

Minutes of Headbourne Worthy Annual Council meeting.

Held at 7.30pm on Monday 18th May 2026

Barton Farm Primary School, Kings Barton

Email: clerk@headbourneworthy.org.uk

Chair: J Hamblin Clerk: Belinda Baker

Present: Cllrs J Hamblin, M Leone, N Wilson, M Iredale,
A De Stefano, M Turner, R Watters.

WCC J Rutter, S Cramoysan

Apologies: J Porter

Clerk: Belinda Baker

Public attendance: Two

C/26/001 Election of Chair of the Council

Cllr Hamblin was elected unanimously as the Chair of the Council.

C/26/002 Apologies

Apologies were received from Cllr Porter.

C/26/003 To receive declarations of pecuniary interests (DPIs) and other significant interests from members concerning specific items on the agenda

There were none.

a. DPI forms

The Clerk reminded Cllrs to complete their DPI forms.

C/26/004 Public Participation

The members of the public that attended spoke about planning matter (C/26/015d) which he explained was a big hole to store the fertiliser from the Acorn Digester. He assured the Council that it would not smell. He put himself forward to join the Down Farm Lane Working Group (HWC/25/050b). The Clerk said the matter would be on the June HWC agenda.

Action: Clerk

C/26/005 Minutes Full Council Meeting held 9th March 2026

a. To approve and sign the minutes of the meeting 9th March 2026

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/26/006 City and County Councillor reports

- a. **Receive reports from City and County Cllr**
- i Cllr Rutter said that the new Local Plan had now been adopted but WCC was immediately required to start the next one. She said that WCC was under pressure from the Govt to approve new homes. She said there had been significant increase in successful fly tipping prosecutions and the new Riverpark Community Pavilion would open soon. She said that the 2nd stage of the Winchester Town (including Kings Barton) CGR had recently started.
- ii Cllr Cramoysan was very positive about the latest food waste collection data which raised the district's recycling rates to 50%. He said he was looking at options for a polling station in Kings Barton, since the new Community Building would not be ready in time. Cllr De Stefano queried why the residents never received any apologies from CALA because they did not implemented services related to 650 and 800 occupations figures according to S106 legal documents.

The members of the public left the meeting.

C/26/007 Winchester Town CGR

Cllr Hamblin addressed the meeting to say he had been troubled by the inclusion in the recent exchange of letters between KBC and WCC of a threat from KBC to seek a Judicial Review of the decisions made by WCC in consequence of the CGR (KB/26/019). He said he felt that the suggestion of this way forward was an HWPC matter. He referred to the Terms of Reference for the Kings Barton Committee and the Council agreed that changes to the TOR's could be considered at the next meeting. Cllr Iredale pointed out that KBC needed to make WCC aware of the problems before the start of 2nd stage of the consultation. Cllr Leone noted that it was still possible to make multiple entries to the 2nd stage CGR (C/26/006ai). Cllr Watters said the he felt that the letters sent by KBC made the points to WCC very clearly. He said he felt the whole process had been enacted by an external group without any consideration for those that it would effect. The Council agreed to ask for a quotation from Thrings for them to issue a pre-action letter and to progress to a Judicial Review.

Action: Clerk

Cllrs Cramoysan and Rutter left the meeting

C/26/008 Henry Beaufort Bus

HCC had written to HWPC to say that additional information was being sought regarding the long term suitability of the route that the children would be taking to school and until the information was made available the bus service would continue. A proposal to install a crossing in Headbourne Worthy would be on the agenda for the next HWC meeting.

C/26/009 Land transfers from CALA

- a. **Update on handover of the park**

This had still not taken place due to an issue regarding legal certificates.

The Clerk said she had everything in place for the transfer. The matter had been raised with CALA's managers, to ask that they move things along.

Action: Clerk

C/26/010

Community Building

a. Approve quotation for the legal work for the contract between the PC and CIO

A quotation, from the solicitors that were undertaking the CIO charity commission application, had been circulated before the meeting. The Council agreed that because the solicitors was already working on the CIO project, it was suitable to appoint these solicitors for this work, as the two matters were related. The Clerk was asked to cap the fees at £2,000.

Action: Clerk

C/26/011

Governance

a. Declare conflict of interest with External Auditor BDO

None was declared

Action: Clerk

b. Report CIL Funds held

The report of the CIL funds received, held and spent in 2025/2026 was agreed.

Action: Clerk

c. Receive and note the two Internal Auditor's reports

These were received and noted.

Action: Clerk

d. Approve Annual Governance Statement

The statements were agreed as correct and were signed by the Chair.

Action: Clerk

e. Approve Accounting Statements

These were approved by the Council and signed by the Chair.

Action: Clerk

f. Agree Internal Control Policy

The policy was agreed.

Action: Clerk

g. Approve publication of Public Rights

This was approved.

Action: Clerk

h. Approve audit action plan

The audit action plan was approved. The Council agreed that the funds invested in the L&G fund had been invested in short term dated money market funds. The Council recognised that this investment is short term, due to the nature of the underlying assets, and that the funds can be easily accessed within 24-48 hours. The Council recognised that the Practioner's guide saw these funds as long term investments, because they were not with the CCLA Public sector deposit fund, and therefore stated that the Council's reserves were too low.

Action: Clerk

C/26/012

Finance

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

Payments 216 – 236 from the current account of 25/26 and 001 – 024 from 26/27 current account were reviewed and approved. The list of payments

is attached to these minutes The income was the VAT refund from HMRC and the Precept from WCC. The bank reconciliation was agreed and signed.

Action: Clerk

b. To review final 25/26 budget

This was reviewed and approved.

Action: Clerk

c. To review 26/27 budget year to date

This was reviewed and approved.

Action: Clerk

d. Agree insurance quotations

The insurance quotation from Hiscox was agreed. The Council agreed that Cyber insurance should be added. The Clerk was asked to source this.

Action: Clerk

e. Agree grant request from KBRA

The grant request from the KBRA for £380 was agreed.

Action: Clerk

C/26/013

General amenities and maintenance

a. Update on the Lengthsman scheme

Cllr Wilson had received the contract from Stockbridge PC for the continuation of Headbourne Worthy PC's participation in the scheme until 2028. The Clerk had made some changes which Cllr Wilson would forward.

Action: Cllr Wilson, Clerk

b. Agree further maintenance requirements

Cllr Hamblin asked that the path from School lane to the church should be cut back.

Action: Cllr Wilson

c. SLR Repairs

The Council agreed to undertake the necessary repairs to both Speed Indication Devices, which were no longer functioning properly.

Action: Clerk

C/26/014

Newsletter and communications

a. Date and contents of next edition

The next newsletter was due to be published in June. Cllr Hamblin said that the new paddle courts and the Flower Farm near Down Farm Lane should be mentioned.

Action: Cllr Iredale, Clerk

C/26/015

Planning

a. Basingstoke and Dean application 26/00526/FUL

The Council's response to this application was agreed. The Council agreed it was unnecessary to attend the Planning Committee.

b. New applications – there were none

c. To note recent decisions

Date	Number	Address	Description	Result
17/12/25	25/02576/AVC	Three Maids Field Andover Road Littleton Hampshire	Installation of model wind turbine to advertise 'InstaVolt EV Superhub'	Refused

05/12/25	25/02488/FUL	Land To The West Of Down Farm House Down Farm Lane Headbourne Worthy Hampshire	Erection of a barn to house indoor padel tennis courts with associated parking and landscaping	Permitted
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d. To note decisions awaited

Date	Number	Address	Description	Comments by
01/04/26	26/00711/APN	Land East of Christmas Hill, Headbourne Worthy	Prior Notification for the Erection of an Agricultural Storage Lagoon	29/04/26
31/03/26	26/00703/TPO	Headlands School Lane Headbourne Worthy Winchester Hampshire SO23 7JX	T1 Beech :-Thin crown by 10% general maintenance	28/04/26
13/03/26	26/00540/HOU	Lower Farm, School Lane Headbourne Worthy Winchester SO23 7JX	Removal of timber veranda & reinstatement of canopy. Some landscaping changes including new retaining wall	01/05/26
	26/00541/LIS	As 26/00540 above	As 26/00540 above	

e. Enforcement – to note any enforcement matters

There were none.

C/26/016

Items for next agenda, date of next HWPC, KBC and HWC meetings

The next full Council Meeting would take place on Monday 20th July 2026 at St. Mary's Church Rooms. The next meeting of the Headbourne Worthy Committee would be 15th June 2026 and the Kings Barton Committee would be 8th June. Items for the HWPC Agenda:

Community Building

Transfer of Meadowside Park

Transfer of 2a Open Space including Copper Beech Park

Action: Clerk

Meeting finished at 9.50

The Chair thanked the attendees.

Headbourne Worthy Parish Council

Prepared by: B Baker
Name and Role (Clerk/RFO etc)

Date: 15 May 2026

Approved by: Amy Anderson
Name and Role (RFO/Chair of Finance etc)

Date: 18 May 2026

Bank Reconciliation at 15/05/2026			
A	Cash in Hand 01/04/2026		81,958.52
	ADD		
	Receipts 01/04/2026 - 15/05/2026		59,471.17
			141,429.69
	SUBTRACT		
	Payments 01/04/2026 - 15/05/2026		61,077.54
	Cash in Hand 15/05/2026 (per Cash Book)		80,352.15
B	Cash in hand per Bank Statements		
	Petty Cash 04/03/2026	0.00	
	Current Account - Unity 15/05/2026	1,021.36	
	Instant Access - Unity 15/05/2026	79,330.79	
			80,352.15
	Less unrepresented payments		
			80,352.15
	Plus unrepresented receipts		
	Adjusted Bank Balance		80,352.15
A = B Checks out OK			

Headbourne Worthy Parish Council

Transactions for Current Account - Unity

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Cashed date
1	10/04/2026		Precept	Winchester City C	55,182.00	15/05/2026
1	01/04/2026		Accounting software subscription	Starboard System	-58.80	15/05/2026
2	14/04/2026		VAT Repayment	HMRC	4,289.17	15/05/2026
2	16/04/2026		Charge Card payment	LLoyds Bank	-176.27	15/05/2026
3	20/04/2026	14799	Website Hosting	Hugo Fox	-11.99	15/05/2026
4	28/04/2026		Room Hire	PCC Kings Worthy	-30.00	15/05/2026
5	28/04/2026		Room Hire	PCC Kings Worthy	-30.00	15/05/2026
6	28/04/2026		Labour	Matthew Younger	-260.00	15/05/2026
7	28/04/2026	11613	Grounds Maintenance	Greensmile	-396.00	15/05/2026
8	28/04/2026		Grounds Maintenance	Greensmile	-60.00	15/05/2026
9	28/04/2026		Grounds Maintenance	Greensmile	-356.34	15/05/2026
10	28/04/2026		Grounds Maintenance	Grass and Ground	-626.14	15/05/2026
11	28/04/2026		Newsletter Printing	ADH Printing	-220.00	15/05/2026
12	28/04/2026		Membership Subscription	HALC	-619.00	15/05/2026
13	28/04/2026		SLR Rotation	J Berry	-230.00	15/05/2026
14	28/04/2026		Internal Audit	Do The Numbers	-350.00	15/05/2026
15	28/04/2026	1315	Clerk's Office and Consumables	YMML	-40.00	15/05/2026
16	28/04/2026		Expenses	Zoe Robertson	-9.28	15/05/2026
17	28/04/2026		Clerk's tax and Employer NI	HMRC	-513.86	15/05/2026
18	29/04/2026		Z Robertson - Salary	Zoe Robertson	-176.91	15/05/2026
19	29/04/2026		Clerk Salary	B Baker - Clerk	-1,643.09	15/05/2026
20	30/04/2026		Bank Service Charge	Unity Bank	-7.00	15/05/2026
21	01/05/2026		Accounting software subscription	Starboard System	-58.80	15/05/2026
22	05/05/2026		Pension Contribution	Standard Life	-102.03	15/05/2026
23	15/05/2026		Transfer for long term investments	Cube	-55,000.00	15/05/2026
24	07/04/2026		Pension Contribution	Standard Life	-102.03	15/05/2026
131306	08/05/2026		Transfer to Instant Access - Unity		-21,800.00	15/05/2026
					-23,406.37	