

**Headbourne Worthy Parish Council
Minutes of meeting of Monday 15 September 2014
Church Rooms, St Mary's Church, Kings Worthy**

In attendance:

Councillors:	Harry Whorwood (Chairman), Christine Clarke-Smith, Claire Duncan, Jane Rutter & Claire Welland
Clerk:	Adrian Reeves
Winchester City Councillor:	Caroline Horrill (from item C/14/35 onward)
Hampshire County Councillor:	Jackie Porter
Police:	Jon Worsdell & Kerry Croutear
Members of the public:	Katie and Simon Brown, Meyrick Harris, Lt. Cdr Griffiths, Peter Finn and Derek Brockway

The meeting started at 7.25 p.m.

C/14/31 Apologies for absence

Apologies were received from Councillor Crutchfield.

C/14/32 Public Participation

- **Down Farm Lane Bridge** – Network Rail staff have stated that it is planned to carry out work to make the bridge higher but not wider. There are considerable public concerns that this will make this route more of a “rat run”, particularly when Barton Farm is being built. Councillor Porter reported that Network Rail had not contacted Hampshire County Council (HCC) on this matter, but that HCC have suggested that the bridge be strengthened but not raised. HCC were thanked for the new surface but there are areas where the edges are broken. The Clerk was requested to pass on details to Peter Eade. **Action – the Clerk**
- **Bus Shelter in London Road** – Representatives of Headbourne Worthy House expressed their thanks for the new bus shelter in London Road, for which they were very grateful. A request was made for a small waste bin to be provided. It was agreed and to monitor the litter position and review the matter in two months.

C/14/33 Police Report

The PCSO presented her report (copy Attached). Other items mentioned were:

- Two motorcycles have been seized in Kings Worthy after illegal off-road use.
- It was noted that the SLR sign was not working and the Clerk was asked to check the battery. **Action – the Clerk**

(The police and 2 members of the public left the meeting.)

C/14/34 History Boards

Peter Finn and Derek Brockway made a presentation on behalf of the Worthys Local History Group. Three possible sites were suggested, namely the site of the proposed church car

park, Taylors Corner, the junction of Bedfield Lane with Springvale Road and the Green by the Manor House. The board would be size A1 in a lectern style, on 4 legs, as this style was deemed to be more easily read than a vertical format. Cost for each board would be £400 to include everything (e.g. design, information, colourfast printing on dibond onto a black stove enamel lectern and an anti-graffiti coating) except for the digging of the holes in the ground. It was unanimously agreed to go ahead with one board per year starting with Taylor's Corner. The History Group were thanked for doing the preparatory work.

(Councillor Horrill joined the meeting and the two members of the Worthy's Local History Group left).

C/14/35 Reports from County Councillor, City Councillor, Neighbourhood Watch and Meetings Attended

C/14/35/1 County Councillor – Councillor Porter tabled her report (copy attached) and added the following comments:

- Ray Gardner is replacing Ron Ilsley in HCC's Highways team. It was requested that all correspondence sent should be copied to Peter Eade.
- Affordable housing – some is proposed for the garage site behind Tubbs Hall (Kings Worthy) but not supporting to have any more in Green Close.
- Extra care – it is planned to provide 60 more places for rent or purchase, all of which will be wheelchair enabled. 24 hour care and a restaurant will be provided on the Chesil Street open air car park site. It was noted that the pedestrian route into the city centre was difficult. It is proposed to have another scheme like this on the Barton Farm site.
- The Lengthsman's contract is to be extended to December 2015.
- Meeting on the proposals for the A33/B3047 junction will take place in the next couple of weeks.
- St. Mary's Close, Kings Worthy – there are issues with the surface on the footpath.
- Barton Farm – temporary traffic lights will be installed at the Harestock Road / Wellhouse Lane junction in November (or possibly January) with a 40mph speed limit and maybe 30mph while work carried out.
- Park Road junction traffic light installation will require a complete road closure which is programmed for January.
- A meeting had taken place with Ron Ilsley and Peter Eade on flood prevention issues and a multi-cleanse date is being chased up.
- A meeting is scheduled for 22nd September with the Environment Agency, WCC and HCC. This needs to focus on water coming under the bridge and going nowhere as this is contaminated from the sewage farm.
- An order has been placed for the promised pipework for Springvale Road.
- The gullies near Down Farm Lane need cleaning 3/4 times per year and this needs to be diarised.
- Will need to bring in Southern Water to ensure their pipes take the water away.
- Cllr Welland reported that there were issues with the school bus service to Henry Beaufort as the route changed depending on whether single or double decker buses were used.

C/14/35/2 County Councillor – Councillor Horrill reported on:

- Silver Hill latest position.
- Local Plan Part 2 latest position.
- Site visit made during the Boomtown Festival; issues around litter after the event but organisers arranged for this to be cleared.
- Cllr Welland commented on the proposed arrangements for buses; currently traveller flows in the Broadway are highly problematic.

- It was suggested to hold a Special PC meeting to discuss the Silver Hill issues; this to be raised in the next PC newsletter.

C/14/35/3 Neighbourhood Watch – Margaret Filley sent her apologies. It was agreed to support Neighbourhood Watch to a total of £20 per newsletter.

C/14/35/4 Meetings Attended – None.

C/14/36 Minutes of the Last Meeting Held on Monday 14 July 2014

The minutes of the last PC Meeting, held on 14 July 2014, were agreed and signed as a correct record of the meeting.

It was agreed to proceed with advertising to fill the vacant position for a councillor. Councillor Rutter to be advised of the dates advertised for the newsletter. **Action – the Clerk**

C/14/37 Finance

C/14/37/1 The Clerk presented the management accounts (copy attached) for the period to end of August 2014, which included an accrual of £20 for hall hire.

C/14/37/2 The Clerk presented a schedule of income and expenditure for the financial year to 31 August 2014, together with a bank statement and a bank reconciliation as at 28 August 2014. The Clerk reported that the balance in the bank at 28 August 2014 was £5,709.39 and the bank statement was signed by Councillors Whorwood and Welland (copies as attached).

C/14/37/3 It was noted that the new bus shelter had been installed in London Road with the work being completed on 10th September. An invoice was now awaited from the supplier.

C/14/37/4 Draft NALC procurement advice note – it was agreed that the PC was too small to be involved in joint procurement.

C/14/37/5 Audit of the Annual Return 2013-14 – A letter and supporting documents has been received from BDO, the external auditor to the PC. This included their invoice in the sum of £120 and the notice of conclusion of audit and the advertising thereof. There were two issues raised:

- The PC had not carried out a risk assessment, as required by the Accounts and Audit (England) Regulations 2011, during the year ended 31 March 2014. Councillors noted the comment and that the Risk Register had been considered in detail and adopted at the PC meeting on 14 July 2014 (minute C/14/24).
- A minor issue was reported that grant monies received were recorded in box 2 of the Annual Return rather than in box 3. This had already been noted and steps taken to avoid this error in future years.

C/14/38 Planning

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

C/14/38/1 Planning application 14/01733/FUL Lovely Cottage, Down Farm Lane
Erection of a dwarf wall and new concrete plinth (WITHIN THE CURTILAGE OF A LISTED BUILDING). Councillors have no objection.

- C/14/38/2 14/01810/FUL Carle End, School Lane
Removal of existing single storey rear extension and detached garage, two storey front extension, single storey side extension, two storey front and rear infill extensions, first floor front, side and rear extensions, detached garage/carport with living accommodation at first floor, new greenhouse, alterations to fenestration and other associated external works. The Parish Council has no objection to this application but wishes to ensure that the garage does not become a dwelling in the future.
- C/14/38/3 14/01350/FUL Barton Mark Lodge, London Road
Removal of existing chimney and replaced with 2 no. chimneys and new pitched roof to existing detached garage. WCC permitted.
- C/14/38/4 14/01512/FUL Woodstock, Mortimer Close
Change of use to sui generis house of multiple occupation for 11 persons. This is still under consideration by WCC.
- C/14/38/5 Emergency Plan (inc. Flooding) – This item was deferred to the next meeting. It was agreed however that in an emergency situation the sum of £200 could be released immediately with the agreement of the Chairman and one other.

C/14/39 General Amenities

- C/14/39/1 The Lengthsman has cleared the footpath at the back of the watercress beds.
- C/14/39/2 The Clerk is to set up an account with Worthy Sand and Ballast and to find out the prices for small quantities of sand and hoggin. **Action – the Clerk**
- C/14/39/3 Fence at Lower Farm, School Lane – an email has been sent to WCC’s Enforcement Team to enquire if planning consent is required for the work carried out; a response is awaited.
- C/14/39/4 Gullies at Down Farm Lane – see C/14/35/1 above.
- C/14/39/5 War Memorial Cleaning – it was agreed to obtain a quote from the individual recommended by Chute Parish Council. **Action – the Clerk**
An appeal for contributions is to be placed in the newsletter. **Action – Cllr Rutter**
- C/14/39/6 Lengthsman’s Employment and Task List – The Clerk is to contact Viv to ask for a form for signing containing the correct date. Councillors agreed that they were happy to continue with the existing arrangements. **Action – the Clerk**
The task list for the 20th October was agreed as follows:
 - (i) Watercress footpath to be kept clear
 - (ii) Woodlands bus shelter to be cleaned
 - (iii) Springvale Road – low overhanging branches to be cleared
 - (iv) Trees by Pudding Lane to be cut back
 - (v) Wellhouse Lane to Abbots Barton footpath to be cleared
 - (vi) London Road bus shelter to be cleaned
- C/14/39/7 The Clerk was requested to ask the PCSO if traffic speeds could be monitored by Pudding Lane. **Action – the Clerk**
- C/14/39/8 Bus Shelter – The Chairman thanked everybody for their help and support over the installation of the new bus shelter.

- C/14/39/9 Bulb Planting – The Chairman presented a plan which was unanimously agreed for planting at the corner of Mount Pleasant and at Pudding Lane. Worthys Conservation Volunteers have offered to carry out the planting. A budget had set at £200 and it was agreed to progress a small grant application with WCC, copied to Councillor Horrill. **Action – the Clerk**
- C/14/39/10 History Board – It was agreed to proceed with one board this financial year at a cost of £400 plus digging the holes. Cllr Clarke-Smith is to talk to Derek Brockway. **Action – Cllr Clarke-Smith**
- C/14/39/11 Noticeboard and Post box – it was agreed to accept the quote received in the sum of £383.18 for the site works and removal and refitting of the noticeboard from outside the Good Life Centre to the corner of Bedfield Lane. The post-box will be revisited once the board has been moved.
- C/14/39/12 Dual Purpose Signs on Bins – These have been put in place.

C/14/40 Chairman's Notices

- C/14/40/1 The Clerk is to order a wreath for Remembrance Sunday which will be laid by the Chairman. **Action – the Clerk**
- C/14/40/2 Review of Polling Districts – The Clerk is to respond with a request for the following anomalies to be dealt with:
- (i) Some of the houses in Francis Gardens are in Headbourne Worthy but fit better with Abbots Barton.
 - (ii) Middle Orchard (off Springvale Road) should be Headbourne Worthy and not Kings Worthy, to comply with the wishes of residents.
- Action – the Clerk**

C/14/41 Clerk's Notices and Correspondence

- C/14/41/1 New Councillor Declarations – A Resolution was passed to extend deadline for the signing of the declarations of acceptance of office and register of members' interests until the next meeting. **Action – the Clerk**
- C/14/41/2 The Old Rectory – An email has been sent to WCC to ascertain if this is a listed building and if so at what grade; a reply is awaited.
- C/14/41/3 Sign-on details have been circulated to councillors.
- C/14/41/4 The following meeting dates were agreed for 2015:
- 12 January
 - 9 March
 - 27 April (Annual Parish Meeting)
 - 4 May (including Annual General Meeting)
 - 13 July
 - 14 September
 - 9 November
- C/14/41/5 South Downs National Park Authority – Consultee contacts to be the Chairman and the Clerk.

C/14/41/6 It was reported that Kings Worthy Parish Council's Recreation and Amenities Committee are putting a proposal as to the way forward to the PC meeting on 22 September.

C/14/41/7 Andy Smith, copy to Mark Samways, at HCC Traffic management to be asked to provide some speed limit stickers for wheelie bins. **Action – the Clerk**

C/14/42 Parish Dialogue

C/14/42/1 It was agreed to publish a detailed agenda for councillors and the website with an abbreviated version showing main headings to be used for the noticeboards. **Action – the Clerk**

C/14/42/2 Advice from insurers was for PCs not to use Twitter if possible. Streetlife.com to be investigated as a further source of contact with parishioners. **Action – the Clerk**

C/14/42/3 It was agreed that the next newsletter would contain the following items:

- War memorial
- Electoral boundaries in The Dell
- Bulb planting
- Barton Farm construction traffic
- Councillor vacancy
- History board
- Death of former councillor
- Bridge at Down Farm Lane
- New bus shelter
- Emergency planning – volunteers

The newsletter will be distributed at the beginning of October; Councillor Rutter will distribute a list for each councillor.

C/14/43 Date of Next Meeting

Monday 10 November 2014 at 7.15 p.m. The Worthys Festival 2015 is to be an agenda item.

The meeting closed at 10.40 p.m.

Signed:

Date:

Chairman

County Councillor's Report for September 2014

General

1. The **HWRC** (recycling centres) consultation closed on 22nd August. If there are any further comments, please pass to me so I can pass them on.
2. The budget for **Short Breaks for Disabled children** is proposed to be cut by 67%. This will put families needing respite care at considerable risk. If you know any families who might be affected, please ask them to contact me asap.
3. Review of **Local Bus and Community Transport Services 2014**. This consultation is now closed and the responses are being reviewed. The outcomes are expected to be announced later in the year. This consultation was carried out because Hampshire County Council needs to save £1.25 to £1.5 million from public and community transport spending by 2015/16 and this consultation aims to collect the views and preferences of organisations and individual users to aid us in the decision-making process.
4. Please remember to report all road/footway defects to roads@hants.gov.uk or call 0845 603 5633
5. Affordable housing has always been necessary in rural areas- and it is regrettable to see so many previously affordable properties now in private rental or sold. I spoke out for more affordable housing in the Silver Hill development, in line with other Lib Dem colleagues.
6. I have visited various businesses-conscious that the economic recovery is now starting to show-and these businesses are now offering good jobs with career prospects and apprenticeships. I visited the docks at Southampton. Moving 1.6 million containers per year, they are just about to increase to 7 day working from 5.5. This may mean more traffic through the M3/A34 system on Sundays.
7. Winchester Heart to Heart Support Group –a local branch of the cardiomyopathy association, is starting in Winchester on 15th Oct from 6.45 to 8.45 at Badger Farm Community Centre. All welcome!

Local

- **Please use your Lengthsman!** Huge thanks to Viv for managing this. He is provided by HCC at no cost to your village. Please use him to do those jobs which are on the list of priorities for your community.
- Broadband improvements in some parts of the County- but not all. Go to www.hants.gov.uk/broadband to put in your postcode for a more accurate date.
- A33/B3047 improvements. I will bring the detail to the meeting.
- Bridge on Railway- see the notes
- Barton Farm access meeting tomorrow morning.
- Congratulations to HWPC for the bus stop! Hopefully HCC will pay their share promptly.

Jackie Porter. 01962 791054 *web:* jackieporter.co.uk *text :*07973 696 085 *email:* Jackie@jackieporter.co.uk



Winchester Rural North SNT – Headbourne Worthy Crime Statistics

For the period 14/07/14 until 15/09/14
Prepared by PCSO 13466 Kerry Croutear

Please find below an overview of the crime and anti-social behaviour reported to the Police.
Please note, mental health concerns, neighbour disputes, harassment, and similar offences are not included on this report,
Therefore, if you compare the figures to those on Crime Reports they may differ.

<https://www.crimereports.co.uk/>

Between 2/8 – 4/8 – Reported via Action Fraud - Offender has targeted older persons over telephone saying they are calling from their bank and that a courier will be attending to collect bank cards, they then use the cards fraudulently – in this case the cards were cancelled before they could be used.

4/8/14 - Unknown offender/s have entered insecure house where they have stolen £90 cash & a debit card.

11/8/14 - Push bike stolen from outside the farm shop overnight after it was left in the bike racks unlocked.

Overnight 12/8/14 - Offender/s have gained access to a construction site and stolen keys, access gained to garage and tools taken to the value of approx' £4,000.

08/09/2014 – minor accident on Bedfield/London Road, motorbike v car.

Overnight 11/09/2014 - Car Wash buildings broken into and £3,500 worth of cleaning equipment stolen.

All fraud and internet crime should be reported using <http://www.actionfraud.police.uk/>

Speed checks ongoing by local officers.

Please be extra vigilant and ensure sheds and garages are secure and valuable items locked up.

Our Twitter account is now set up: <https://twitter.com/WinchRuralCops>

Any queries or questions please contact me:

PCSO 13466 Croutear, or PC Jon Worsdell Mobile: 07901 102445
Winchester Rural North Safer Neighbourhood Team, Alresford Police Office 101

Winchester Rural North SNT –

Headbourne Worthy Parish Council

Management Accounts For Period Ended 31st August 2014

	<u>2014/15 budget</u>	<u>Budget YTD</u>	<u>Income / Spend YTD</u>	<u>Variance</u>
Precept	5,395	2,698	2,252	
Donations			500	500
Sales			75	75
Interest			2	2
	<hr/>	<hr/>	<hr/>	<hr/>
	5,395	2,698	2,829	577
Insurance	265	265	265	
Audit fees			115	115
Hall hire	200	86	80	-6
Grass cutting	150	63	0	-63
Wreath	20		0	
St. Swithun's churchyard			0	
Clerk's salary	1,600	667	590	-77
Clerk's expenses	300	125	80	-45
Training			0	
NALC / HALC	200	200	209	9
WDAPC			0	
Donations	600		0	
Maintenance	300	125	96	-29
Printing	300	100	117	17
Lighting			0	
Website	92		0	
Parish meeting	25	25	37	12
Wildflower planting	1,000	1,000	800	-200
SLR	600		160	160
	<hr/>	<hr/>	<hr/>	<hr/>
Total	5,652	2,655	2,549	-106
	<hr/>	<hr/>	<hr/>	<hr/>
Surplus / (Deficit)	-257	43	280	683

Note:

Hall hire includes accrual of £20 hall hire for July meeting

Income & Expenditure 2014-15

<u>Prior Year Expenditure</u>		<u>£ exc.</u> <u>VAT</u>
31/03/2014	003	60.00
31/03/2014	004	313.16
02/04/2014	002	80.00
02/04/2014	005	78.40
03/04/2014	001	20.00
		<hr/>
		551.56

Date Transaction

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
		<hr/>
Total Receipts		2,828.81

<u>Expenditure</u>			<u>£ exc.</u>		<u>Invoice</u>
			<u>VAT</u>	<u>VAT</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
12/05/2014	Worthy plants	Wildflower plugs & materials at 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
27/05/2014	Littleton Landscapes	Mount SLR road sign & change 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 battery	80.00		80.00
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
			<u>2,529.06</u>	<u>167.45</u>	<u>2,696.51</u>
Net Surplus / (Deficit)			<u>299.75</u>		

Bank reconciliation as at 28 August 2014

01/04/2014	Brought Forward	6,128.65
28/08/2014	Plus: Receipts	<u>2,828.81</u>
		8,957.46
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>3,248.07</u>
31/03/2014	Balance carried forward	5,709.39
	Add: unpresented cheques:	0.00
04/07/2014	Balance at bank	<u>5,709.39</u>



Customer: Headbourne Worthy Parish Council
Account: 08-60-01 20324892

Statement 7 from 29 Jul 2014 to 28 Aug 2014

Date	Description	Serial No	Debits	Credits	Balance
29Jul2014	Brought forward balance			5,871.69	5,871.69
05Aug2014	B/P to: HMRC CUMBERNAULD		(26.40)		5,845.29
05Aug2014	B/P to: Mr A Reeves		(20.00)		5,825.29
05Aug2014	B/P to: Mr A Reeves		(105.90)		5,719.39
05Aug2014	B/P to: Mr A Reeves		(10.00)		5,709.39

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