

Minutes of Headbourne Worthy Parish Council meeting.

Held at 7.30pm on Monday 12th May 2025

St. Mary's Church Room, Kings Worthy

Email: clerk@headbourneworthy.org.uk

Chair: J. Hamblin Clerk: Belinda Baker

Present: Cllrs J Hamblin (Chair), M Leone,
A De Stefano, (M Iredale, online and not voting)

WCC J Rutter

Apologies: R Watters, M Iredale, N Wilson

Clerk: Belinda Baker

Public attendance: None

- C/25/001 Election of Chair of Council**
Cllr Hamblin was re-elected as Chair of the Council.
- C/25/002 Apologies**
Apologies were received from Cllrs Watters, Iredale and Wilson.
- C/25/003 Co-Option of Councillor**
A candidate had come forward for co-option but the Council agreed that it was inappropriate for co-option to take place with only a small number of Councillors present. It was agreed to defer co-option until the July meeting.
- C/25/004 To receive declarations of pecuniary interests (DPIs) and other significant interests from members concerning specific items on the agenda**
There were none.
- C/25/005 Public Participation**
None attended.
- C/25/006 Minutes Full Council Meeting held 10th March 2025**
- a. To approve and sign the minutes of the meeting 10th March 2025**
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 was none.
 - c. To deal with any correspondence**
The Kings Barton MUGA and play area was opening on Friday 16th May.

C/25/007

City and County Councillor reports

a. Receive reports from the City and County Councillors

Cllr Rutter had circulated the Cllrs annual report before the meeting. There were no questions.

b. Update on replacement officer appointments relevant to Kings Barton

Cllr De Stefano queried if WCC was aiming to replace the staff who had worked on the Kings Barton development and who had recently left. It was agreed to refer the matter to the KBC meeting

Action: Clerk

C/25/008

Meadowside Park

a. Resolve to accept the transfer of the park on the terms agreed between CALA and WCC which were agreed by the Council C/23/035

The Council agreed to accept the transfer of Meadowside park with the commuted sum of £16024 but noted that WCC would need to inspect the site and issue the closure certificate. The Clerk understood this was due to take place next week.

Action: Clerk

b. Agree reduction in commuted sum for the cost of the mulch matting

CALA had agreed to replace the Safta matting with mulch matting but the increased cost would be passed to HWPC. The quotation from CALA was asking for a contribution of over £20,000 after the commuted sum was deducted. The Clerk had asked CALA if they would pass on their costs for installing the Safta matting (ie:£8000 for ground works and £7120 for re-installing the Safta matting) with the commuted sum and that HWPC could engage a contractor to do the work after handover. The Council agreed this would be the preferred course of action. The Clerk was asked to obtain 2 quotations for the matting installation and to approach CALA.

Action: Clerk

c. Agree environmental search costs

The Clerk said she needed an accurate map before a quotation could be obtained. She was likely to have this after WCC's visit the following week.

Action: Clerk

C/25/009

Community Building

a. Agree vehicle for the management of the building

All Cllrs and Committee members from KBC had been provided with a survey for them to specify their choice. The preferred choice was the CIO (Charitable Incorporated Organisation). This was agreed unanimously as the vehicle for the building management.

b. Agree to instruct law firm to set up CIO and draw up constitution

Cllr Hamblin said that constitutions were available from the Charity Commission. Cllr Leone was keen that work to set up the charity should start straight away. Cllr Hamblin recommended using a law firm to undertake the legal side of setting up the charity. This was agreed as appropriate. The Clerk was asked to obtain two quotations from law firms experienced in this work.

Action: Clerk

c. Agree means by which building trustees are recruited

Cllr Hamblin said that once the charity was started up trustees would come forward. Cllr De Stefano confirmed that KBRA had said that one of their

members had put themselves forward. It was suggested that local groups who would use the building could be approached. This was agreed.

C/25/010

Investments – The Council to confirm, for minuting purposes, matters as specified in the strategy document C/24/062c & C/24/083

a. Approve the appointment of an investment manager

Three investment managers and forms of investments which they used were considered. These were CCL, Arling Close and Cube Capital. The Council agreed unanimously to use Cube Capital as this investment manager provides wider and more flexible investment opportunity and had experience in public sector finances.

Action: Clerk

b. Approve fees contingent to the appointment

The Council agreed to proceed on the basis of the following fees 0.15% for the L & G cash trust fund. The management fee for the Total Return Balanced Portfolio, including dealing and custody charges as 1.6%. The total charge in year 1 is 2.1% plus a dealing commission charge of 0.1% subject to a minimum charge of £15 for UK securities and £25 for foreign securities.

Action: Clerk

c. Approve investments

Following consultations with Cube Capital, which took into consideration the risk profile and both short term and long term investment aims, the proposal to invest £50,000 in the L&G Cash Trust fund (short term) and £250,000 into the Cube Capital Total Return Balanced portfolio was unanimously agreed by the Council.

Action: Clerk

d. Agree to form Investment Committee

The Council agreed to form an Investment Committee. The meetings would take place when necessary and before the full Council meetings. It was agreed that Cllr Iredale would Chair and Cllr Hamblin would be a member. Other members would be sought from those unable to attend. The Clerk said that three Cllrs would be required. The Clerk was asked to draw up Terms of Reference for the Committee which would be agreed at next Council meeting.

Action: Cllr Iredale, Clerk

C/25/011

Finance

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

Payments 166-184 and 1-12 from the current account had been circulated prior to the meeting. These were reviewed and approved. The payment list is published as an addendum. The income was £44970 for the precept.

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

This was reviewed and approved.

Action: Clerk

c. Agree Insurance quotations

The Clerk had circulated 3 quotations. The Council agreed to stay with Hiscock's which had given a quotation of £1144.

Action: Clerk

d. Approve Internal Auditors Report

The Internal Auditor's report was approved.

Action: Clerk

- e. **Approve the Annual Governance Statement**
The Annual Governance Statement was approved.
Action: Clerk
- f. **Approve the Accounting Statements**
The Accounting Statements were approved.
Action: Clerk
- e. **Approve the Annual Internal Auditor's Report**
This was approved
Action: Clerk
- h. **Conflict of Interest with BDO (external auditors)**
No conflict of interest was declared.
Action: Clerk
- i. **New laptop for Clerk**
The Council agreed to purchase a Dell laptop for £460.
Action: Clerk
- j. **New projector for meetings.**
The Council agreed not to purchase a projector. It was hoped that the facilities in the Community building would mean this was not needed.

C/25/012 **General amenities and maintenance**

- a. **Appoint lengthsman co-ordinator**
Cllr Wilson had notified the Clerk that agreed to be the co-ordinator. This was agreed.
- b. **Lengthsman co-ordination and tasks for May/June**
Cllr Hamblin asked that the RoW from school lane to the Church could be cut back.

C/25/013 **Newsletter and communications**

- a. **Date and contributions for next newsletter**
The Summer newsletter was due to be published in June. The Council agreed to include the new MUGA playground, Welhouse Woods trees, Meadowside Park, the Cart and Horses junction. M3 jnct 9 plans. The Council agreed to hold a "Meet the Councillors" event on Friday 12th September at Greenfields Park where the suggested new play equipment for the park (KB/25/009a) could be displayed.

Action: Cllr Iredale, Clerk

C/25/014 **Planning**

a. New Applications

Date	Number	Address	Description	Comments by
15/04/25	25/00777/TPO	Hill Cottage Mortimer Close Kings Worthy Winchester SO23 7QX	Remove 5 Ash trees due to Ash die back	14/05/25
The Council had no comment to make.				
26/03/25	25/00656/HOU	Paddock Gate Down Farm Lane Headbourne Worthy Winchester Hampshire SO23 7LA	Single storey front and side applications (RESUBMISSION)	21/05/25
The Council had no comment to make				

b. To note recent decisions

Date	Number	Address	Description	Comments by
24/12/24	24/02822/FUL	Down Farm House Down Farm Lane Headbourne Worthy Hampshire SO22 6RG	Redevelopment of farm buildings to provide a detached dwelling, with farm office and accommodation for use as a holiday let, including landscaping, the setting out of a domestic curtilage and provision of parking areas	Permitted

c. To note decisions awaited

Date Rec'd	Number	Address	Description	Comments by
02/04/25	25/00714/LDP	The Meads Pudding Lane Headbourne Worthy Winchester Hampshire SO23 7JL	Loft conversion to include a bedroom with en-suite.	28/05/25
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
30/08/23	WR237 24/00182/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,	Legal agreement to be completed

d. Enforcement – to note any enforcement matters

Two new enforcement matters were noted.

C/25/015

Items for next agenda, date of next meeting

The date of the next meeting full Council Meeting would be the Monday 14th July at St. Mary's Church rooms. The next meeting of the Headbourne Worthy Committee would be 16th June and the Kings Barton Committee would be 19th May. Items for the HWPC Agenda:

Transfer of Meadowside Park
Community Building
Investment Committee Terms of Reference

Action: Clerk

Meeting finished at 9.15

The Chair thanked the attendees.