

**Headbourne Worthy Parish Council  
Minutes of meeting of Monday 10 November 2014  
Church Rooms, St Mary's Church, Kings Worthy**

**In attendance:**

<b>Councillors:</b>	<b>Harry Whorwood (Chairman), Christine Clarke-Smith, Tom Crutchfield, Claire Duncan, Jane Rutter &amp; Claire Welland</b>
<b>Clerk:</b>	<b>Adrian Reeves</b>
<b>Winchester City Councillor:</b>	<b>None</b>
<b>Hampshire County Councillor:</b>	<b>Jackie Porter (from C/14/50 on)</b>
<b>Police:</b>	<b>None</b>
<b>Members of the public:</b>	<b>Margaret Filley</b>

The meeting started at 7.20 p.m.

**C/14/44 Apologies for absence**

Apologies were received from City Councillor Caroline Horrill.

**C/14/45 Presentation by Winchester Housing Trust on Affordable Housing**

No representative was in attendance.

**C/14/46 Public Participation**

None.

**C/14/47 Reports from Police, County Councillor, City Councillor, Neighbourhood Watch and Meetings Attended**

- C/14/47/1 Local Policing – no report had been received.
- C/14/47/2 County Councillor – see C/14/51 below.
- C/14/47/3 City Councillor – no report had been received.
- C/14/47/4 Neighbourhood Watch – Margaret Filley the local co-ordinator presented a report. At the end of September and the beginning of October the village had become a “crime hotspot.” Neighbourhood Watch now had about 100 email addresses registered, from the 250 homes in the village. Emailing enables informing residents of what is going on while being non-intrusive yet having a zero tolerance to crime.

Currently they are trying to set up a junior group; 8 attended the first meeting.

Margaret Filley is fact finding as to how Neighbourhood Watch may contribute to the flood planning and response. The Parish Council is to go on the bulletin list and the Clerk will receive the distribution of regular news and reports.

C/14/47/5 Meetings attended –

- (i) Down Farm Bridge – Councillors Duncan and Rutter had attended and explained to Network Rail that the Parish Council were keen to see the narrow and low bridge retained as it restricted lorries from using that entrance to the village. Network Rail said that their plans were not to make the bridge wider but it will be constructed from concrete slab and will be higher. Hampshire County Council (HCC) is also asking for the bridge to be raised and it appeared that Network Rail took no notice of the parish representations. Cladding the concrete is not an option within their budget plans. Councillor Rutter agreed to ask for a meeting with HCC, Network Rail and Councillor Porter. **Action – Cllr Rutter**

It was agreed that the Clerk, together with Councillors Crutchfield and Duncan, would draw up a brief for a Village Design Statement and to copy any information on the subject to Councillor Welland. **Action – Clerk**

- (ii) Local Plan Part 2 – Councillor Rutter presented a report on the consultation taking place on land off Lovedon Lane in Kings Worthy. This proposal forms part of the response to the need to find 250 new dwellings within the Kings Worthy settlement boundary (which includes parts of Headbourne Worthy).

#### **C/14/48 Minutes of the Last Meeting Held on Monday 15 September 2014**

The minutes of the last PC Meeting, held on 15 September 2014 were amended (C/14/40/2 (ii)) to change Little Orchard to Middle Orchard. They were then agreed and signed as a correct record of the meeting.

#### **C/14/49 Finance**

C/14/49/1 The Clerk presented the management accounts (copy attached) for the period to end of October 2014. These showed a deficit of £1,894 for the year to date after the payment of £2,812 for the bus shelter. A VAT reclaim had been submitted for £763 and a response was awaited from HMRC. It appeared that no previous VAT reclaims have been made and it is possible to go back 3 years from the date of the claim. It was noted that the Speed Limit Reminder (SLR) sign was available in the parish for 2 weeks out of 8 at a cost of £80 each. The end of year forecast is to be updated to reflect this. **Action – Clerk**

C/14/49/2 The Clerk presented a schedule of income and expenditure for the financial year to 31 October 2014, together with a bank statement and bank reconciliation as at 31 October 2014. The Clerk reported that the balance in the bank at 31 October 2014 was £3,682.60 and the bank statement was signed by Councillor Whorwood (copies as attached). It was noted that the responsibility for maintenance of the new bus shelter in London Road rests with the Parish Council. The insurance company is being contacted to update the cover for this item. **Action – Clerk**

C/14/49/3 The s106 balance on 31 August 2014 was £4,462.30 of which £0.77 was held in the Sport Fund. Kings Worthy Parish Council requested that consideration being given to supporting part funding for an accessible swing in the Eversley Park playground. Councillors wished to give consideration to this in

conjunction with supporting playgrounds in Abbots Barton and Abbey Gardens, which are also used by parishioners' children.

C/14/49/4 Grant Applications – it was agreed to award grants as follows:

- £50 to Neighbourhood Watch
- £100 to Citizens Advice Bureau (numbers of Headbourne Worthy residents using the service to be requested. **Action – Clerk**)
- £270 for the Worthys Festival 2015 (for hire of Juggling Jake)

C/14/49/5 Office laptop & software – currently using the Clerk's personal laptop and PC, which is being backed up every week. It was agreed that there was no need to purchase a new laptop for the Parish Council at this stage and thanks were expressed to the Clerk for this use.

**(Councillor Porter arrived during the discussion on the next item).**

### **C/14/50 Budget 2015-16**

The Clerk presented a forecast outturn for this financial year together with a first draft budget for 2015-16. These were examined in detail and a number of proposed changes were made; a copy of the latest proposal is attached for information but this will be revisited at the January meeting, when it will be necessary to finalise the precept.

Councillor Crutchfield presented a paper prepared by Charlotte Smith. This highlighted that the existing planting had not been very successful and it was suggested to plant yellow rattle, which would suppress the grass growth. It was agreed to rotavate, spray-off and replant both wildflower areas, and to ask Moore Gardens to carry out this work. The spraying should be carried out 2 or 3 weeks before the planting. Councillor Porter said that she was willing to contribute £500 from her small grants fund. **Action – the Clerk**

### **C/14/47 Report from County Councillor**

Down Farm Lane Bridge – Councillor Porter is concerned at not being able to ascertain who at HCC is supporting the raising of the bridge height. It was suggested that the Parish Council speak to Peter Finn (Worthy's History Group) for help in raising a case for keeping the character of the existing bridge. **Action – the Clerk**

HCC are consulting, after the cuts, on short breaks for disabled children and respite for their parents.

HCC are consulting, after the cuts, on the Youth Service.

Reference was made to the fluoridisation of water supplies. Councillor Porter stated that fluoride is good on teeth but not when ingested.

The 250+ new houses to be built within the settlement boundary of Kings Worthy will put pressure on school places, particularly as the new Barton Farm Primary will not open until summer 2017.

HCC have yet to decide on cycle corridor planning and that the Parish Council should push for better cycle route provision for Headbourne Worthy.

The new footpath by Headbourne Worthy House is now going ahead.

A 30mph speed limit for Springvale Road is now in the plans. Councillor Porter agreed to ascertain the status of the outstanding resurfacing work from Nations Hill to The Good Life Centre. **Action – Cllr Porter**

Councillor Porter is to meet with Ray Gardner (Peter Eade's replacement) on flooding issues.

The draft Flood Action Plan (FLAP) requires one person to be the responsible point of contact for the village. Once the FLAP is completed it is to be sent to HCC's Emergency Centre. **Action – Chairman**

### **C/14/52 Planning**

The following planning applications were considered and the submissions to WCC's Planning Department were agreed as follows:

- C/14/52/1      14/002719/FUL Woodstock, Mortimer Close  
This application had been refused by WCC but has been taken to appeal.
- C/14/52/2      The Clerk reported on the open planning enforcement cases in the village of which there are three:
- Foresters Park, Wellhouse Lane – Storage of vehicles in parking places; vehicles are expected to be collected in the near future.
  - Woodstock, Mortimer Close – Unauthorised use as HMO; awaiting planning appeal.
  - Lower Farm, School Lane – WCC will be writing to the owner to discuss the fence.
  - Lovely Cottage, Down Farm Lane – Alleged installation of a fuel tank and external boiler within the curtilage of a listed building; WCC have written to the agent.

### **C/14/53 General Amenities**

- C/14/53/1      Flood Planning and Mitigation – There was nothing new to report.
- C/14/53/2      Account with Worthy Sand and Ballast – This account has been set up and is available to be called upon. The smallest quantity of sand or hoggin would cost approximately £30 plus £5 for local delivery.
- C/14/53/3      Fence at Lower Farm, School Lane – see C/14/51/2 above.
- C/14/53/4      Gullies at Down Farm Lane – This cleaning work was still awaited.
- C/14/53/5      War Memorial Cleaning – The Clerk had made contact with the individual recommended by Chute Parish Council, who was currently injured but would make contact in December. It was agreed to target completing the restoration by 2018. Tony Dowland is to be invited to the next meeting to discuss the restoration and the Clerk is to ascertain if any planning permissions are required. **Action – the Clerk**
- C/14/53/6      Lengthsman's Employment and Task List – A replacement contract for 2015 had been received and was signed by the Chairman.
- C/14/53/7      Monitoring of Traffic Speeds by Pudding Lane – The Clerk has emailed the PCSO to ask if traffic speeds could be monitored by Pudding Lane; a reply is awaited. The Clerk is to request that the data from the SLR be supplied to the Parish Council. **Action – the Clerk**

- C/14/53/8 Bulb Planting – The spring bulb planting has been carried out by Worthys Conservation Volunteers.
- C/14/53/9 History Board – Nothing to report.
- C/14/53/10 Bus Shelter: Litter / Need for Waste Bin – It was agreed that litter was not a problem and there was currently no requirement for a litter bin at this site.
- C/14/53/11 Noticeboard and Post box – It was expected that the noticeboard will be moved soon. The post-box will be revisited once the board has been moved.

### **C/14/54 The Worthy's Festival 2015**

It was reported that the next meeting of the organisers of this event was scheduled for Wednesday 12 November.

### **C/14/55 Chairman's Notices**

- C/14/55/1 The Chairman had laid a wreath for Remembrance Sunday and thanks had been expressed for this.
- C/14/55/2 The Chairman reported that David Barrow had expressed interest in becoming a councillor.

### **C/14/56 Clerk's Notices and Correspondence**

- C/14/56/1 New Councillor – A formal advertisement for the one vacancy is about to be placed. **Action – the Clerk**
- C/14/56/2 Local Government Transparency Code – The new code for councils was noted; currently it only for councils with a turnover greater than £200,000 per annum.
- C/14/56/3 The Old Rectory – It was agreed to contact Alison Davidson with a formal request for immediate action as the building was deemed to be at risk. **Action – the Clerk**
- C/14/56/4 MailChimp & Dropbox – Nothing to report.
- C/14/56/5 The contents of a letter from Steve Brine MP on the A33 Cart and Horses junction was noted.
- C/14/56/6 Hampshire Fire and Rescue Service have sent a letter on how to Celebrate Christmas Safely; this has been placed on the noticeboards.
- C/14/56/7 Leaflets have been received on primary school applications for September 2015.

### **C/14/57 Parish Dialogue**

- C/14/57/1 The Chairman has set up an account on the B&Q system of Street Club. The Clerk showed some examples of the usage of Streetlife.com and it was agreed not to progress with this.

C/14/57/2 It was planned to produce the next newsletter before Christmas. **Action – Cllr Rutter**

**C/14/57 Date of Next Meeting**

Monday 12 January 2015 at 7.15 p.m. Winchester CAB is to be an agenda item.

The meeting closed at 10.40 p.m.

Signed:

Date:

Chairman

## Headbourne Worthy Parish Council

### Management Accounts For Period Ended 31st October 2014

	<u>2014/15 budget</u>	<u>Budget YTD</u>	<u>Income / Spend YTD</u>	<u>Variance</u>
Precept	5,395	5,395	4,504	-891
Donations			500	500
Sales			75	75
Interest			3	3
	<hr/>	<hr/>	<hr/>	<hr/>
	5,395	5,395	5,082	-313
Insurance	265	265	265	
Audit fees			235	235
Hall hire	200	114	100	-14
Grass cutting	150	88	0	-88
Wreath	20		0	
St. Swithun's churchyard			0	
Clerk's salary	1,600	933	987	54
Clerk's expenses	300	175	140	-35
Training			0	
NALC / HALC	200	200	209	9
WDAPC			0	
Donations	600		0	
Maintenance	300	175	96	-79
Printing	300	100	207	107
Lighting			0	
Website	92		0	
Parish meeting	25	25	37	12
Wildflower planting	1,000	1,000	965	-35
SLR	600	350	160	-190
Bus shelter			2,812	2,812
VAT to be reclaimed			763	763
	<hr/>	<hr/>	<hr/>	<hr/>
Total	5,652	3,425	6,977	3,552
	<hr/>	<hr/>	<hr/>	<hr/>
Surplus / (Deficit)	-257	1,970	-1,894	-3,864

## Receipts

31/03/2014	Interest		0.49
30/05/2014	Precept 6 months		2,252.02
30/05/2014	Bequest		500.00
30/06/2014	Credit Interest		1.30
22/07/2014	Sale	Laptop to H Graham	75.00
19/09/2014	WCC DRAWING ACC	Precept 6 months	2,252.02
30/09/2014	Interest		1.50
Total Receipts			<hr/> 5,082.33

## Expenditure

			<u>£ exc.</u> <u>VAT</u>	<u>VAT</u>	<u>Invoice</u> <u>Total £</u>
22/04/2014	PCC of Kings Worthy	Hall hire	20.00		20.00
22/04/2014	Worthy Plants	700 wildflower plugs & materials	415.00	83.00	498.00
22/04/2014	HALC	Subscriptions	209.00		209.00
		Wildflower plugs & materials at			
12/05/2014	Worthy Plants	Bedfield Lane & Nations Hill	385.00	77.00	462.00
12/05/2014	Came & Co	Insurance 01/06/14 to 31/05/15	265.00		265.00
12/05/2014	ADH	Printing 250 newsletters	90.00		90.00
12/05/2014	Robert Cox	Move parish notice board	96.00		96.00
27/05/2014	H Graham	Catering for annual meeting	37.24	7.45	44.69
		Mount SLR road sign & change			
27/05/2014	Littleton Landscapes	battery	80.00		80.00
03/06/2014	B/P to: H Graham	Office expenses to 15/04/14	30.00		30.00
03/06/2014	B/P to: J K Murray	Internal audit fees	115.00		115.00
03/06/2014	B/P to: HMRC Cumbernauld	PAYE	74.80		74.80
03/06/2014	B/P to: Mr A Reeves	Salary 15/05/14 - 31/05/14	58.26		58.26
13/06/2014	B/P to: M Filley	Neighbourhood Watch printing	26.98		26.98
13/06/2014	B/P to: H Graham	Salary 02/04/14 - 02/06/2014	191.98		191.98
01/07/2014	B/P to: Mr A Reeves	Salary June 2014	105.90		105.90
01/07/2014	B/P to: Mr A Reeves	Expenses June 2014	20.00		20.00
01/07/2014	Littleton Landscapes	Mount SLR road sign & change	80.00		80.00



		battery			
01/07/2014	B/P to: HMRC Cumbernauld	PAYE	26.60		26.60
04/07/2014	B/P to: PCC Kings Worthy	May 19 & June 2	40.00		40.00
05/08/2014	B/P to: HMRC Cumbernauld	PAYE	26.40		26.40
05/08/2014	B/P to: Mr A Reeves	Salary July 2014	105.90		105.90
05/08/2014	B/P to: Mr A Reeves	Expenses July 2014	20.00		20.00
05/08/2014	B/P to: Mr A Reeves	Expenses May 2014	10.00		10.00
29/08/2014	B/P to: Mr A Reeves	Expenses August 2014	20.00		20.00
29/08/2014	B/P to: Mr A Reeves	Salary August 2014	105.90		105.90
29/08/2014	B/P to: HMRC Cumbernauld	PAYE	26.60		26.60
15/09/2014	B/P to: PCC Kings Worthy	July 14	20.00		20.00
15/09/2014	B/P to: BDO LLP	External audit 2013-2014	120.00		120.00
30/09/2014	B/P to: Mr A Reeves	Expenses September 2014	20.00		20.00
30/09/2014	B/P to: Mr A Reeves	Salary September 2014	106.10		106.10
30/09/2014	B/P to: HMRC Cumbernauld	PAYE September	26.40		26.40
04/10/2014	B/P to: PCC Kings Worthy	September 15	20.00		20.00
04/10/2014	ADH	Printing 250 newsletters	90.00		90.00
04/10/2014	Queensbury Shelters Ltd	Bus shelter opp Taylors Corner	2,812.34	562.47	3,374.81
27/10/2014	Worthy Plants	Spring bulbs	165.00	33.00	198.00
31/10/2014	B/P to: Mr A Reeves	Expenses September 2014	20.00		20.00
31/10/2014	B/P to: Mr A Reeves	Salary September 2014	105.90		105.90
31/10/2014	B/P to: HMRC Cumbernauld	PAYE September	26.60		26.60
			<u>6,213.90</u>	<u>762.92</u>	<u>6,976.82</u>
			-	-	-
Net Surplus / (Deficit)			<u>1,131.57</u>	<u>762.92</u>	<u>1,894.49</u>

**Bank reconciliation as at 31 October 2014**

01/04/2014	Brought Forward	6,128.65
28/08/2014	Plus: Receipts	<u>5,082.33</u>
		11,210.98
31/03/2014	Less: Items brought forward	
28/08/2014	Less: Expenses for current year (inc. VAT)	
31/03/2014	Less: Expenses (inc. o/s items b/f)	<u>7,528.38</u>
31/03/2014	Balance carried forward	<u>3,682.60</u>
Add: unrepresented cheques / payments:		
31/10/2014	Balance at bank	<u><u>3,682.60</u></u>

## Headbourne Worthy Parish Council

### Budgets

#### Income & Expenditure

	<u>2013/14</u> <u>estimate</u>	<u>2013-14</u> <u>actual</u>	<u>2014/15</u> <u>estimate</u>	<u>2014/15</u> <u>April -</u> <u>October</u>	<u>2014/15</u> <u>Forecast</u>	<u>Proposed</u> <u>2014/15</u> <u>Budget</u>
Precept	4,437	4,437	5,395	4,437	4,437	4,526
Community Support Grant				67	67	67
Donations				500	500	0
Sales				75	75	0
Interest				3	4	3
<b>Total Income</b>	<b>4,437</b>	<b>4,437</b>	<b>5,395</b>	<b>5,082</b>	<b>5,083</b>	<b>4,596</b>
Insurance	265	265	265	265	265	282
Audit fees	100	100		235	235	250
Hall hire	200	140	200	100	180	147
Grass cutting	400	50	150	0	150	150
Wreath	20	17	20	0	17	18
St. Swithun's churchyard	275	0	0	0	0	0
Clerk's salary	1,400	1,560	1,600	987	1,650	1,675
Clerk's expenses	275	240	300	140	240	240
Training	0	0		0	75	75
NALC & HALC	200	195	200	209	209	214
WDAPC	0	0		0	0	0
Donations	600	263	600	0	1,000	1,000
Maintenance	300	0	300	96	679	300
Printing	350	190	300	207	207	217
Lighting	50	0		0	0	0
Website	300	92	92	0	0	0
Parish meeting	85	19	25	37	37	40
Wildflower planting			1,000	965	965	0
SLR		550	600	160	640	660
Bus shelter				2,812	2,812	0
War memorial cleaning					0	0
Postbox					50	0
Emergency fund					0	200
VAT to be reclaimed				763	0	0
Balance		443				
<b>Total Expenditure</b>	<b>4,820</b>	<b>4,124</b>	<b>5,652</b>	<b>6,977</b>	<b>9,411</b>	<b>5,468</b>
<b>Net Surplus / (Deficit)</b>	<b>(383)</b>	<b>313</b>	<b>(257)</b>	<b>(1,894)</b>	<b>(4,328)</b>	<b>(872)</b>

#### Balance Sheet

Bank balance brought forward					6,129	2,531
Net Surplus / (Deficit)					(4,328)	(872)
VAT reclaimed					730	0
<b>Bank balance carried forward</b>	<b>4,300</b>	<b>5,200</b>			<b>2,531</b>	<b>1,659</b>