

**Minutes of Headbourne Worthy Parish Council meeting.**

**Held at 7.30pm on Monday 9<sup>th</sup> September 2024**

**Barton Farm Primary School, Kings Barton**

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

**Chair: J. Hamblin Clerk: Belinda Baker**

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**Present:** Cllrs J Hamblin (Chair), R Watters, M Leone  
A De Stefano

WCC S Cramoysan, J Porter

**Apologies:** None

**Clerk:** Belinda Baker

**Public attendance:** None

**C/24/036** **Apologies**  
Cllrs Wilson, Clarke-Smith, Iredale and Cllr Rutter had sent their apologies.

**C/24/037** **To receive declarations of pecuniary interests (DPIs) and other significant interests from members concerning specific items on the agenda**  
Cllr Hamblin declared an interest in C/24/043a

**C/24/038** **Public Participation**  
None attended.

**C/24/039** **Minutes Full Council Meeting held 8<sup>th</sup> July 2024**  
**a. To approve and sign the minutes of the meeting 8<sup>th</sup> July 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**  
The PCC of Kings Worthy requested if an HWPC Cllr was able to lay a Remembrance Day wreath. It was agreed to ask Cllr Clarke-Smith.  
**c. To deal with any correspondence**  
SDNP and WCC were consulting on their local plans. The Council agreed to there was no comment to make on either plan.

**C/24/040** **City and County Councillor reports**  
i Cllr Porter commented that HCC had a deficit of £175m. She said savings would be made in service cuts (such as reducing gritting) and charging at car parks. She said the funding was now agreed for the pedestrian and bicycle crossing at Courtney Rd in Abbots Barton. She said that the Kings Barton bus

proposal had now successfully gone through the decision process. She had met with officers regarding the cycle lane crossing at the top of Kings Barton which was unsuitable. She noted that the 3 Maids Hill recycling depot had not yet been signed off which meant that Down Farm Lane could still be used for access. She said that a liaison committee had been set up to work with the recycling depot and any concerns should be raised with them.

- ii Cllr Cramoysan said he would be attending the Town Forum, which was due to be attended by Stagecoach because he was campaigning for a better bus service down Springvale Rd. He asked that the speed information from the PC's SLR should be collected and analysed because speeding had increased in the area. He said he believed Kings Barton now had 606 occupations which begged the question what would happen when the 650 trigger point was reached. Cllr Porter said the matter had been elevated to senior HCC staff for the approval of the technical details of Winchester Ave.

**Action: Clerk**

**C/24/041**      **Transfer of Welhouse Woods to HWPC**

**a. Terms of the transfer and land to be transferred**

The Clerk provided the terms of the transfer which had been agreed in C/23/035, a map of the area to be transferred and the completion certificate from WCC. WCC and CALA had agreed the commuted sum to be handed over included a full reduction of the remaining £25,000 due to be paid for 1b transfers (agreed C/23/035). The Council noted that there was still some remedial works to be undertaken. Cllr De Stefano was asked to verify that the work was being done.

**Action: Cllr De Stefano**

**b. Resolve to accept the transfer of land on the terms agreed between CALA and WCC which were agreed by the Council (C/23/035)**

The Council agreed unanimously to accept the transfer of Welhouse Woods on the terms that were agreed with CALA and WCC and agreed by the Council C/23/035, excepting the commuted sum amendment (C/24/041a), providing that the outstanding work was met.

**Action: Clerk**

**c. Agree necessary searches and legal work provider**

The Clerk was asked to obtain a quotation from Things for the legal work and their recommendation for the searches to be undertaken.

**Action: Clerk**

**C/24/042**      **Welhouse Mews CIL**

The Clerk had written to the WCC Chief Executive (C/24/025) and her reply was circulated to the Council. Legal advice obtained by the Clerk was also circulated. The Council recognised that there was nothing that could be done to rectify the matter.

**C/24/043**      **Community Building**

**a. Proposal by WCC Cllrs to extend footprint of the building**

Cllr Hamblin explained Cllr Rutter was keen to increase the size of the external the footprint of the building. Cllr Watters commented that what CALA proposed was the same size as Abbotswood community centre but that development was much smaller. It was noted that the width of the hall was narrow to its length and that the storage was too small to hold users' equipment. Cllr Cramoysan commented that outline planning permission

had been granted so CALA did not have to change the dimensions. Cllr Leone queried if the green space around the building could not be used. Cllr Hamblin proposed that a WG should be set up to explore the matter further. This was agreed. Cllr Watters and Leone agreed to join with Cllr Rutter. Cllr Watters proposed to ask KBC members.

**Action: Cllrs Watters and Leone**

**c. Agree Legal Advice**

A proposal by a Trethowan's solicitor for advice as to the structure of the ownership vehicle for the community Centre was circulated before the meeting. The Council agreed unanimously (Cllr Hamblin abstained) to pay for an options paper to explain and summarise the advantages and disadvantages of the options available.

**Action: Clerk**

**C/24/044**

**Investment of commuted sum**

**a. To agree the use of an additional saving account**

The Council unanimously agreed to open a new higher interest savings account because the present one held funds which were above the safe limit. This was unanimously agreed.

**Action: Clerk**

**b. To accept the principles of investment planning**

Cllr Hamblin explained there were a number of matters that needed to be considered. He said it was important to consider possible future expenditure, the split of income versus growth, whether the investment should be ethical or not, how safe the Council wanted the investments to be and whether the investment was designed to produce regular income to reduce the precept.

**i) Adopt a long term growth orientated investment strategy**

The Council agreed in principle to a 5 year + policy of a 30/70 split. 70% to be held in balanced equities and 30% in bonds. The funds were available for long term investment with the aim of achieving growth

**ii) Adopt an increased risk profile from low to medium**

This was agreed in principle

**iii) Adopt of not to adopt an ethical investment stance**

The Council agreed in principle to adopt an ethically orientated investment stance.

**Action: Clerk**

**c. Agree investment WG and delegate authority to appoint investment adviser**

The Council agreed to set up a Working Group to guide the Council on investment matters. The WG Chair was agreed as Cllr Iredale. Cllr Hamblin joined the WG. The Clerk was asked to attend. The Council agreed to delegate authority to the WG to appoint an investment adviser.

**Action: Investment WG, Clerk**

**C/24/045**

**Policy Review**

**a. Data Protection Policy**

This had not yet been completed and was deferred to November meeting.

**Action: Cllr Hamblin, Clerk**

**b. Data Protection Notice**

This was deferred (C/24/45a).

**c. Standing Orders**

The Clerk had made minor changes to the Standing Orders. The Council agreed unanimously the updated Standing Orders.

**Action: The Clerk**

**d. Financial Regulations**

The Clerk explained that new model Financial Regulations had been drawn up by NALC and SLCC. The Clerk had made minor changes to the proposed regulations to reflect the way the Council conducted its financial affairs. The new Financial Regulations and these changes were agreed.

**Action: Clerk**

**C/24/046**

**Budget 25/26**

The Chair explained that there should be a WG to examine the budget for next year. Cllr Leone put herself forward. It was agreed to ask Cllr Iredale, Clarke-Smith to join the WG.

**Action: Clerk**

**C/24/047**

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

**a. Governance Review**

The Clerk had written to the WCC Chief Executive (C/24/032a) regarding this matter. She had not yet had a reply.

**Action: Clerk**

**b. Accounting Software**

The Clerk was now using the Scribe software for the Council's accounts.

**Action Clerk**

**C/24/048**

**Finance**

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

Payments 47-69 from the current account had been circulated prior to the meeting. These were reviewed and approved. The income was from WCC for the Precept. Payments were noted against the bank statements. There was a payment of one half of the commuted sum for the Valley into the saving account.

Opening Balance		81733.86
WCC (Precept)	Income	31690
Standard Life (Clerk's Pension - both)	47	79.52
Hugo Fox (website hosting)	48	11.99
PCC Kings Worthy (Hall Hire)	49	37.50
J Berry (SLRs rotation)	50	220
Greenbarnes (new noticeboard)	51	1435.06
YMML (Clerk's office & consumables)	52	42
HMRC (Clerk's tax + Emp NI)	53	290.08
Greensmile (Greenfields & Dell maintenance & bin clearance)	54	622
UWAT (Room hire)	55	37.50
B Baker (Salary)	56	1439.71
Standard Life (Clerk's Pension – both, back pay)	57	53.84

Standard Life (Clerk's Pension – both)	58	92.98
Hugo Fox (Website hosting)	59	11.99
YMML (Clerk's office & consumables)	60	42
HMRC (Clerk's tax + Emp NI)	61	293.48
J Berry (SLRs rotation)	62	220
Greensmile (Greenfields & Dell maintenance & bin clearance)	63	448
Vitaplay (Greenfields Inspection)	64	77.40
Vitaplay (Dell Inspection)	65	58.20
BDO (external audit)	66	378
B Baker (event expenses)	67	31.93
B Baker (Salary)	68	1439.71
Standard Life (Clerk's Pension - both)	69	92.98
Closing balance		106019.22

Instant Saver Account

Opening Balance		68692.68
Thrings (commuted sum)	Income	10693
Closing balance		79385.68

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

This was reviewed and approved.

**Action: Clerk**

**c. Receipt of commuted sum for the Valley**

The Clerk explained that CALA had held back from handing over the commuted sum because they had sought clarification of the index linked amounts. Half the sum had been handed over in August and it was confirmed that the final amount had been transferred that morning.

**d. External Audit report**

The report from the external auditor, which had no concerns was approved. The Clerk confirmed the notice of termination of audit had been published.

**C/24/049**

**Planning**

**a. New Applications – there were none**

**b. To note recent decisions**

Date	Number	Address	Description	Decision
12/06/24	24/01170/H OU	Little Acre Down Farm Lane Headbourne Worthy Winchester Hampshire SO23 7LA	Replacement Porch to front elevation	Permitted
30/08/23	WR237  23/02126/H CS	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,	Granted subject to the completion of a legal agreement
02/07/2024	24/01394/N MA	Three Maids Field Andover Road Littleton Hampshire	NMA to 23/01594/FUL Minor changes to proposed restaurant building	ACCEPT Non-material Minor Amendment

17/05	24/01066/H OU	4 Crest View 161 Springvale Road Headbourne Worthy Winchester Hampshire SO23 7LF	Rear Extension to replace conservatory creating open plan kitchen lounge dining area	Permitted
28/03/24	24/00701/DI C	Land To The East Of The A272 Andover Road Littleton	Discharge of condition 14 of planning consent 22/02037/FUL	Permitted
21/02	24/00410/DI C	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	Permitted

**c. To note decisions awaited**

Date	Number	Address	Description	Comments by
19/06/24	24/01295/DI C	Land To The East Of The A272 Andover Road Littleton	Original application: 22/02037/FUL Condition: 24	19/08/24
11/03	22/02251/FU L	Down Farm House Down Farm Lane Headbourne Worthy Hampshire SO22 6RG	Appeal to secretary of State. Redevelopment of farm buildings to provide a detached dwelling,	15/04
01/12/23	23/02542/FU L	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

**d. Enforcement – to note any enforcement matters**

There were no enforcement matters noted.

**C/24/050**      **General amenities and maintenance**

**a. Lengthsman co-ordination and tasks for October/November**

No further tasks were requested.

**C/24/051**      **Newsletter and communications**

**a. Anti-Cyber crime information event**

This was due to take place on the 28<sup>th</sup> November at the Jubilee Hall. The Clerk was asked to encourage Kings Worthy PC to promote the event.

**Action: Clerk**

**b. Date and contributions for next newsletter**

Articles were agreed as the Anti-Cyber crime event, the new bus service in Kings Barton, the community building.

**Action: Cllr Watters**

**C/24/052**      **Items for next agenda, date of next meeting**

The date of the next meeting full Council Meeting would be the Monday 11<sup>th</sup> November at St. Mary's Church rooms. The next meeting of the Headbourne Worthy Committee would be 14<sup>th</sup> October and the Kings Barton Committee would be 16<sup>th</sup> September.

Items for the HWPC Agenda:

24/25 Budget

Commuted sum investment  
Data Protection Policy  
Community Building  
Community governance

**Action: Clerk**

Meeting closed at 9:45pm

The Chair thanked the attendees.