

**Minute of a Meeting of Headbourne Worthy Parish Council**  
**Held on Monday 14<sup>th</sup> September 2015**  
**At Church Rooms, St Mary's Church, Kings Worthy**

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**Present:** Harry Whorwood (Chairman)  
David Barrow (from C/15/59)  
Claire Duncan  
Jane Rutter  
Claire Welland

Hampshire County Councillor (HCC): Jackie Porter

Winchester City Councillor (WCC): Caroline Horrill

Public attendance: Four members of the public

**Clerks:** Adrian Reeves / Lisa Lacey

The meeting was quorate and commenced at 7:20pm

**C/15/57 Apologies for absence**

Apologies were received from Cllr Clarke-Smith

**C/15/58 Public participation**

A member of the public raised concerns about the Down Farm Lane new bridge but unfortunately traffic speed and volume has increased and there is concern about this. Down Farm Lane has become a race track with 20 metre long skid marks on the road being observed around the bridge. This is believed to have been the result of the removal of the trees around the side of the road. Suggestions for addressing this included visual road signs but unlikely to be chicanes due to width of the road. This is a potential hazard as lane is narrow in parts where it makes two cars passing difficult. Furthermore, there are lots of very deep holes in the road. When it has been raining it is hard to see how deep the holes are and this is a further hazard. The question was raised as to whether these issues have been taken to WCC. It was advised that public would wait until after this evening's meeting before taking matters further. Further discussion around holes in the road where it was stated that holes are filled once their vertical side is at least 40mm deep. The depth has changed this year. The best way to ensure that these issues are addressed is for members of the public to report the issues via street.com or email [roads@hants.gov.uk](mailto:roads@hants.gov.uk). 30 mph speed limit sign is obscured and needs attention. This needs to be actioned asap – **Action: Clerk**

Cllr Porter advised that there was a traffic count 3 years ago but that she could ask for a comparative survey which could also assess speed. **Action: Cllr Porter**

HCC Highways have been advised that the hedges on the roadside need cutting as cyclists have had punctures as a result of lack of maintenance.

**(Cllr Barrow arrived 7:30pm)**

**C/15/59 Reports**

C/15/59/1 Cllr Porter tabled her report (appendix A) and gave verbal highlight of the updates.

C/15/59/2 Cllr Horrill provided a verbal update of her report (appendix B)

**C/15/59/3 Meetings attended:**

Cllr Rutter and Cllr Duncan attended a meeting to discuss open spaces at Barton Farm. The Cllrs put forward suggestions which were positively received. However, Cllr Rutter stated that she has been later advised that they were not able to action the proposals and as a consequence has expressed dissatisfaction at the situation.

**Action: The Chairman will write to Steve Tilbury to confirm access points as agreed with City Council. Cllr Rutter and Cllr Duncan to deal with the ecological mitigation issue. Copy of correspondence to be sent to clerk**

**C/15/59/4 Barton Hill Farm Cottages proposal – Presentation by Leanne Smith from Winchester Housing Trust and Jeremy Tirrell from T2 Architects.**

A PowerPoint presentation (appendix C) was given to discuss the proposal of redeveloping Barton Hill Farm Cottages under the rural exceptions scheme. The development would be for 8 dwellings including a pair of small houses, 2 flats and pair of cottages in a courtyard configuration. These dwellings would be for local people only.

**(Cllr Horrill left the meeting at 8:05pm)**

Leanne Smith gave an overview of the aims and objectives of Winchester Housing Trust including how the scheme works to enable local residents to be able to purchase properties in situations where they might otherwise have to leave the parish to find housing. Previous data collected by Winchester City Council indicated that 9 respondents had wanted to rent and/or buy affordable property in Headbourne Worthy. As a first step it was suggested to canvass for public opinion to assess what might be needed in terms of housing in the area.

**Action: Cllrs to discuss proposal further and then contact Leanne Smith**

**(The members of the public left the meeting)**

**C/15/60 Councillors meet with prospective Parish Clerk**

Cllrs took a break at 8:25pm and meeting resumed at 8:45pm

**C/15/61 Minutes of meeting held on Monday 14<sup>th</sup> July 2015**

One correction was identified at C/15/49/4 – a duplication of the planning application for Woodstock which requires deletion. **Action: Clerk to delete aforementioned.**

**C/15/62 Finance**

C/15/62/1 The Clerk presented the management accounts (appendix D) for the Period ended 31 August 2015. These showed a surplus of £210 for the year to date. The income had not changed from the previous month. One invoice is still due which relates to the SLR which has not been received yet. There has been a minor overspend on maintenance which relates to moving the notice board from The Good Life to Bedfield Lane. **Action: Cllrs to consider for next year's precept.**

C/15/62/2 Website – Clerk advised that the current website host will cease to support the existing website from July 2016. The website and email must have changed by this date to ensure a continual service. **Action: Cllrs to consider alternative solutions.**

C/15/62/3 s106 balances – Cllr Welland had spoken with an officer at WCC regarding the balance of £4508.54 which requires utilisation. Cllr Welland was advised that the money can be donated to the City for them to make use of or the money can be used to support other local projects. There are two local projects at present – Winnall, who are revamping their play area and Abbots Barton, who are also looking to refurbish their play area. The Clerk wanted to investigate if history boards can be funded by s106 balances. **Action: Cllr Welland**

C/15/62/4 Grant applications – No new applications had been received

**C/15/63 Recruitment of Parish Clerk (Confidential)**

Because of the confidential nature of the business to be discussed, Cllr Porter and prospective clerk left the meeting for this item only.

After confidential discussion Cllr Porter and Lisa Lacey re-joined the meeting and it was **RESOLVED** that Lisa Lacey had been appointed

Clerk as of 7 September 2015. The outgoing Clerk would continue to provide handover and support to 30 September 2015.

**C/15/64 Arrangements for filling councillor vacancy**

Cllrs discussed arrangements for advertising of the post of parish councillor. It was agreed that the post will be advertised in the newsletter. The advertisement will also be added to the noticeboards and consideration for including to schools communication. **Action: Cllr Rutter to arrange newsletter, Clerk to arrange noticeboards and Cllr Welland to arrange school communications.**

**C/15/65 Planning**

C/15/65/1 The planning decisions made by WCC were noted:

2 Vokes Cottages – Refused  
Field View, Pudding Lane – Permitted  
Woodstock, Mortimer Close – Refused  
Kingsmead – Permitted  
Little Acre, Down Farm Lane – No decision made

C/15/65/2 Feedback from Housing Trust presentation – Cllrs were positive about the presentation seen earlier in the evening. As a rural exceptions site for local people it is not felt that this will set a precedent. The location for the development was also considered with councillors stating that the housing is well served by a bus route and it is not too far to walk into Winchester or the local school. Scoping phase to be conducted initially by Headbourne Worthy Parish Council before handing over to the Winchester Housing Trust. Scoping could be conducted via newsletter first to gauge take up before taking to next stage and possibly setting up a working party.

**C/15/66 General amenities**

C/15/66/1 Flood planning – letter has been drafted regarding the proposed delays but so far no response has been received.

C/15/66/2 HCC watercourse – email received from HCC regarding Cllrs Whorwood's correspondence to a resident with regards to the dredging of his part of watercourse' which is currently under decking which it is wished to be replace.

At this point Cllr Whorwood advised that he has a conflict of interest with this item as and therefore the matter is to be managed by the Vice Chairman. **Action: Parish Clerk to write to Environment Agency to advise of situation. Cllr Porter to take the matter forward with the Environment Agency.**

C/15/66/3 Gullies to be cleared as part of the Lengthsman work each year.

Lengthsman jobs list for 19<sup>th</sup> October:

Cutting back of nettles

Cleaning out and cutting back of foliage around bus shelter

Clearing of Gullies

Leaf clearing

Grass cutting

Litter picking

Cllr Welland advised the Parish Council of a concern which was raised by a member of the public regarding ivy growth around the entrance to The Old Rectory which their effecting vision when trying to exit their drive onto the road. It was stated that because property is private the Lengthsman is unable to cut the foliage.

Due to the Lengthsman scheme being reviewed by the county council the Parish Council have agreed to write to Stuart Jarvis, the Director of Economy, Transport & Environment in support of the scheme. **Action: Cllr Whorwood.**

C/15/66/4 War memorial cleaning – It was agreed by email that the Parish Council would take this work and the Parish Clerk gave the Councillors an indication of the effect on the precept if this work was paid for via the council tax. For a band D property this would cause an increase in council tax of £11.98 for the year. The approximate cost, at this point, for the cleaning is £2,500. If this work is to be completed in 2016 and the intention is for it to be funded through the precept the decision will need to be made by the next full meeting. Other ideas for funding the clean were to find out if any of the monies from s106 could be used or if the Royal British legion are able to help fund this. **Action: Cllr Welland**

C/15/66/5 Worthy's conservation volunteers – No correspondence received

C/15/66/6 Noticeboards – The parish council stated that they would like the damaged noticeboard replaced and to have the self-healing membrane cover. **Action: Clerk**

### **C/15/67 The Worthy's festival 2015**

Worthys Festival – Cllr Rutter gave councillors a copy of the Worthy's Festival brochure. Everyone in the parish should have received a copy of this as well. Cllr Rutter thanked Headbourne Worthy Parish Council for funding Juggling Jake for the festival. Headbourne Worthy Parish Council thanked Cllr Rutter for her work in organising the events.

C/15/68 **Barton Farm** – nothing to report.

C/15/69 **Chairman's notices** – nothing to report.

C/15/70 **Clerk's notices and correspondence**

C/15/70/1 Neighbourhood watch – email received last Thursday regarding information from Chief Constable of Hampshire who has written to all local councils asking for support regarding funding a fairer deal for police. The email states that the current formula is unfair for Hampshire and the Isle of Wight by approximately £10 million.

C/15/70/2 PCSO's – no longer attending parish meetings or providing reports. The local PCSO has offered to visit the Clerk to show how the reports can be accessed online. **Action: Clerk to meet with PCSO**

C/15/70/3 Clerks correspondence – A thanks-giving service being held on Sunday 20<sup>th</sup> September at 10am. Cllr Whorwood has advised that he shall be attending.

C/15/70/4 Consultation paper received from the Department of Transport giving updates to Regulations and directives for road traffic signs. **Action: Cllr Welland to review.**

C/15/70/5 Economy, Transport and Environment consultation with parish councils looking at current financial issues for Winter preparations. To be held on 11 November at 3pm part 1 and part 2 at 5pm. **Action: Cllr Duncan and Cllr Rutter to attend**

#### **C/15/71 Parish dialogue**

C/15/71/1 Cllr Rutter to organise next newsletter, to include the following:

- Welcome from the new parish clerk (including photo)
- Notice of councillor vacancy

C/15/71/2 Website update – Cllr Welland has been reviewing options for a replacement website and has sourced a possible replacement who specialise in community websites. A domain name and email addresses are still to be arranged. Possible provider is able to host domain name and email addresses for free as long as these have been purchased, which is believed to be nominal in expense. A breakdown of costs is to be provided for the next meeting. **Action: Cllr Welland**

C/15/71/3 Memorial wreath to be arranged for this year. **Action: Clerk to arrange wreath and delivery to Cllr Clarke-Smith**

#### **C/15/72 Date and time of next meeting**

The chairman thanked everyone for their attendance this evening and confirmed the next meeting to be held on Monday 9<sup>th</sup> November 2015 at The Church Rooms, St Mary's Church, Kings Worthy.

The meeting closed at 10:35pm

Signed.....

Date:.....

**APPENDIX A**

Separate attachment

## **APPENDIX B**

### **Cllr Caroline Horrill report to Headbourne Worthy Parish Council September 2015**

#### **1. Devolution - Briefing for Parish Councils is scheduled for October 20th**

There will be a briefing for Parish and Town Councils on Tuesday 20th October 2015, I urge you to attend this meeting, so that you can contribute to the devolution debate while the proposals remain as fluid as they currently are – it will be more difficult for you to influence the final proposals later.

#### **2. Planning Coach Tour**

A Planning District Coach Tour has also been scheduled to take place on Friday, 9 October. The tour will commence at 9.30am prompt when the coach will depart from the Guildhall steps and is open for attendance by all WCC Councillors and also by representatives of Parish Council's and the City of Winchester Trust, as has taken place in previous years. It is anticipated that the tour will finish at approx. 5pm when the coach will return to the Guildhall.

Spaces on the coach are limited and are offered on a first come, first served basis. An itinerary will be produced by Planning Officers and made available to those wishing to attend in due course. If you would like to attend the Planning District Coach Tour, please can you contact Hannah Ayling 01962 848 264, [hayling@winchester.gov.uk](mailto:hayling@winchester.gov.uk) by Thursday 1 October at the very latest to confirm your place.

#### **3. Parish Councillor Training - Code of Conduct**

Monday 5 October 2015, 6pm – Ruby Room, Jubilee Hall, Bishop's Waltham

This training concentrates on the Standards Framework and Code of Conduct. In addition to examining the Code, the training will cover practical application of the guidance to everyday situations. Please let David Blakemore know if you wish to attend [dblakemore@winchester.gov.uk](mailto:dblakemore@winchester.gov.uk)/01962 848 217.

#### **4. Draft Local Plan Part 2**

Following the consultation on the draft Local Plan in December 2014, officers have now completed additional work to be able to respond to the matters raised, so that the Plan can proceed to its next stage. Consequently, a number of changes are proposed to the Plan which will be reported to two Cabinet (Local Plan) Committees.

Once the changes have been approved, the whole Plan will need to be finally agreed by Council at a special meeting on 21 October 2015. Rural areas will be covered in a meeting on 6<sup>th</sup> October.

<b>6 October 2015</b>
<b>Chapter 3</b> Winchester Town
<b>Chapter 4</b> Market Towns and Rural Area New Alresford
<b>Chapter 6</b> Development Management



## **5. Syrian Refugees**

WCC is receiving approaches regarding the Council's role in coordinating activities regarding Syrian refugees.

We are currently awaiting guidance from the Government and the LGA on how local authorities will be asked to contribute to a coordinated effort. Richard Botham our Chief Housing Officer is acting as the Council's link to the LGA regarding this issue and will update everyone as soon as more information is available.

The link below provides the latest Government guidance on how organisations and individuals can help and we will be providing this guidance to all who offer assistance.

<https://www.gov.uk/government/news/syria-refugees-what-you-can-do-to-help--2>

The Customer Services team is maintaining a log of all expressions of support, offers of accommodation and donations etc. It would be helpful if you could direct any such offers to them via the main switchboard (01962 840222) or by email via [housing@winchester.gov.uk](mailto:housing@winchester.gov.uk).

## **6. River Park Consultation**

The Council will be consulting on the options for the redevelopment of the River Park Leisure centre at Bar End over the coming months. Please look out for your opportunity to input to this really important project for the city. This will also include the options for the use of the current space.

## **7. Barton Farm**

We are still awaiting the results of arbitration over the sale of the land between Winchester College and Cala Homes. Work has started on site for the first homes and the junction to the site has been installed on the LHS as you come down from Three Maids Hill.

## APPENDIX C

## APPENDIX D

### Headbourne Worthy Parish Council

#### Management Accounts For Period Ended 31st August 2015

	<u>2015/16 budget</u>	<u>Budget YTD</u>	<u>Income / Spend YTD</u>	<u>Variance</u>
Precept	5524	2,762	2,762	
Community Support Grant	134	67	67	
Donations	0	0	0	
Sales	0	0	0	
Interest	3	0	0	
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	5,661	2,829	2,829	0
Insurance	280	280	250	-30
Audit fees	250		125	125
Hall hire	147	63	60	-3
Grass cutting	150		0	
Wreath	18		0	
Clerk's salary	2152	897	883	-14
Clerk's expenses	240	100	60	-40
Training	75		0	
NALC / HALC	214	214	335	121
Donations	600	400	400	
History Board	300		0	
Maintenance	217	90	383	293
Printing	0		0	
Website	0		0	
Parish meeting	40	40	42	2
Wildflower planting	0		0	
SLR	660	80	80	
Bus shelter	0		0	
VAT to be reclaimed	0		0	
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Total	5,343	2,164	2,619	455
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Surplus / (Deficit)	318	665	210	-455