visits.
- WDALC was holding their AGM 4th October
- SDNP was holding a Parish Meeting on 4th October online. Cllr Rutter said she would attend.

c. To deal with any correspondence

There was no correspondence.

C/23/077

City and County Councillor Reports

i

A report from the WCC Cllrs had been circulated before the meeting. Cllr Rutter asked Cllrs to give their views on the Central Winchester Regeneration project. She encouraged participation at the Carbon Neutrality Open Forum. She said it had proved a popular event. Cllr Hamblin said he would attend.

Action: Cllr Hamblin

ii

Cllr Porter had circulated a report before the meeting. She said the Cart and Horses jct consultation had over 800 responses. Both HCC and WCC believed the problem should be dealt with by National Highways as part of the M3 Jct 9 re-design. WCC wanted the area to be green friendly with electric and hydrogen charging points. She said HCC was holding a consultation regarding adult social care. HCC were keen that the Cornerways site in Kings Worthy would be retained for older persons housing. She noted there had been issues with the Henry Beaufort school buses at the start of term. She aimed to get all local stakeholders involved in a conversation about the bus transport into school. Cllr Hamblin asked for a monthly report on the M3 jct 9 progress.

The member of public left the meeting.

C/23/078

Council Matters

a. Agree membership and Chair of the Headbourne Worthy Committee

The membership of the Headbourne Worthy Committee was agreed as Cllrs Hamblin, Wilson, Clark-Smith and Rutter. Cllr Iredale would also be asked. Other HWPC Cllrs are also able attend and vote. Cllr Wilson was voted as Chair of the committee. It was agreed that other members of the community should be invited to join.

Action: Cllr Wilson, Clerk

b. Agree Terms of Reference for the HW Committee

The Terms of Reference as drawn up by the Clerk were agreed.

Action: Clerk

c. Update on increase in Cllr numbers

The email from WCC had been circulated before the meeting to say that an increase in the numbers of the HWPC Cllrs would not be possible before the Community Governance review in 2025. Cllr Hamblin commented that the PC was being asked to do things that it had not had to do before.

d. Agree dates for Council and Committee meetings for 2024

The Clerk had drawn up a list of dates for full Council and Committee Meetings but the number meetings could be reduced if necessary. This was agreed.

Action: Clerk

C/23/079

Kings Barton

a. Confirm legal agreement and transfer

The Clerk said that although the legal process had started at the end of July the transfer had still not taken place. She said the sticking point appeared to be that CALA had asked for payment for use of the roads. WCC said that CALA could not do so if the roads in question were to be transferred to HCC which in both cases they were. The Council agreed that that payment for use of the roads was not to be agreed to. The Council agreed that should CALA require access to the parks for works underground then they need to be required to make good the ground afterwards.

Action: Clerk

b. Agreed new sign at Greenfields Park

A new sign and the height of 1.5m were agreed.

c. Agree installation of litter bin at Greenfields Park

The Council agreed the installation of a litter bin in Greenfields park to be serviced through WCC. It was agreed to consider removing the litter bin at the bike racks when that transfer took place. Cllr Watters expressed concern that the park was not being maintained properly by CALA.

Action: Clerk

d. Approve new name of Manly Rd Pocket Park

The name of The Orchard was agreed.

e. Update proposed plan for Manly Rd Pocket Park

The plan to work with Sparsholt college to install a community orchard was agreed.

C/23/080

Area at the Front of Kings Barton

a. Update on transfer

The Clerk had a meeting arranged the following week with WCC and CALA to agree that the open space was of the appropriate standard and could be transferred. Cllr Iredale was due to attend. Cllr Rutter said she would too.

Action: Cllr Iredale, Cllr Rutter, Clerk

b. Approve report from the Maintenance Contract WG

The report from the meeting of the WG was approved.

c. Approve contract letter to Grass and Grounds

The letter appointing Grass and Grounds as the maintenance contractor for the area at the front of Kings Barton, as put forward by the Maintenance WG, C.23/080b, was approved.

Action: Clerk

C/23/081

Other Open Spaces

a. Update on the transfer of Welhouse Woods

The meeting for C/23/080a would also visit this area to agree if it could be put into one year maintenance, prior to transfer.

b. Football Pitches

The initial plans for the football pitches were circulated. It was acknowledged that the use of the pitches could generate income for the Parish and that it was an opportunity to install a community building.

c. Agree WG to provide community consultation on the pitches development and use

The Council agreed to set up a WG to include members of the community to research and provide advice on the football pitch planning consultation

and future use. The WG should also consider to other recreational space. It was agreed to ask for members in the next newsletter.

Action: Cllr Rutter

C/23/082 **Website – matters to be considered in the light of new charges**

The Clerk had circulated the new charges for the website hosting (it had previously been free). She also provided an alternative competitive quotation. The Council agreed to remain with Hugo Fox and take up the Bronze package.

Action: Clerk

C/23/083 **Budger 24/25**

a. Agree a WG to consider the budget for the next financial year

The Budget WG was agreed as Cllr Rutter, Cllr Wilson and Cllr Iredale. The Clerk was asked to set up a meeting.

Action: Clerk

b. Consider budget proposals for the next financial year

The Council agreed there should be a budget for expenses incurred by the Football pitches WG, C/23/081c.

Action: Clerk

C/23/084 **Policy Review**

a. Approve Policy Cycle

The Clerk had updated the Policy Cycle which listed the NALC/SLCC recommended policies and the frequency of when they should be reviewed. This was agreed.

Action: Clerk

b. Approve Anti- Bullying and Harassment policy

The policy drawn up by the Clerk and based on the NALC model was approved by the Council.

Action: Clerk

c. Agree next Policy to be reviewed

A Community Engagement policy and a Reserves Policy (to include the policies regarding the commuted sums) were agreed as the next policies to be reviewed.

Action: Clerk

C/23/085 **Finance**

a. Recent Transactions – to approve income and expenditure since last Council meeting.

Payments 39 -54 had been circulated prior to the meeting. These were reviewed and approved. The income was the Precept from WCC. Payments were noted against the bank statements. £20,000 was transferred from the Council's current account to the Savings Account.

Opening Balance		116227.98
WCC (Precept)	Income	24700
HWPC saving account	Transfer	20,000
Standard Life (Clerk's pension contrib)	39	16.02
Trimmers (Dell Maintenance)	40	120
J Berry (SLR rotation)	41	139.17
I Iredale (Bus survey distribution)	42	85
KBRA Grant (Marquee)	43	383

HMRC (Clerk's tax + Emp NI)	44	52.56
YMML (clerk's office & consumables)	45	36
B Baker (salary)	46	783.10
Standard Life (Clerk & Emp pension contrib)	47	25.63
Green Smile	48	354
YMML (clerk's office & consumables)	49	36
J Berry (SLR rotation)	50	139.17
HMRC (Clerk's tax + Emp NI)	51	74.76
B Baker (salary)	52	760.90
Standard Life (Clerk's Pension – employer contribution)	53	9.61
Standard Life (Clerk's Pension – employee contribution)	54	16.02
Closing balance (current account)		117897.04

b. To review budget 23/24 year to date.

This were reviewed and approved.

c. External Audit Report

The report from the external auditor was approved. The Clerk was asked to publish it on the website.

Action: Clerk

d. Consider increase in Clerk's hours

The Council agreed to an increase in the Clerk's hours to 18 hours a week. This was to accommodate the increase in workload with the transfer of the open spaces in Kings Barton. The Council asked the Clerk to maintain a log to be reviewed at the next meeting to ensure the hours were fair.

Action: Clerk

e. Grant application from the Wessex Cancer

The grant application was refused because it was not in the scope of the Council's grant policy. The Clerk was asked encourage Wessex Cancer to re-submit an application which would be more appropriate.

Action: Clerk

f. Grant application from Jubilee Hall

A grant of £500 was agreed for bike racks, improved pedestrian access and additional parking.

Action: Clerk

g. Update on savings account with Unity Bank

The savings account is now functional.

Action: Clerk

e. Deposit for the commuted sum

Cllr Iredale did not attend so there was no update.

Action: Cllr Iredale

C/23/086

Planning

a. New Applications

Date	Number	Address	Description	Comments by
30/08/23	WR237	Down Farm, Storage Land At Three Maids Moto Cross, Down Farm Lane,	Change of use from motocross, to a Construction, Demolition, Excavation Waste Management Facility, involving importation, treatment and storage of	27/09/23

		Headbourne Worthy Hampshire SO22 6RG	waste and aggregates, with offices, structures and vehicle parking (retrospective).	
The Clerk was asked to arrange a meeting with HCC planning in order to formulate a response.				

b. To note recent decisions

Date	Number	Address	Description	Outcome
14/08/23	23/01947/DI C	Land To The East Of The A272 Andover Road Littleton Hampshire	Partial discharge of condition 13 (WSI) of planning application 22/02037/FUL	Permitted
23/04/23	23/00642/LI S	The Old Rectory Springvale Road Headbourne Worthy Winchester Hampshire SO23 7LD	Internal alterations, replacement windows, replacement rainwater goods (partial) and other minor repairs	Permitted

c. To note decisions awaited

Date Rec'd	Number	Address	Description	Comments by
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
31/07/23	23/01459	Car Park at Royal Court, Church Green, Kings Worthy	NTQ proposed telecommunications installation.	02/08/23
10/09/	19/01983/rm 19/01984/rm 19/01985/Rm 19/02029/Rm 19/02122/Rm	Barton Farm, Andover Rd	Reserved matters for details (layout, scale, appearance and landscaping of the fourth phase of development (phase 4A) of the Kings Barton site; total of 273 dwellings; public open space; play area (LEAP); U13/14 football pitch; and allotments	10/12/19

d. Enforcement – to note any enforcement matters

There were none.

C/23/087

General amenities

a. Lengthsman co-ordination and tasks for October

Cllr Clarke-Smith commented that she had met with the Lengthsman and she had been happy with his work. She asked that Taylors Corner could be strimmed on the other side.

Action: Clerk

b. Shoots along routes – HCC proposals

The Council did not feel that the proposal by HCC would be effective for the Parish.

C/23/088

Newsletter and communications

a. Date and contributions for next newsletter

Cllr Rutter asked that the deadline for contributions should be 2nd October. The articles agreed were – the transfer of the open spaces in Kings Barton and the plan for The Orchard. The Clerk was asked to ask the Primary school if they wanted to contribute an article.

Action: Cllr Rutter, Clerk

C/22/089

Items for next agenda, date of next meeting

The date of the next meeting HWPC meeting would be on Monday 13th November at St. Mary's Church Rooms, Kings Worthy, the Kings Barton Committee would meet on Monday 18th September and the Headbourne Worthy Committee on 9th October.

Items for the Agenda:

Kings Barton open spaces acquisition

Budget

Action: Clerk

The meeting closed 9.50pm

The Chair thanked the attendees.