

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

**Held at 7.30pm on Monday 13<sup>th</sup> May 2024**

**Barton Farm Primary School, Kings Barton**

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

**Chair: J. Hamblin Clerk: Belinda Baker**

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

**Apologies:** J Porter, S Cramoysan

**Clerk:** Belinda Baker

**Public attendance:** None

**C/24/001 Election of the Chair and Vice-Chair of the Council**

Cllr Hamblin was proposed as Chair by Cllr Rutter and seconded by Cllr Clarke-Smith, the vote was unanimous. Cllr Clarke-Smith was proposed as the Vice-Chair by Cllr Wilson and seconded by Cllr Rutter, the vote was unanimous. Cllr Watter was unanimously voted as Chair of Kings Barton Committee and Cllr Wilson was unanimously voted as Chair of the Headbourne Worthy Committee.

**C/24/002 Apologies**

Cllr Cramoysan and Cllr Porter had sent their apologies.

**C/24/003 To receive declarations of pecuniary interests (DPIs) and other significant interests from members concerning specific items on the agenda**

Cllr Rutter as Chair of WCC's planning committee does take part in planning matters.

**C/24/004 Public Participation**

None attended.

**C/24/005 Minutes Full Council Meeting held 11<sup>th</sup> March 2024**

**a. To approve and sign the minutes of the meeting 11<sup>th</sup> March 2024**

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**

HCC and WCC were holding an online consultation for the improved cycling and walking scheme. One proposed route was through Headbourne Worthy and the Clerk said the matter would be on the HWC Agenda for the Parish Council to comment. Cllrs were encouraged to respond directly.

**Action: All Cllrs, Clerk**

**c. To deal with any correspondence**

There was none.

**C/24/006**

**City and County Councillor reports**

Cllr Rutter had circulated a report from the City Cllrs before the meeting. She said that Cllr Cramoysan had been re-elected. She said that she would continue as Chair of the Planning Committee, Cllr Cramoysan would continue as Chair of the Kings Barton Forum and the lead for environmental policies and Cllr Porter was cabinet member for the Local Plan.

**C/24/007**

**Transfer of “The Valley” (swale in Granadiers Rd) to HWPC**

**a. Terms of the transfer and land to be transferred**

A map of the area to be transferred and the amount of the commuted sum agreed with WCC had been circulated to Cllrs before the meeting. The Clerk explained that the swales had borders of horticulture and because they were situated near CALA's sales offices CALA would be expecting them to be kept to a high standard. She said that the maintenance agreement reached with Grass and Grounds for the area at the front of the development (C/23/080c) still stood and Grass and Grounds had provided a reduced quotation for maintaining this area which had been agreed by KBC (KB/24/011b).

**b. Resolve to accept the transfer of land on the terms agreed between CALA and WCC agreed by the Council (C/23/035)**

The Council resolved to accept the transfer of the Valley on the terms which were agreed between WCC and CALA agreed the Council (C/23/035).

**Action: Clerk**

**c. Agree to appoint Thrings as legal representatives of the transfer**

The quotation of up to £2,600, supplied by Thrings, was agreed.

**Action Clerk**

**d. Agree Searches required**

The Council agreed that environmental searches were required for the transfer. The Clerk was asked to check with Thrings if other searches were recommended.

**Action: Clerk**

**C/24/008**

**Update on other transfer of land**

**a. Welhouse Woods**

The Clerk confirmed that this area was likely to be transferred in August or September. She said the matter would be on the July Council meeting Agenda. Cllr Watters said that KBC was considering what maintenance would be required. He commented that the SUDS was a lovely space for residents to enjoy.

**Action: Clerk**

**b. Acquisition by resident of Welhouse mews strip of land adjacent to his property that was not part of the transfer**

The Clerk explained there was an anomaly in the mapping of the land, that would be transferred to HWPC as part of Welhouse Woods, and the adjacent properties. The Council was in agreement that there was no

reason for HWPC to have a claim on the land that was not part of the transfer.

**Action: Clerk**

**c. Playground 1a and Winterbourne Meadows**

These areas had now been put into one years maintenance although WCC had not agreed which plans CALA was working to.

**d. Agree new name for 1a Playground**

This was agreed as Meadowside Park which had been chosen by the majority of residents.

**e. Football Pitches and Community building**

It was recognised that the football pitches were not going to be installed in as had previously discussed. Cllr Watters said CALA had shared the Community building plans with KBC. He said the internal layout could be changed but CALA was not prepared to change the height but would install glass frontages. Cllr Hamblin asked the Council to consider how the building would be run. The Clerk said there was a VAT issue with the Council running it. The Auditor suggested, in her report (C/24/011d), that the Council sought professional advice. Cllr Rutter said storage was an important consideration. The Council agreed that a WG of Cllr Watters and Cllr Iredale would research how other community buildings were laid out and operated.

**Action: Cllrs Watters and Iredale**

**C/24/009**

**Policy Review**

**a. Data Protection Policy**

It was agreed to defer this to the July meeting (C/23/133b)

**Action: Cllr Hamblin**

**C/24/010**

**Training for Councillors**

The Clerk had circulated a list of courses supplied by HALC. Attendees for courses were agreed.

**Action: Clerk**

**C/24/011**

**Matters that the Internal Auditor brought to the Council's attention in her report**

The Chair explained the Council's responsibilities were growing and the Auditor was bringing matters to the Council's attention that ought to be considered.

**a. Governance Review**

The Chair asked that the Auditors' report should be forwarded to WCC because the lack of Councillors was seriously stretching democracy.

**Action: Clerk, Cllr Rutter**

**b. Committees**

The Council recognised that when more Councillors were available the committee structure would be different.

**c. Accounting Software**

The Clerk was asked to look into accounting software that was available to Parish Councils with a view to implementation.

**Action Clerk**

**d. Community Building and VAT considerations**

The Auditor had advised that the Council should seek professional advice in considering the VAT implications for the Council running a community building. Cllr Hamblin suggested running the building as a Community

Limited Company. The Council recognised that the matter required serious consideration.

**e. Investment of the Commuted Sums**

It was recognised the amount of money that was transferred to the Council needed investing for the future of the community. Cllr Iredale recommended speaking to an independent financial adviser. This was agreed. Cllr Iredale agreed to research suitable advisers.

**Action: Cllr Iredale and Clerk**

**C/24/012**

**Membership of the Maintenance Working Group**

A member of the KBC had resigned from the WG. Cllr Wilson agreed to join. The contract for the Dell would need to be reviewed in June.

**Action: Clerk**

**C/24/013**

**Finance**

**a. To approve 23-24 accounts**

The accounts were approved.

**b. To approve final budget for 23/24**

This was approved.

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

Payments 139-154 and 1-13 from the current account had been circulated prior to meeting. These were reviewed and approved. The income was from WCC for the Precept and HMRC VAT repayment. Payments were noted against the bank statements. The savings account had an interest payment of £427.16.

Opening Balance		68515.52
WCC ( Precept)	Income	31690
HMRC (VAT)	Income	3139.43
Hugo Fox (website hosting)	139	11.99
HALC (training crse)	140	117.60
YMML (clerk's office & consumables)	141	36
B Baker (salary)	142	1242.48
B Baker (expenses)	143	147.80
PCC Kings Worthy (Hall Hire)	144	30
HMRC (Clerk's tax + Emp NI)	145	326.12
Vitaplay (Greenfields inspection)	146	58.20
Nigel Palmer KBRA grant -defibrillator)	147	750
Greensmile (Greenfields & Dell maintenance & bin clearance)	148	738
UWAT (room hire)	149	75
J Berry (SLRs rotation)	150	220
Vitaplay (Dell inspection)	151	58.20
Infinity Playgrounds (Mulch matting)	152	389.64
I Iredale	153	130
Unity Bank (service charge)	154	18
Standard Life (Clerk's Pension - both)	01	79.52

Hugo Fox (website hosting)	02	11.99
B Baker (MS Office)	03	79.99
STockbridge PC (share Zoom licence)	04	77.94
HALC (subscription)	05	527
PCC Kings Worthy (Hall Hire)	06	30
J Berry (SLRs rotation)	07	220
YMML (clerk's office & consumables)	08	42
Greensmile (Greenfields & Dell maintenance and bin clearance)	09	622
Stockbridge PC (Lengthsman)	10	88
HMRC (Clerk's tax + Emp NI)	11	274.86
B Baker (salary)	12	1476.79
Standard Life (Clerk's Pension - both)	13	79.52
Closing balance		95386.31

**Instant Saver Account**

Opening Balance		67797.76
Interest	Income	427.16
Closing balance		68224.92

**d. To review budget 24/25 year to date.**

This was reviewed and approved.

**Action: Clerk**

**e. Approve the Annual Governance Statement**

This was approved unanimously.

**f. Approve the Annual Accounting Statements**

This was approved unanimously.

**g. Approve the Internal Auditor's Report**

This was approved unanimously.

**h. Announcement of Public Rights**

The statement for the announcement was approved unanimously.

**i. Declare any conflict of interest with BDO (external auditors)**

None were declared.

**g. Appoint "Do the Numbers" as the Internal Auditor"**

This was agreed.

**j. Approve insurance**

The insurance premium as provided by Hiscox insurance for £817.24 was agreed.

**Action: Clerk**

**C/24/014**

**Planning**

**a. New Applications**

Date	Number	Address	Description	Comments by
29/03/2024	24/00721/HOU	The Red House Wellhouse Lane Headbourne Worthy Winchester Hampshire SO23 7JY	Reinstatement of existing fire damaged garage and carport block into two bedroom annexe. The provision of a dormer and velux style windows to the second double garage block.	28/05/24
The Council had no comment to make.				

**b. To note recent decisions**

Date	Number	Address	Description	Decision
25/03/24	24/00541/FU L	Vodafone Site 1424 Down Farm Lane Headbourne Worthy Hampshire	Erection and siting of fibre exchange telecommunications infrastructure to provide a full fibre (gigabit) to the premises service	Withdrawn
30/01/24	24/00230/TP O	New House Down Farm Lane Headbourne Worthy Winchester Hampshire SO23 7LA	1206& 1207 Poplar - Remove. 1209 - 1212 Poplar - Remove.  Replacement planting to be agreed within the planning authority.	Refused

**c. To note decisions awaited**

Date	Number	Address	Description	Comments by
28/03/24	24/00701/DI C	Land To The East Of The A272 Andover Road Littleton	Discharge of condition 14 of planning consent 22/02037/FUL	15/04/24
11/03	22/02251/FU L	Down Farm House Down Farm Lane Headbourne Worthy Hampshire SO22 6RG	Appeal to secretary of State. Redevelopment of farm buildings to provide a detached dwelling,	15/04
01/12/23	23/02542/FU L	167 Springvale Road Headbourne Worthy Winchester Hampshire SO23 7LF	Erection of two x 3-bedroom detached dwellings following demolition of exisitng dwelling, garage and outbuilding with associated works.	15/01/24
30/08/23	WR237  23/02126/H CS	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 waste and aggregates,	27/09/23
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
12/02/24	24/00327/FU L	Three Maids Field Andover Road Littleton Hampshire (electric charging)	Application to vary / remove condition no's 2, 3, 4, 5, 7, 8, 9, 10, 12, 13, 18, 19, 21, 23, 24, 25 and 26 of Planning Consent 23/01594/FUL	25/03
21/02	24/00410/DI C	Pudding Farmhouse Pudding Farm Pudding Lane Headbourne Worthy Hampshire	Discharge of Condition 3 (Materials), condition 4 (Sash Window details), condition 5 (Opening up statement), condition 8 (Services drawings) of application 22/01777/LIS	

**d. Enforcement – no matters were noted**

**C/24/015      General amenities and maintenance**

The Lengthsman was asked to strim around the bench on school lane and jet-wash the bus shelter at Taylor's corner

**Action: Cllr Clarke-Smith, Clerk**

**C/24/016      Newsletter and communications**

**a. Date and contributions for next newsletter**

The latest newsletter had recently been sent to the printers. Cllr Watters agreed to take over from Cllr Rutter as the editor. He said he would be producing the next newsletter in the Autumn.

**Action: Cllr Watters**

**b. Delivery of the newsletter and fee**

The Clerk said she had been able to organise delivery of the newsletter. The Council agreed that because of the newly occupied 2a area in Kings Barton the fee would increase to £160.

**Action: Clerk**

**c. Meet the Cllrs event**

Cllr Watters said he would be able to provide a means of displaying the designs. The Clerk said she would organise mounting the boards. She would be able to install the marquee. Wine and nibbles would be provided for the event. Invitations and posters had been printed by ADH printing and needed distributing.

**Action: Cllr Watters, Clerk, All Cllrs**

**C/24/017**

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

The date of the next meeting full Council Meeting would be the Annual Council Meeting Monday 8<sup>th</sup> July at St. Mary's Church Rooms. The next meeting of the Headbourne Worthy Committee would be 10<sup>th</sup> June and the Kings Barton Committee would be 20<sup>th</sup> May.

Items for the HWPC Agenda:

Commuted sum investment

Data Protection Policy

Welhouse Woods transfer

Community Building

**Action: Clerk**

**C/24/018**

**Resignation of a Councillor**

Cllr Rutter resigned as Councillor to HWPC Council. Cllr Hamblin thanked Cllr Rutter for her nearly 20 years service as a Councillor and for her commitment to the residents of the parish of Headbourne Worthy.

The meeting closed 9.40pm

The Chair thanked the attendees.