

## Minutes of a Meeting of Headbourne Worthy Parish Council

Held on Monday 5<sup>th</sup> March 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), C Duncan, G Macpherson,  
C Clarke-Smith, G Vigor-Robertson

**Apologies** Cllr J Rutter  
Cllr D Barrow  
City and County Councillor Jackie Porter

**Clerk:** Jill Judge

**Public attendance:** One

**C/17/136** **Apologies**  
Apologies were received and accepted by Cllr Rutter who had city council meeting commitments and Cllr Barrow who was unwell.

**C/17/137** **To receive declarations of pecuniary interests (DPIs) and other significant interests from members concerning specific items on the agenda**  
Councillors present had no interests to declare.

**C/17/138** **Public Participation**  
A member of the public expressed his concern at the number of pot holes along Down Farm Lane. The on line "report a pot hole" service provided by Hampshire County Council was highlighted.  
It was confirmed to the member of the public that a call for affordable sites (in the parish magazine, newspaper and website) to enable the parish to provide 6-10 affordable homes for local people had not met with any response. Options continued to be investigated.

**C/17/139** **City and County Councillors Reports**  
Cllr Porter's report had been circulated to councillors ahead of the meeting (attached).  
There was no City Councillor present at the meeting

**C/17/140** **Minutes of the Meeting of 8<sup>th</sup> January 2018**  
**C/17/140/1** **To approve and sign the minutes**  
The minutes were agreed as a true record of the meeting.

**C/17/140/2** **To deal with matters arising not on the agenda**  
None

**C/17/141**      **To note parish council elections on 3<sup>rd</sup> May and application procedure**

The clerk explained the process and would circulate documentation to councillors for completion.

**Action: Clerk**

**C/17/142**      **Correspondence**

A response had been received from Steve Tilbury, Strategic Director (Services), Winchester City Council in response to the Parish Council's letter sent to Mrs Laura Taylor, Chief Executive, of Winchester County Council expressing concerns that the S106 agreement dated 11 March 2010 between Winchester City Council and Parsons and Joyce Contractors Limited and The Swaythling Housing Society Limited relating to Land at Willis Way, Kings Worthy (The Dell Play Area) had not been complied with. (Ref C17/104)

The City Council were unable to provide a transparent paper trail to demonstrate compliance, but Mr Tilbury was confident "that the Open Spaces team is diligent and robust on compliance matters" and in this case "An audit trail of the invoices for equipment and installation would not necessarily tell the whole story in relation to expenditure on this site, but it would no doubt help".

The clerk was asked to follow up on Mr Tilbury's final comment "I therefore acknowledge that the Parish Council has a valid point which we will act upon, but I regret I cannot provide any further information relating to this specific site"

**Action: Clerk**

Steve Brine, local Conservative MP for the Winchester & Chandler's Ford constituency, had written to parish councils asking each to highlight three issues of note. It was agreed that Headbourne Worthy would respond noting traffic concerns (pressure on roads), flood risk and lack of affordable housing.

**Action: Chair**

The clerk was asked to send thanks to scouts for distribution of the parish newsletter.

**Action: Clerk**

It was noted that the recent Winchester 10km Road Race had resulted in parts of the village effectively been cut off for a period. The clerk would contact organisers (Off Beat Events) ahead of next year's race to express concerns about access for emergency vehicles and inconvenience caused. It was recognised that this was an annual event.

**Action: Clerk**

**C/17/143**      **Bus Shelters – Receive update**

The clerk had received an update from Skanska dated 2<sup>nd</sup> March saying "With regards to the Bus shelter, we have finalised the details with the shelter manufacturer in line with your email of 06/12/2017. DIO lawyers are now in communication with HCC with regards to the licence agreement to carry out all the Highway works. We hope to give the order to the Shelter company soon and I will be able to update you more accurately in the next 10 days.

**C/17/144**      **Community Resilience**

There was no specific update related to ongoing flood alleviation concerns.

**C/17/145**      **The Dell Play Area**

**Review consultation response and determine next steps**

The Chair had prepared a presentation as attached. Twelve responses had been received and there was a desire for more equipment. Play equipment

companies would be contacted to gauge costs and suitable items (£3727.23 open spaces funding available)

**Action: Clerk/Chair**

**Review signage and costs**

Wording for the sign to be placed at the playground was approved. A quote of £67.35 had been received and all agreed that this should be progressed

**Action: Clerk**

**C/17/146**      **Mount Pleasant Consultation**  
**Clarification of ownership of footpath between The Dell and Mount Pleasant**

Investigation into the ownership of the footpath continued.

**C/17/147**      **Traffic Calming Measures**

Cllrs Welland and Vigor-Robertson had met with Neville Crisp (Traffic Engineer, Engineering & Transport, Built Environment, Winchester City Council) and Ray Gardener to discuss ways to improve safety at the junction of Down Farm Lane and Springvale Road. An initial design drawing had been made utilising kerbing to slow traffic exiting Down Farm Lane turning left and to attempt to direct surface water flow towards the culvert via the weir kerbs opposite.

Next steps were a more detailed design and costing and the Chair was in contact with Andrew Kettlewell, Transport Team Leader, Strategic Transport – Delivery (under £2M Capital Programme) at Hampshire County Council to progress this. The parish council had CIL monies which could be used to aid funding of this project if appropriate.

**C17/148**      **Finance**  
**C/17/148/1**      **Recent transactions – to approve income and expenditure since last meeting**

Payments PV43 to PV49 were approved

**C/17/148/2**      **To review budget year to date**

Available funds amounted to £5841.34 as at end of February. (excluding CIL payments and playground funds). Areas of budget overspend included printing, and this has been considered for the 2018/2019 year.

**C/17/148/3**      **To note CIL and Open Spaces Fund available.**

CIL payments amounted to £24396.15. Open Spaces Fund available amounted to £3727.23.

**C/17/149**      **Planning**  
**C/17/149/1**      **New applications – to agree responses to current applications**

Date Rec'd	Number	Address	Description	
05/02	18/00311/FUL	Leaflands Mortimer Close	New carports and minor amendments to dwellings	15 March 2018
The Parish Council has no specific comment related to this application.				

Date Rec'd	Number	Address	Description	
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.	6 March 2018
It was agreed by all to OBJECT to this application. There was concern that this was effectively a separate dwelling and that a retrospective application would create a precedent. Cllr Welland would draft the objection comment for circulation to councillors and submission to the planning officer.				

**C/17/149/2 To note applications where decision awaited**

Date Rec'd	Number	Address	Description	
01/11	17/02806/FUL	Church Paddock Fishery Bedfield Lane	New access with public highway and track to existing parking area	

**C/17/149/3 To note recent decisions**

Date Rec'd	Number	Address	Description	Decision.
27/04	17/01179/FUL	Casita Wellhouse Lane	Demolition of the existing dwelling and attached annexe and the erection of 1no. 2 bed semi-detached house, 1no. 3 bed semi-detached house, 2no. 4 bed detached houses, plus associated landscape works and new vehicle access	Application permitted

**C/17/149/4 Enforcement – to note any enforcement matters**  
No update

**C/17/149/5 Village Design Statement**  
No specific update

**C/17/150 General amenities**  
**C/17/150/1 Lengthsman Scheme Update**

Cllr Macpherson reported that the lengthsman was next due to visit on 12 March.

It was noted that the ditch that run along Bedfield Lane remained very clogged along one stretch. The clerk had contacted the Watercress Company to ask it were possible to arrange clearance. No reply had been received and the clerk would chase up.

**C/17/150/2 Litter Pick Arrangements – 10th March**

Cllr Clarke Smith confirmed that the litter pick would take place on 10th March from 10am.

- C/17/151**      **Policies & Procedures – Review and Approve**  
**Complaints**  
The Complaints Policy was reviewed, and a query raised about whistleblowing- this would be investigated.      **Action: Chair**
- Model Publication Scheme**  
This had been completed in draft format but with the clerk due to attend a data protection course the next day it was decided to hold to see if there were any implications from the new rules
- Update data protection rules**  
The clerk was due to attend a course on 6 March at HALC and would update accordingly.      **Action: Clerk**
- C/17/152**      **Receive update from the Working Party in respect of Affordable Housing proposed development – Cllr MacPherson**  
Due to an increasing workload Cllr Welland had handed over her place on the Affordable Housing working group to Cllr Jane Rutter. In another change to the composition of the group it was noted that Leanne Smith had left the Winchester Housing Trust with her replacement due to start in March. Leanne contribution to driving the proposed development was noted.
- C/17/153**      **Receive update from Barton Farm Forum – Cllr Duncan**  
Nothing specific to report. The next meeting would be on 22<sup>nd</sup> March and Cllr Duncan was unable to attend and asked if another councillor would be able to attend (all to check diaries).
- C/17/154**      **Communications – to receive updates**  
**C/17/154/1**      **Newsletter**  
The Spring issue had been circulated.
- C/17/154/2**      **Website**  
The automatic link to planning applications was not working correctly and the chair would investigate.      **Action: Chair**
- C/17/155**      **To discuss and agree arrangements for the Annual Parish Meeting**  
This would be held at St Swithun’s Church on 21st May at 7.00pm with Howard Tissiman kindly agreeing to give a talk on the history of the church.
- Items for next agenda**
- Publications policy
  - Data protection update
- C/17/156**      **Date of next meeting**  
The next meeting would take place on 14<sup>th</sup> May.

The meeting closed at 9.30 pm

Signed.....

Date.....