

Minutes of Headbourne Worthy Parish Council meeting.

Held at 7.30pm on Monday 8th July 2024

Barton Farm Primary School, Kings Barton

Email: clerk@headbourneworthy.org.uk

Chair: J. Hamblin Clerk: Belinda Baker

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

WCC S Cramoysan

Apologies: None

Clerk: Belinda Baker

Public attendance: None and Ms Mariagrazia Leone

C/24/019 **Apologies**
Cllr Porter and Cllr Rutter had sent their apologies.

C/24/020 **Co-Option of Councillor**
Two members of the public had put themselves forward to be co-opted, however, only one was able to attend the meeting. Both applications were considered when Ms Leone had left the room. The Councillors had no objection to either candidate but agreed to co-opt Ms Leone who was already a member of the Kings Barton Committee. Ms Leone signed the documentation and was welcomed to the Council.

C/24/021 **To receive declarations of pecuniary interests (DPIs) and other significant interests from members concerning specific items on the agenda**
There were none.

C/24/022 **Public Participation**
None attended.

Cllr Wilson left the meeting.

C/24/023 **Minutes Full Council Meeting held 13th May 2024**
a. To approve and sign the minutes of the meeting 13th May 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
There were none.

c. To deal with any correspondence

There was none.

C/24/024 City and County Councillor reports

The report from City Cllrs was due later in the week. Cllr Cramoysan acknowledged that the capacity of “bring” bins at Kings Worthy needed improving. He said that Council meetings and business was now returning to normal after the election.

C/24/025 Welhouse Mews CIL

Emails from WCC had been circulated before the meeting. The emails admitted that the CIL for the Welhouse Mews development had not been collected because the development had been erroneously included in the CALA Homes development, which is designated as zero for CIL. Cllrs agreed that this mistake had cost HWPC around £20K and there was now no means of getting the money back from the developer. Cllr Hamblin proposed writing a formal letter of complaint to WCC’s Chief Executive because he felt that this was a case of negligence on the part of WCC. This was agreed.

Action: Clerk

C/24/026 Christmas Lights project at Kings Barton

The Clerk explained that KBC working with the KBRA were proposing to install Christmas lights on the streetlights in Kings Barton. She said she was hoping to fund the proposal via grants from WCC, because it was a community project, but there may be a requirement for a contribution from HWPC. Cllr De Stefano warned that the streetlights in 1a might need to be changed. The Clerk asked for the project funds to be held by the HWPC bank account. This was agreed.

Action: Clerk

C/24/027 Anti-Cyber crime information event

The Council had been approached (HWC/24/020) by a member of the Hampshire Police to hold a presentation on how to deal with scams and other cyber crimes. The Council agreed to hold the event in the Jubilee Hall on 28th November and to promote the event to Kings Barton and Headbourne Worthy residents.

Action: Clerk

C/24/028 Transfer of “The Valley” to HWPC

a. Confirmation of the transfer of the Valley

This had not yet taken place because CALA was required to do maintenance of the site to bring it up to standard for hand over. This was due to take place in the coming week.

Action: Clerk

b. Confirmation of the maintenance arrangements

The Clerk said that the contractor, Grass and Grounds was ready to take over maintenance at handover.

Action: Clerk

C/24/029 Transfer of other land

a. Welhouse Woods

The Clerk had a meeting scheduled with WCC and CALA, on site, to confirm the required maintenance before the transfer. Handover was due

to take place at the beginning of October. It would be on September's Agenda.

Action: Clerk

C/24/030

Policy Review

a. Data Protection Policy

Cllr Hamblin had drawn up a Data Protection Policy but wanted to defer its agreement to September. He explained that the policy was an internal policy whilst the Data Protection Notice was how HWPC would handle personal data from outside. The two policies would need to work together.

Action: Cllr Hamblin, Clerk

b. Data Protection Notice

This was deferred (C/24/30a).

c. Publication Scheme

The publication scheme was agreed.

d. Complaints Policy

The policy had been updated and was agreed.

C/24/031

Community Building

a. Ownership and possible VAT considerations

Cllr Hamblin explained that there were various options available for the ownership of the building. He put to the Council that it would be appropriate to seek legal advice as to which would suit best the community building. This was agreed. Cllr Hamblin agreed to ask for a quotation for the advice.

Action: Cllr Hamblin

b. Items that the WG recommended should be specified.

It was agreed to defer this until after the legal advice had been obtained.

C/24/032

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

a. Governance Review

The Chair commented that low number of Councillors exposed the Community to poor governance at a local level as Cllrs who were unhappy with the amount of work that was required, left the Council. He said that this was a risk to the democratic process. He noted that the auditor had raised this as a risk and that her report had said it would be appropriate to leave a full governance review to when the development was complete. Cllr Cramoysan said that WCC recognised this as a problem and that it was in their power to do something about it. The Council agreed unanimously to write to WCC's Chief executive to make her aware of the problem and to request that it is addressed as soon as possible.

Action: Clerk

b. Accounting Software

The Clerk said she had researched various options but the unanimous recommendation from other Clerks, for a Council of HWPC's size and likely future size, was Scribe. She said she had had a demo of the product and was happy with its effectiveness. The Council agreed unanimously to use the Scribe software for £49 a month.

Action Clerk

c. Investment of the Commuted Sum

Cllr Iredale had circulated both a report and the guidance for Local Gvt investment before the meeting. She said she understood that the commuted sums would be coming in staggered payments starting in October. A number of these payments were not required for maintenance.

She advised the Council to take a prudent approach, one that would provide income from the investment to reduce the precept, some capital but was also a cautious risk. She addressed the option of investing in the CCLA but cautioned that there were only 3 investment funds for LAs and she didn't feel there was enough diversification. She noted that it would be appropriate for the Council to have a Finance Committee but noted also that with the number of Cllrs available (C/24/032a) this was not possible. The Council agreed unanimously that the Local Gvt investment guidance would be adhered to and that the risk profile should be cautious but should generate income and capital growth. Cllr Iredale said she was seeking advice from a suitably qualified investment adviser and she and the Clerk were due to attend a meeting.

Action: Cllr Iredale and Clerk

C/24/033

Finance

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

Payments 14 -47 from the current account had been circulated prior to meeting. These were reviewed and approved. The income was from Hiscox insurance for the claim for the noticeboard. Payments were noted against the bank statements. There was an interest payment into the saving account.

Opening Balance		95386.31
Hiscox (nsurance claim)	Income	1121.92
Hugo Fox (website hosting)	14	11.99
ADH (newsletter May)	15	332
ADH (newsletter Sping)	16	276
Greensmile (Greenfields & Dell maintenance & bin clearance)	17	622
PCC Kings Worthy (Hall Hire)	18	30
UWAT (KB Room Hire)	19	37.5
Do the Numbers (Internal audit)	20	320
Greensmile (Orchard mowing)	21	60
B Baker (Fasthosts – email)	22	484.76
Infinity Playgrounds (Dell – replacement ropes)	23	312
Thrings (Environmental search)	24	285.12
J Berry (SLRs rotation)	25	220
HMRC (Clerk's tax + Emp NI)	26	288.68
Gallaghers (Insurance)	27	817.24
YMML (Clerk's office & consumables)	28	42
GM Jacobs (Newsletter delivery)	29	160
B Baker (Salary)	30	1439.71
Standard Life (Clerk's Pension - both)	31	79.52
Hugo Fox (Website hosting)	32	11.99
Information Commissioner (Data Protection)	33	35

J Berry (SLRs rotation)	34	220
J Hamblin (Event refreshments & thank you gift)	35	100.89
Infinity Playgrounds (Greenfields–replacement gate)	36	2199.6
Stockbridge PC (Share Clerk course)	37	15
YMML (Clerk's office & consumables)	38	42
M Younger (Marquee erection)	39	36
B Baker (Travelling expenses)	40	144
HMRC (Clerk's tax + Emp NI)	41	296.88
B Baker (event expenses)	42	12.51
Infinity Playgrounds (Dell – climbing frame repairs)	43	3655.92
Greensmile (Greenfields & Dell maintenance & bin clearance)	44	622
B Baker (salary)	45	1454.75
Unity Bank (service charge)	46	18
Standard Life (Clerk's Pension - both)	47	79.52
Closing balance		95386.31

Instant Saver Account

Opening Balance		68224.92
Interest	Income	467.76
Closing balance		68692.68

b. To review budget 24/25 year to date.

This was reviewed and approved.

Action: Clerk

c. To increase budget for the Valley by £1100

This was approved unanimously.

d. Budget for the communications for a new bus in Kings Barton

Cllr De Stefano explained it was likely that a new bus service would start in Kings Barton in October. He explained it was important that residents were aware of the service and that HCC would be designing leaflets. The Council agreed unanimously a budget of £750 for the marketing of the service and the distribution of leaflets.

Action: Clerk

C/24/034

Planning

a. New Applications

Date	Number	Address	Description	Comments by
19/06/24	24/01295/DIC	Land To The East Of The A272 Andover Road Littleton	Original application: 22/02037/FUL Condition: 24	19/08/24
The Council had no comment to make.				
12/06/24	24/01170/HOU	Little Acre Down Farm Lane Headbourne Worthy Winchester Hampshire SO23 7LA	Replacement Porch to front elevation	04/07/24
The Council had no comment to make.				

30/08/23	WR237 23/02126/HCS	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,	Committee 17 th July 10.00am
The Chair asked to review the Council's objections. It was agreed that if he could attend he would but the Clerk would do so if he was unable. No one else was available to attend.				
02/07/2024	24/01394/NMA	Three Maids Field Andover Road Littleton Hampshire	NMA to 23/01594/FUL Minor changes to proposed restaurant building	30/07/24
The Council had no comment to make.				
31/07/23	23/01459	Car Park at Royal Court, Church Green, Kings Worthy	NTQ proposed telecommunications installation.	02/08/23
The Council could not discern any improvements on the Council's objections in the previous application. The Clerk was asked to make the same objections.				
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
The Council had no objections				

b. To note recent decisions

Date	Number	Address	Description	Decision
12/02/24	24/00327/FUL	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	Permitted

c. To note decisions awaited

Date Rec'd	Number	Address	Description	Comments by
17/05	24/01066/HOU	4 Crest View 161 Springvale Road Headbourne Worthy Winchester Hampshire SO23 7LF	Rear Extension to replace conservatory creating open plan kitchen lounge dining area	21/06
28/03/24	24/00701/DIC	Land To The East Of The A272 Andover Road Littleton	Discharge of condition 14 of planning consent 22/02037/FUL	15/04/24
01/12/23	23/02542/FUL	167 Springvale Road Headbourne Worthy Winchester Hampshire SO23 7LF	Erection of two x 3-bedroom detached dwellings following demolition of existing dwelling, garage and outbuilding with associated works.	15/01/24
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
21/02	24/00410/DIC	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 – to note any enforcement matters

There were no enforcement matters to be noted.

C/24/035

Newsletter and communications

a. Date and contributions for next newsletter

Cllr Watters asked if it was appropriate for the newsletter to show support for local businesses. This was agreed unanimously as appropriate.

Action: Cllr Watters

C/24/036

Items for next agenda, date of next meeting

The date of the next meeting full Council Meeting would be the Monday 9th September at Kings Barton Primary School. The next meeting of the Headbourne Worthy Committee would be 14th October and the Kings Barton Committee would be 15th July.

Items for the HWPC Agenda:

Commuted sum investment

Data Protection Policy

Welhouse Woods transfer

Community Building

Community governance

Action: Clerk

Meeting ended at 9:20pm

The Chair thanked the attendees.