

Minutes of a Meeting of Headbourne Worthy Parish Council

Held on Monday 8th May 2017

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 Duncan, D Barrow

Absent: Cllrs J Rutter, C Clarke-Smith, G Macpherson

City Councillor Malcolm Prince

City and County Councillor Jackie Porter

Clerk: Jill Judge

Public attendance:

C/17/39 **Election of Chair**

Cllr Welland was elected Chair. Cllr Welland completed declaration of acceptance of office witnessed by the clerk

C/17/40 **Apologies**

To receive apologies and approve reasons for absence.

Apologies were received and accepted from Cllr Rutter, Cllr Clarke- Smith and Cllr Macpherson.

C/17/41 **To receive declarations of pecuniary interests (DPIs) and other significant interests from members concerning specific items on the agenda**

Councillors declared no interests

C/17/42 **Public Participation**

"Understanding the Role of Age Concern Village Agents"

Anne Harrison, Village Agents Project Co-ordinator gave an overview of of the Village Agent programme which had been running since 2011 and was funded by Hampshire County Council. Currently there were around 50 agents volunteers who helped older people to access resources and engage in their local community. General agents were based in rural communities with Headbourne Worthy viewed as a mix of rural/urban.

Frances Strange, Village Agent for Compton and Shawford explained to the meeting ways in which she engaged with older people in the community and offered help.

The Chair said the project was certainly of interest to the Parish Council and would be discussed at the next meeting when more councillors were available.

C/17/43 **City and County Councillors Reports**

C/17/43/1

City and County Councillor Jackie Porter was unable to attend the meeting and had provided a written report. Councillors viewed this on the projector that had been purchased by Headbourne Worthy Parish Council funded by the

- Winchester City Council Small Grants scheme. The report would be circulated to those unable to attend the meeting.
C/17/43/2 City Councillor Malcolm Prince – no report.
- C/17/44 **Minutes of the Meeting of 13th March 2017**
C/17/44/1 To approve and sign the minutes
The minutes were agreed as a true record of the meeting.
Proposed Cllr Welland, seconded Cllr Duncan
- C/17/44/2 **To deal with matters arising not on the agenda**
All matters arising were covered by agenda items
- C/17/45 **Casual Vacancy - Receive update**
No further interest had been received in the role. It was suggested that the vacancy be advertised in the church magazine.
- C/17/46 **Bus Shelters - Receive update**
Christmas Hill
The clerk had confirmed the specification with Skanska copied to all relevant parties.
Following contact with Skanska the following update had been received
“HCC have finally granted technical approval of the Christmas Hill/Connaught Road junction improvement works earlier this week. We will now go through the legal process and obtain Section 278 licence agreement to take possession of the highway area to carry out the works. Installation of the Bus Shelter forms part of the works. We will commence the design of the Bus Shelter to your specification soon and we will keep you fully informed and seek agreement from yourselves before confirming the Bus Shelter order.”
- C/17/47 **Receive update Emergency Planning**
This item was deferred
- C/17/48 **The Dell Play Area**
Review and approve transfer of The Dell Play area
The transfer had not been received at the time of the meeting. The projector enabled the chair to show councillors a map of the area to be transferred confirming boundaries.
- C/17/49 **Finance**
C/17/49/1 **Review of Asset Register/Insurance Renewal**
Assets for the financial year 2016/17 had increased by £835 to £7063. This reflected the addition of the new notice board at Taylors Corner.
The insurance renewal had been received for a sum of £280 (previous year £273.75. The clerk had contacted the insurers for quote for inclusion of the War Memorial (ref Minute C17/52) and the projector applicable for the new financial year. This would add a further £16.35 to the premium. The renewal premium was agreed but the clerk was asked to clarify with the insurers whether the amount included for the War Memorial included any conditions related to its Grade 2 status. The War Memorial had been given an insurance value of £24,600 as advised by Blackwell and Moody, the stonemason that had completed the renovation.
- C/17/49/2 **Review of Headbourne Worthy Parish Council Accounts 2016/17**
The clerk reviewed budgeted income and expenditure highlighting items that were under or over estimates. During the financial year, the parish council

received a payment of £14,095.37 in respect of Community Infrastructure Levy (CIL) contributions for developments commenced in the parish between 1 April 2016 and 30 November 2016. This was ringfenced for spending as per CIL regulations. Major items of expenditure included the new notice board and refurbishment of the War Memorial (this was funded through donations and contributions from both Friend of St Swithun’s and the Parish Council)

C/17/49/3

Report of the Internal Auditor

John Murray had completed an internal audit of the Council’s account on 4 May. His letter dated 4 May said that there no points arising to which he had to draw the Councils attention.

C/17/49/4

Appointment of Internal Auditor

It was proposed by Cllr Welland and seconded by Cllr Barrow that John Murray be appointed internal auditor for the financial year 2017/18

C/17/49/5

Approval of annual governance statement 2016/17

The chair read each statement of Section 1 – Annual Governance Statement 2016/17 to the meeting. Each was considered and statements 1 to 8 agreed “yes”. Statement 9 was not applicable to Headbourne Worthy Parish Council.

C/17/49/6

Approval of accounting statements 2016/17

The clerk explained how numbers had been calculated pointing to “explanation of significant variances” as appropriate. Section 2 Accounting statements 2016/17 was approved and signed by the RFO and the Chair.

C/17/49/7

To note further payment of £5150 Community Infrastructure Levy received.

A payment had been received in respect of 155 Springvale Road – again this would be ringfenced with other CIL payments received. The clerk had contacted WCC and established that a further £5150 was due imminently with potential further CIL payments of £25177 (ref C/17/51/2)

C/17/49/8

To consider a grant application from St Swithun’s Church PCC of up to £489 for purchase of lawnmower

A grant application for £489 had been received for the purchase of a lawnmower. The Parish Council was happy to help with this but with a grant allocation for the full year for all applications of £600 a contribution of £200 was agreed at this early stage of financial year 2017/18. Proposed Cllr Welland, seconded Cllr Duncan

C/17/50

Planning

C/17/50/1

New applications – to agree responses to current applications

There were no new applications to consider at the meeting

C/17/50/2

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

Number	Address	Description	Decision
17/00611/LDP	Christmas Cottage Pudding Lane	Proposed single storey rear extension and garage conversion	Decision awaited
17/00096/HOU	167 Springvale Road	Extension at first floor level to provide first floor accommodation with associated works including removal of pitched roof, changes to fenestration and landscaping.	Application permitted
16/03518/FUL	Brockley 137	Demolition of existing dwelling at 137 Springvale Road and development of 2 x	Application permitted

	Springvale Road	single storey dwellings and associated works:	
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- C/17/50/3 **Enforcement – to note any enforcement matters**
Nothing to note
- C/17/51
C/17/51/1 **General amenities**
Lengthsman Scheme update – Cllr Macpherson
Cllr Macpherson was unable to attend the meeting and thus there was not update.
- C/17/51/2 **CIL payments – Conclusions of Annual Parish Meeting relating to possible expenditure and proposed survey.**
The Chair suggested that some sort of survey be prepared for all residents seeking views on the how CIL monies should be spent within legislative requirements. It was agreed that further discussion would take place at the next parish council meeting in July.
- C/17/52 **War Memorial**
To note letter from St Swithun’s Church confirming Headbourne Worthy Parish Council “owner” of War Memorial
A letter dated 19th April had been received from the PCC confirming the Parish Council adopt ownership of the War Memorial situated in the lower churchyard of St Swithun’s Church.
To confirm insurance value and approve premium payable
Ref minute C17/49/1
To put in place risk assessment
Clerk to liaise with chair giving examples of risk assessments
- C/17/53 **Receive Update from the Working Party in respect of Barton Hill Cottages proposed development**
The meeting at the end of March had not taken place and had been rescheduled to 24th May.
- C/17/54 **Receive update from Barton Farm Forum – Cllr Duncan**
Cllr Duncan reported that at the last meeting she had attended there had been continued discussion about access routes. The future use of the Sir John Moore Barracks was uncertain following its closure as an army facility in 2020 with establishment of a business park possible. This could impact the decision to close Andover Road which had always been of concern as meant traffic travelling on a new road to be built through the new area of housing. Encouragingly the Hampshire & Isle of Wight Wildlife Trust was trying hard to link up pathways and intended that these should all have “proper surfaces”
- C/17/55
C/17/55/1 **Communications – to receive updates**
Newsletter
No update.
- C/17/55/2 **Website**
Items continued to be added.
- C/17/56 **Items for next agenda**
Age Concern Village Agents

CIL payments – residents survey

C/17/57 **Date of next meetings**

The next meeting would take place on 3rd July

The meeting closed at 8.29pm

Signed.....

Date.....