

Minutes of a Meeting of Headbourne Worthy Parish Council

Held on Monday 9th July 2018

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), C Clark-Smith, D Barrow, G Macpherson
Apologies: County/City Cllr J Porter
Cllrs C Duncan, J Rutter, G Vigor-Robertson
Clerk: Jill Judge
Public attendance: One

- C/18/020 **Apologies**
Apologies were received and accepted from Cllr Duncan, Cllr Rutter and Cllr Vigor-Robertson.
- C/18/021 **To receive declarations of pecuniary interests (DPIs) and other significant interests from members concerning specific items on the agenda**
Members declared no pecuniary interests.
- C/18/022 **Public Participation**
No members of the public attended the meeting.
- C/18/023 **City and County Councillors Reports**
County Cllr Porter's report attached.
- C/18/024 **Minutes of the Meeting of 14th May 2018**
C/18/024/1 **To approve and sign the minutes**
The minutes were agreed as a true record of the meeting.
- C/18/024/2 **To deal with matters arising not on the agenda**
C/18/004 The Clerk had contacted Karen Vincent, Electoral Services Manager at Winchester City Council, to ask how the number of councillors could be increased to reflect the growing size of the parish with the ongoing development of Kings Barton. The reply was that this would require a community governance review. Initially this meant the Parish Council writing to WCC outlining the reasons why they believe this should be undertaken. The Clerk would draft an appropriate letter for approval. **Action: Clerk**
- C/18/025 **Bus Shelters – Receive update**
The clerk had received the following update from Skanska with reference to the bus shelter to be erected at Christmas Hill.

We are now progressing the matter and about to give an order to the Bus Shelter supplier.

Please find attached the 3D colour view showing the proposed bus shelter to the colour and specification as required by the Parish Council

We are pleased to be able to advise you that A1 information panel will be provided as part of the proposal.

C/18/026

Receive update Emergency Planning

Winchester City Council would be holding a consultation on proposals for development on land off Burnet Lane, Kings Worthy (informally known as Top Field) on 12th July. Cllr Porter highlighted concerns that this development could threaten the flood plain impacting Headbourne Worthy.

It was agreed that Cllrs Barrow and Vigor-Robertson would review and update the Emergency Plan as appropriate. Key was to ensure contact numbers and guidance of where to go in the case of emergency was publicised (noticeboards, website). **Action: Cllrs Barrow, Vigor-Robertson**

Some work appeared to have been carried out to reduce the silt build up and subsequent blockage of the drainage ditch adjacent to Worthy Barn. As discussed and reported on many previous occasions (ref minutes C/17/65/1, C/17/79/1, C17/102, C/17/118) this this was not a long-term solution with the whole ditch running to the Trout Farm needing investigation and subsequent actions to prevent flooding. Cllr Porter agreed to pursue this.

Action: Cllr Porter

It was noted that no further update had been received from HCC relating to traffic calming and flood alleviation measures at Down Farm Lane/Springvale Road. (ref C/17/147)

C/18/027

The Dell Play Area

The clerk had written to Steve Tilbury, Strategic Director (Services), Winchester City Council, in response to his letter relating to the S106 agreement. A response was still awaited (ref C/17/142, C/18/010).

Nick Adams had carried out an annual playground inspection and his report had been circulated to all councillors. No high-risk hazards had been identified. The Chair and Clerk would review medium risk actions (one identified – medium risk defined as take action to reduce if possible, or available) and low risk actions (three identified – low risk defined as monitor and take reasonable action if required). **Action: Chair/Clerk**

The report suggested an appropriate position for a swing, should this be chosen as suitable additional play equipment for the site. Problems nationally with timber decaying prematurely had been highlighted and it was suggested at the meeting that playground equipment using recycled plastic be investigated as part of the review of suppliers and additional equipment. **Action: Chair/Clerk**

C/18/028

Finance

a. Recent Transactions

Payments 07 to 18 circulated ahead of the meeting were reviewed and approved

Little Rose - 16/4 and 30/4 cuts – The Dell	7	150.00
Came & Company (Annual Insurance)	8	349.56
HMRC – PAYE - May	9	5.00
J Judge - salary - May	10	192.86
PCC of Kings Worthy - Hall Hire - May	11	30.00
ICO	12	35.00
J Judge - APM expenses	13	17.91
Little Rose - 14/5 and 29/5 cuts – The Dell	14	150.00
ADH Printing - Newsletter Spring	15	135.00
HMRC – PAYE - June	16	5.20
J Judge - salary - June	17	192.66
Bank Service Charge	18	18.00

b. To review budget year to date

Circulated ahead of the meeting the receipt of VAT for the period 1 October 2017 to 31 March 2018 was noted together with payments made as above. To date there were no significant variations from Budget.

C/18/029

Planning

a. New applications – to agree responses Current Applications

Date Rec'd	Number	Address	Description	Comments by
04/05	18/01239/TPO	4 St Nicholas Rise	X1 Mature Ash located in the rear garden Evidence 1 a). Crown lift North West side (facing garage), up to the 1st major limb as shown in the photograph, removing all epicormic regrowth from the main stem below this limb. b). Crown lift west canopy, over neighbouring garden boundary, no greater than 25mm, back to best practice pruning points. (yellow/red line as shown in the photograph. c). remove the secondary branch from the same 1st major limb as shown in the photograph (small red circle). Evidence 2 a). split branch; remove the hazard Evidence 3 a). Tip reduce in the lateral lower foliage North West no greater than 50mm that faces the garage. b). Full crown canopy thin of up to 15%	18 July
<i>The Parish Council had no specific comment in relation to this application</i>				
30/4	18/01066/HOU	School House School Lane	Re-submission of prior planning permission reference 14/02774/FUL which had been approved however permission has expired 26 January 2018. (HOUSEHOLDER) Erection of two storey	19 July

			side extension and one storey rear extension.	
<p><i>The historic importance of the former school to the parish was noted and concerns raised that the proposed extension (s) were not sympathetic to the style of the original building. The clerk was requested to submit an objection and comment to this effect.</i></p>				

b. Decisions – to note recent and pending decisions by Winchester City Council

Date Rec'd	Number	Address	Description	
04/5	18/01138/HOU	Field View Pudding Lane	Change of use of existing annexe/carport to holiday let	Application permitted
03/5	18/01154/TPO	3 St Nicholas Rise	T1 Sycamore. Crown lift the canopy skirt 5m from ground level. Reduce the lateral limb over the property back to the fork, giving a 2-5m building clearance. Pruning cuts to BS3998(2010.) To allow light into the property.	Application permitted
12/4	18/00926/FUL	Paddock Gate Down Farm Lane	2 No. single storey extensions to single storey detached property including the following accommodation: 1. En-suite shower room to existing master bedroom. 2. New entrance, additional bedroom with en-suite bathroom and double car port with storage	Application permitted
05/4	18/00862/HOU	Thatched Cottage Pudding Lane	Erection of detached summer house in garden	Application permitted
01/11	17/02806/FUL	Church Paddock Fishery Bedfield Lane	New access with public highway and track to existing parking area	Application permitted

It was noted that application 18/00462/FUL – small detached two bedroomed cottage in garden infill plot at Orchard House, Mount Pleasant had been permitted. Councillors expressed disappointment that the Springvale Local Area Design Statement (LADS) appeared to have no impact on this decision.

c. To note decisions awaited

Date Rec'd	Number	Address	Description	Decision.
18/4	18/00962/HOU	4 St Nicholas Rise	Single storey extension. Altered Roof Design & roof-space conversion.	Decision awaited
19/4	18/00940/FUL	Land East Of Down Farm Lane Headbourne Worthy	Proposal: The development of four detached family homes, garages, formation of a new vehicular access road onto Down Farm Lane together with hard and soft landscaping and all other associated development works.	Decision awaited
<p><i>The agent's comments relating to the parish council's objection to this application were noted. Cllr Porter would contact WCC to request that the application be reported to the Planning Committee if the recommendation was for approval.</i></p>				

Cllr Macpherson, as Church Warden to St Swithuns, highlighted a public consultation on Wednesday 11 July to outline plans for a proposed car park for worshippers and visitors.

d. Enforcement – to note any enforcement matters

No update

e. Village Design Statement – update

Open spaces were discussed. The clerk had confirmed the definition of such spaces as having

1. a significant **amenity value** which helps define the character and appearance of the town or village & where development would compromise this value; or
2. an important **recreational value**.

The clerk was instructed to contact Stuart Dunbar-Dempsey and request the addition of the land adjacent to the Watercress Beds and Barton Meadows to the parish's list of Open Spaces. **Action: Clerk**

It was observed that the dog bins at the Barton Meadow Nature Reserve did not appear to be emptied regularly and that the positioning of the two bins close together was not ideal. The clerk was requested to contact Chris Hughes, Implementation Officer at Kings Barton, to investigate this. **Action: Clerk**

C/18/030

General amenities

Lengthsman Scheme Update

A new lengthsman had been recruited and would complete his first day in the parish on 30th July.

The Chair signed the annual associate contract.

C/18/031

Receive update from the Working Party in respect of Affordable Housing proposed development – Cllrs MacPherson and Rutter

Cllr MacPherson reported that a project plan for the proposed development was being set up and that a consultation would be held later in the year.

Cllr MacPherson had investigated the possibility of a Permissive Footpath leading from the proposed affordable housing development across to Nuns Walk footpath. Unfortunately, this was not a viable option.

C/18/032

Receive update from Barton Farm Forum – Cllr Duncan

Cllr Duncan was unable to attend the meeting and County Councillor Porter gave an update.

As previously reported the construction of the school had been delayed with the number of children on the site lower than anticipated at this stage of the development.

Cllr Porter continued to express access concerns for residents currently moving in with the Andover Road footpath not providing a safe route to the town centre (inadequate lighting, inconsistent surfaces and narrow in places). Cycle access

was set at 650 occupations and it was hoped that the path to Abbots Barton be formed of a solid surface with lighting as appropriate.

The parish noticeboard that Cala Homes had undertaken to provide was yet to be erected. The Chair would follow this up. **Action: Chair**

C/18/033 **Communications – to receive updates**
C/18/033/1 **Newsletter**

The newsletter was being distributed and thanks were extended to the Scouts.

C/18/033/2 **Website**

No specific update.

C/18/034 **Recruitment of New Clerk**

A job description had been prepared and salary scale would be confirmed before advertising on the Hampshire Association of Local Councils website, the parish website etc.

C/18/034 **Items for next agenda and date of next meeting**

a. To consider more frequent meetings

It was agreed that with effect from 1 January 2019 that the parish council would meet 10 times year (monthly except for August and December).

b. To arrange a location for November meeting

The clerk had been notified that St Mary's Church Room were unavailable for the November meeting. Alternative locations would be investigated.

The meeting closed at 8.55pm

Signed.....

Date.....