

## Minutes of a Meeting of Headbourne Worthy Parish Council

Held on Monday 14<sup>th</sup> May 2018

At Church Rooms, St Mary's Church, Kings Worthy

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

Chair: Cllr C Welland

Clerk: Jill Judge

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**Present:** Cllrs C Welland (Chair), G Macpherson, J Rutter  
G Vigor-Robertson Cllr D Barrow (from Item 6)

**Apologies** Cllr C Clark-Smith  
Cllr C Duncan  
City and County Councillor Jackie Porter  
City Councillor Malcolm Prince

**Clerk:** Jill Judge

**Public attendance:** One

**C/18/001** **Election of Chair**  
Cllr Welland was unanimously elected Chair.

**C/18/002** **Apologies**  
Apologies were received and accepted by Cllr Clarke-Smith who was away and Cllr Duncan who was unwell. Both Councillors Porter and Prince were attending other parish council meetings.

**C/18/003** **To receive declarations of pecuniary interests (DPIs) and other significant interests from members concerning specific items on the agenda**  
It was noted that Cllr Vigor-Robertson and Mr Barrow lived in neighbouring properties to the proposed development 18/00940/FUL. Cllr Rutter is a member of WCC's Planning Committee.

**C/18/004** **Vacancy for a Councillor**  
Following an uncontested election, a vacancy for a councillor existed and the Council was able to co-opt. David Barrow outlined to councillors why he wished to be a councillor and left the room whilst his application was discussed. Whilst Mr Barrow was unanimously supported the clerk was asked to investigate how the number of councillors could be increased to reflect the growing size of the parish with the ongoing development of Kings Barton. **Action: Clerk**  
Mr Barrow was invited back to the room and co-opted as a Headbourne Worthy Parish Councillor.

All councillors completed acceptance of office forms (elected Cllrs Welland, Macpherson, Rutter and Vigor-Robertson and co-opted Cllr Barrow) and disclosable pecuniary interest forms. The clerk would ensure that both these

forms were completed by elected Cllrs Clarke-Smith and Duncan as soon as practically possible.

**C/18/005**      **Public Participation**

A member of the public joined the meeting to explain amended plans for application 18/00462 FUL. Whilst the proposed build was not in the parish of Headbourne Worthy its location at Mount Pleasant was relevant to a consultation conducted by the parish council in July 2017 related to parking concerns. (Mount Pleasant straddles the boundaries of both Kings Worthy and Headbourne Worthy). Ref item 18/014.

**C/18/006**      **City and County Councillors Reports**

County Cllr Porter's report was received after the meeting and circulated to all councillors.

City Councillor Rutter explained that the recent election mean the City Council was now made up of 23 Conservative Councillors and 22 Liberal Democratic Councillors.

The City Council was focussing on a number of major projects including the new sports and leisure park at Bar End, Central Winchester Regeneration and Station approach.

More specifically to Headbourne Worthy residents a new cycle route by the A33 joining the national cycle route at Winnall was proposed giving access to the new leisure centre. It was hoped that the Park and Ride proposed at Kings Barton would be expanded and its opening date bought forward, and in addition, work be completed to improve the footpath on the Andover Road.

**C/18/007**      **Minutes of the Meeting of 5th March 2018**

C/18/007/1      **To approve and sign the minutes**

The minutes were agreed as a true record of the meeting.

C/17/007/2      **To deal with matters arising not on the agenda**

C/17/142 Councillor Vigor Robinson would write to Steve Brine

C/17/142 The clerk would write to Off Beat Events closer to the date of the race

**C/18/008**      **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

*The section 278 licence has been agreed and HCC will engross once we have paid the legal fees and the cash deposit.*

*We are hoping to issue the cheques for the legal fees and cash deposit next week.*

*We have also requested a preliminary meeting with HCC to discuss traffic management and method statement for the works.*

**C/18/009**      **Receive update Emergency Planning**

It was suggested that the proposed Village Design Statement incorporate an Emergency Plan section including flooding.

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/18/010

**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 and a response was awaited (ref C/17/142).

The new sign had been erected at the play area indicating the Parish Council's ownership. Councillors were completing weekly inspections of the site and it was suggested that the next newsletter advertise for local volunteers willing to help with this task.

**Action: Cllr Rutter**

To date no bin had been provided by either WCC or HCC and the clerk was trying to clarify how this could be resolved.

**Action: Clerk**

The clerk would obtain details of equipment and arrange to meet with suppliers and the Chair at the site (June). In addition, the annual inspection of the area would be arranged (July).

**Action: Clerk**

The grass was currently being regularly cut by Little Rose Gardening and Maintenance.

C/18/011

**Finance**

**a. Review of Asset Register/Insurance Renewal Review signage and costs**

The clerk explained that the War Memorial at St Swithuns and the equipment at the The Dell Play area had been added to the Asset Register during the year. Because of these additional assets the quote for insurance for the period 1 June 2018 to 31 May 2019 had increased from £297 to £350. Councillors agreed this increased premium.

**Action: Clerk**

**b. Review of Headbourne Worthy Parish Council Accounts 2017/18**

Numbers had been circulated in advance with key items of note additional (ringfenced) income from CIL payments and a developer payment related to The Dell Play Area.

**c. Report of the Internal Auditor**

A letter from John Murray, Internal Auditor, dated 7 May said "I am pleased to say that no points arose during the Audit to which I have to draw your Council's attention to"

**d. Appointment of Internal Auditor for 2018/19**

It was agreed to appoint John Murray as Internal Auditor for the financial year 2018/19.

**e. Approval of Annual Governance Statement 2017/18**

The Chair read each statement of Section 1 – Annual Governance Statement 2017/18. Each was considered and statements 1 to 8 agreed "yes". Statement 9 was not applicable to Headbourne Worthy Parish Council. Section 1 Annual Governance Statement was signed by the Chair and the Clerk.

**f. Approval of Accounting Statements 2017/18**

The clerk explained how numbers had been calculated point to "explanation of significant variances" as appropriate. Section 2 Accounting Statements was approved and signed by the Chair and the RFO.

**g. Recent transactions – to approve income and expenditure since last meeting**

Payments PV 50 to 56 and PV 01 to 06 were approved

**h. To review budget year to date**

It was noted that the first part of the precept had been paid by WCC and payments as above made.

C/18/012

**Governance and Policies**

**a. Review and adopt NALC’s (2018) Model Standing Orders**

The National Association of Local Councils had published new model standing orders updated to incorporate or reference the requirements of new legislation that had been introduced since the last model standing orders were published in 2013. The clerk highlighted changes as per NALC’s accompanying explanation.

Cllr Macpherson proposed that new Model Standing Orders be adopted, and this was seconded by Cllr Rutter.

**b. Review and adopt Data Protection Policy and update**

The Data Protection Policy was reviewed. The clerk would assume the role of Data Protection Officer on 25 May, if required. The policy was proposed by Cllr Rutter and seconded by Cllr Welland and adopted by the Parish Council.

It was noted that councillors were advised to use their Headbourne Worthy Parish Council email addresses as published on the website.

**c. Review and adopt Complaints Policy**

The policy had been reviewed at previous meeting and was proposed by Cllr Rutter and seconded by Cllr Vigor Robertson. It was noted that a query had been raised as to whether a “whistleblowing” section was required but decided that this, if necessary, could form a separate policy.

**d. Review and Adopt Publications Scheme**

The scheme was reviewed and adopted as proposed by Cllr Rutter and seconded by Cllr Barrow.

C/18/014

**Planning**

**a. New applications – to agree responses Current Applications**

- 18/00462/FUL - Small detached two bed roomed cottage in garden infill plot (AMENDED DESCRIPTION) (AMENDED PLANS RECEIVED 20.4.18) Orchard House Mount Pleasant Kings Worthy SO23 7QU – to discuss and comment as appropriate with ref to Mount Pleasant parking consultation July 2017

The Parish Council had objected to the original application as it did not comply with the Springvale Local Area Design Statement (LADS). Examination of revised plans showed this still to be the case and it was agreed that the Parish Council would thus have to continue with its objection. Councillors wished to acknowledge and record the applicant’s engagement with the Council and steps to amend plan to attempt to overcome concerns of all.

Date Rec'd	Number	Address	Description	Comments by
18/4	18/00962/HOU	4 St Nicholas Rise	Single storey extension. Altered Roof Design & roof-space conversion.	
<i>The Parish Council had no specific comment relating this application.</i>				

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.	23 May
<i>Councillors expressed serious concerns about this application including its location outside the settlement boundary, potential for traffic and pedestrian accidents. A comment would be written using appropriate planning policy references and circulated to councillors as appropriate ahead of submission.</i>				
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	29 May
<i>The Parish Council had no specific comment relating to this application</i>				
05/4	18/00862/HOU	Thatched Cottage Pudding Lane	Erection of detached summer house in garden	17 May
<i>The Parish Council had no specific comment relating to this application.</i>				

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

Date Rec'd	Number	Address	Description	
05/02	18/00311/FUL	Leaflands Mortimer Close	New carports and minor amendments to dwellings	Application permitted
11/01	18/00074/HOU	Field View Pudding Lane	Retrospective application for alterations made during construction to garage/carport approved under planning application No. 15/01404/FUL.	Application permitted

**c. To note decisions awaited**

Date Rec'd	Number	Address	Description	Decision.
01/11	17/02806/FUL	Church Paddock Fishery Bedfield Lane	New access with public highway and track to existing parking area	Decision awaited
<i>This application was due to be considered by the WCC Planning Committee on 24 May. The Parish Council's objection still stood despite amended plans. The clerk was asked to check that Councillor Porter would be able to attend and object.</i>				

C/18/015      **Enforcement – to note any enforcement matters**  
No update

C/18/016      **General amenities**  
**Lengthsman Scheme Update**

The Lengthsman had resigned with immediate effect. The Lead Parish Council were seeking a replacement.

**C/18/017**      **Receive update from the Working Party in respect of Affordable Housing proposed development – Cllrs MacPherson and Rutter**

Cllrs MacPherson and Rutter updated councillors on a recent meeting with Mags Wylie, Senior Rural Housing Enabler at Action Hampshire, Andrew Simpson, Chief Executive of Winchester Housing Trust and Nigel Baldwin, WCC Enabling Officer.

The Parish council resolved to

- Support the development of a small rural affordable housing scheme for local people on the site at the rear of Barton Hill Farm Cottages
- Work with the Hampshire Alliance for Rural Affordable Housing to achieve this.

**C/18/018**      **Receive update from Barton Farm Forum – Cllr Duncan**

Cllr Duncan was unable to attend the meeting. Cllr Welland reported that Kings Worthy Primary School had noted the delay in building the new school at Barton Farm and its potential impact on demand for catchment places. A new noticeboard for the Parish Council was to be erected at Barton Farm and Cllr Rutter suggested that a “Meet Your Councillor” Event be arranged.

**C/18/019**      **Communications – to receive updates**

**C/18/019/1**      **Newsletter**

The Newsletter would be prepared and circulated following the Annual Parish Meeting on 21 May 2018.

**C/18/019/2**      **Website**

The automatic link to planning applications was now working correctly.

**C/18/156**      **Date of next meeting**

The next meeting would take place on 9<sup>th</sup> July.

The meeting closed at 9.50pm

Signed.....

Date.....