

**Minute of a Meeting of Headbourne Worthy Parish Council**

**Held on Monday 11<sup>th</sup> July 2016**

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

**Email: [clerk.headbourneworthy@parish.hants.gov.uk](mailto:clerk.headbourneworthy@parish.hants.gov.uk)**

**Chairman: Cllr H Whorwood**

**Clerk: Lisa Lacey**

**Present:** Cllrs H Whorwood (Chair) J Rutter D Barrow  
C Duncan C Clarke-Smith V Macpherson  
C Welland

**Absent:** City Councillor Malcolm Prince

**In attendance:** County Councillor Jackie Porter

**Clerk:** Lisa Lacey

**Public attendance:** 1

The meeting was quorate and commenced at 7:20pm. Cllr Whorwood welcomed everybody to the meeting.

**C/16/41** **Apologies for absence**  
Apologies were received from City Councillor Malcolm Prince

**C/16/42** **Declarations of interests by members**  
Cllr Clarke-Smith stated that she has a personal interest in the planning application which is being heard for a garage at The Marlands.

**C/16/43** **Resignation of existing Chair – election of new Chair**  
Cllr Whorwood stated to the parish council, that in accordance with his earlier email, this evening would be his last meeting as Chair of the Parish Council and that he was stepping down with immediate effect. This decision was based on the sale of Cllr Whorwood's property and that from the end of July he would no longer be resident in the local area. The Parish Council expressed their sincere gratitude for Cllr Whorwood's contribution to the Parish and wished him well for the future.

The Parish Council made their nomination for the new Chair to be Cllr Welland, proposed by Cllr Rutter and seconded by Cllr Clarke-Smith. It was **RESOLVED** that with immediate effect and until the next Annual Parish Meeting, Cllr Welland would be the new Chair for Headbourne Worthy Parish Council.

The Chair was handed over to Cllr Welland and Cllr Whorwood left the meeting at 7:30pm

**C/16/44**

**Clerks resignation and appointment of new clerk**

The current clerk had recently advised the Parish Council of her intention to leave her role due to personal commitments. The Parish Council advised that they have been in consultation with a local clerk as possible replacement. The Chair advised that a meeting is yet to be arranged between the Councillors and prospective clerk but that this is due to be arranged shortly. The Parish Councillors advised that they were content to delegate the recruitment decision to Cllr's Welland and Duncan if an appointment could be made before the next council meeting. It was **RESOLVED** that a formal offer of appointment could be made on behalf of the Parish Council by Cllrs. Welland and Duncan. Proposed by Cllr Rutter and Seconded by Cllr. Macpherson.

The clerk confirmed that a current job description and contract of Employment for the role of Clerk to the Parish Council and Responsible Financial Officer, would be forwarded to Cllr Welland ahead of the proposed meeting **[action]**. It was also confirmed that before any formal offer of employment can be made that a least two professional references must be obtained first.

**C/16/45**

**Public participation**

None

**C/16/46**

**Reports from Local Councillors**

**C/16/46/1**

**Report from City Councillor**

It was confirmed that since the elections in May there has not been a meeting for the Cllr. Prince to report back on.

**C/16/46/2**

**Report from County Councillor (appendix A)**

Cllr. Porter read out the highlights of the report.

The issue of road names for the new development at Nations Hill was raised. The developer has proposed that the road is named 'Vigus Way'. This was suggested to be the preferred name by the local residents. However, the 'Street Naming Policy Document' details very specifically how there only very exceptional circumstances when a road can be named after a deceased person who is still in living memory. The Parish Council have requested that the local residents who are in support of this road are to write to the Parish Clerk so that the local views can be heard and an informed decision can be made **[action]**.

**C/16/47**

**To sign and agree minutes of meeting 10<sup>th</sup> May 2016 (appendix B)**

It was RESOLVED to agree the minutes as a true record of the Meeting. These were signed by Cllr Welland as Chair.

**C/16/48**

**Matters arising from previous minutes**

None to note

**C/16/49**      **Finance**

**C/16/49/1**      **Recent transactions and account reconciliation (appendix C)**

The clerk presented the Parish Council with a schedule of the income and expenditure for the period 1 May 2016 – 30 June 2016 for Approval.

The income and expenditure was proposed by Cllr Rutter and seconded by Cllr Clarke-Smith.

The bank balance at 30 June 2016 was noted (£6,752.84): Six thousand, seven hundred and fifty-two pounds and eighty-four pence.

**C/16/49/2**      **Grant Applications**

The clerk reported that since the last meeting there had been two requests for donations received from:

- Cruse Beheavement
- Victim Support

The clerk confirmed that the formal grant application form has been sent to both organisations for their application to be considered by the Parish Council.

**C/16/49/3**      **Internal audit report overview (appendix D)**

The clerk highlighted to the Parish Council the salient points of the recent audit report as follows:

- All minutes of meeting are, in future, to have the signed (by the Chair) payment schedule attached to the finalised minutes.
- Work place pensions – Clerk to contact the pensions regulator to advise of opt out but need to know about the staging date **[action]**.

**C/16/49/4**      **Bank account**

The matter of an alternative bank account was discussed. It was acknowledged that currently the only persons who are able to authorise online payment transactions are Cllrs. Welland and Whorwood. Due to the immediate changes in the Parish Council it was suggested that until a new clerk is appointed that all payments be made via cheque until a new bank account can be opened with new signatories.

**C16/50**      **Planning**

**C/16/50/1**      **New Applications**

Ref: 16/01102/FUL

Address: 2 Vokes Cottages, Down Farm Lane, SO23 7LA

Proposal: 2 storey side extension

Comment: The Parish Council have objected to the application on the basis of the plan being outside of the local plan to maintain smaller dwellings in rural areas.

Ref: 16/01018/FUL

Address: Hill Cottage, Mortimer Close, SO23 7QX

Proposal: Proposed development of two detached dwellings

Comment: In principle there are no objections to the application. However, the Parish Council wish for there to be planning conditions for the application as follows: consideration to be given to reduced size of all delivery vehicles and that at the end of the build project all local access roads are to be reinstated.

Ref: 16/01161/FUL

Address: Watercress Cottage, Springvale Road, SO23 7LD

Proposal: Double oak framed garage with cat slide roof and log storage

Comment: No comments or objections raised

Cllr. Clarke-Smith left the room whilst this application was heard by the Council.

Ref: 16/01003/FUL

Address: Marlands, London Road, SO23 7JJ

Proposal: Two storey detached garage and wood store. First floor display area – clock tower and toilets. Carport at front of property.

Comment: No comments or objections raised

**C/16/50/2**

**Decisions**

Ref: 16/00975/FUL

Address: The Old Bakery, Pudding Lane, SO23 7JL

Proposal: Extension to existing out-building

Decision: Application permitted

Ref: 16/00719/AVC

Address: Barton Farm Major Development, Andover Road

Proposal: Signage to temporary sales and marketing office – customer reception and freestanding signage boards at site entrance.

Decision: Application permitted

**C/16/50/3**

**Enforcement**

None to note

**C/16/51**

**General amenities**

**C/16/51/1**

**Policies**

Risk assessment, risk register review, health and safety, Whistle blowing, anti-fraud and corruption. All of these policies require review and are to be included for the September meeting agenda.

**C/16/51/2**

**War memorial**

The recent application for funding from the War Memorials Trust was unsuccessful which meant that the tender for the project had to be changed to an alternative contractor – Blackwell and Moody. The restoration project has largely been funded through the funds raised by The Parish Councils fund raising events and also through a deficit grant which was offered by The Friends of St Swithin's Church. The work has now been completed and a re-dedication service is due to be held on 7<sup>th</sup> August 2016.

- C/16/51/3 Lengthsman scheme update**  
The Parish Council were updated on the recent lengthsman visit which was carried out by the new lengthsman who replaced the previous long standing contractor – Craig Morris. There has been some concern expressed about the level of work that was carried out by the new encumbent where it was discovered that not all of the allocated work was completed but the bus stop along London Road was repaired. There was also some uncertainty around who was responsible for particular issues in the Parish – for example, pavements and cycle paths are the responsibility of the city/county council. Cllr's reported that the cycle path at Taylors Corner requires maintenance. The Clerk said that she would email Mark Weal about this **[action]**
- It was Resolved that Cllr. Macpherson would take the lengthsman responsibility in view of Cllr. Welland's new position as Chair to the council. The next lengthsman visit is due on 1<sup>st</sup> August.
- C/16/51/4 Bulb planting**  
This item will be added to the September meeting agenda
- C16/51/5 Noticeboard replacement and self-healing membrane**  
The new noticeboard, to replace the one hit by a motorist last year, is due to be installed by Little Rose Gardening. Little Rose Gardening will be taking delivery of the board and will advise once it has been installed. The Parish Council requested that once the invoice for the replacement board has been generated that the motorist is contacted to ask for a contribution towards the replacement costs **[action]**.
- C/16/51/6 Footpaths**  
Cllr Macpherson advised that the owner of the Watercress footpath has been identified as Bob Chisnell. Cllr Welland declared that she has an interest because Mr Chisnell is her next door neighbour. There was a discussion regarding the maintenance of the footpath as it appears not to be the responsibility of the Parish Council and therefore some further enquiries are to be made regarding who needs to take responsibility for the up-keep of the footpath **[action]**.
- C/16/52 Barton Hill Cottages working party update**  
Cllr Macpherson and Cllr Welland met with Leanne Smith of the Winchester Housing Trust to discuss the level of interest that has been registered so far. At present Leanne is due to speak with a local land owner regarding a prospective development site but it is not expected that a further meeting will be for a while yet.
- C/16/53 Barton Farm Parish Council**  
The next forum meeting is due on Wednesday 13<sup>th</sup> July. Cllr Duncan will be attending and will update the Parish Council at the September meeting **[action]**
- C/16/54 Emergency planning**  
To be included on Septembers meeting agenda

**C/16/55**      **Chairs notices**  
None to note

**C/16/56**      **Clerks notice and correspondence**  
None to note

**C/16/57**      **Parish dialogue**

- Next newsletter for the Parish is due in the Autumn
- Casual vacancy for councillor to be advertised **[action]**
- Cllr Welland has been updating the Worthys.org website to redirect relevant material to the new Headbourne Worthy website.

**C/16/58**      **Items for the next agenda**

- Connecting the Worthy's
- Bulb planting
- Policies for review and adoption
- Emergency planning
- Items for the Parish Newsletter

**C/16/59**      **Date of next meeting**  
Monday 12<sup>th</sup> September 2016, 7.15pm at Church Rooms, London Road, Kings Worthy.

Apologies received from: Cllr Clarke-Smith and Cllr Barrow

The meeting closed at 9:45pm

Signed.....

Date:.....