

# HURSLEY PARISH COUNCIL

## Minutes of the Annual Meeting of Hursley Parish Council held in the Parish Hall on Monday 9<sup>th</sup> May 2016, at 7.30 p.m.

Present: Cllr Mrs E Bell in the Chair  
Cllr Mrs J Warwick (from 8.30 pm)  
Mrs A Apps  
Mr M Arthur  
Mr G Rees  
Mr M. Waldron  
Mr J Winchester

In attendance: Mr J. L. Brooks, Clerk to the Council,

041/16

### **APOLOGIES**

The Viscount Lifford, Dr J O'Sullivan, Cllr Mr P Bailey  
The Council approved the reason for the absence of Dr J O'Sullivan for the purposes of Section 85 of the Local Government Act 1972.

Councillors congratulated Mrs Bell and Mrs Warwick on their election as members of Winchester City Council.

041/16

### **ELECTION OF CHAIR**

Mrs Bell was elected and signed a Declaration of Acceptance of Office.

042/16

### **ELECTION OF VICE-CHAIRMAN**

Mr Winchester was elected

043/16

### **MINUTES**

The minutes of the meeting held on 14<sup>th</sup> March 2016, which had been circulated, were agreed and signed by the Chair.

044/16

### **APPOINTMENT OF COMMITTEES AND COUNCIL REPRESENTATIVES**

#### 1. Planning Committee

**RESOLVED** that all Parish Councillors be appointed to the Planning Committee to serve until the next Annual meeting.

#### 2. Allotments and Cemetery Committee

**RESOLVED** that Messrs Rees, Winchester and Waldron be appointed to the Allotments and Cemetery Committee to serve until the next Annual meeting except that another Councillor would replace Mr Waldron as regards any matter which might cause a conflict of interest with his status as an allotment holder.

#### 3. Recreation Ground and Environment Committee

**RESOLVED** that Messrs Rees, Waldron and Winchester be appointed to the Recreation Ground and Environment Committee to serve until the next Annual meeting.

**044/16**  
**(Cont.)**

4. Parish Hall Joint Committee

**RESOLVED** that members be appointed to the committee as and when a meeting was called.

5. Traffic Committee

**RESOLVED** that Mrs Warwick, Mr Arthur and Mr Winchester be appointed to the Traffic Committee to serve until the next Annual meeting, with power to co-opt further (non-voting) members from parishioners.

6. Finance, Audit and Risk Assessment Committee

**RESOLVED** that Mrs Apps, Dr O'Sullivan and Lord Lifford be appointed to the Finance, Audit and Risk Assessment Committee to serve until the next Annual meeting.

7. Flood Action Group

**RESOLVED** that Mr Waldron, Mr Winchester and Mr Arthur be appointed to the Flood Action Group with power to co-opt further members from parishioners. Mrs L Pratt and Mr R Baker are currently co-optees.

**Council Representatives to other bodies**

8. Winchester District Association of Parish Councils

Mrs Warwick was appointed.

9. Hursley Parish Hall Management Committee

Mrs Apps was appointed.

**Councillors or nominated parishioners with Specific Responsibilities**

10. Footpaths - Mr Philip Pratt was appointed.

11. Tree Warden - Mr Alan Beusmans was appointed assisted by Mr Richard Baker as necessary.

12. Outlying Areas – Mrs Bell, Lord Lifford, Mr Rees and Mr Winchester were appointed.

13. Highways Liaison – Mr Waldron was appointed.

14. Parish Transport Representative – Mrs Warwick was appointed.

15. Winchester Air Group - Mrs Warwick was appointed.

**045/16**

**REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS**

The standing orders and financial regulations as adopted in May 2015, and as attached to the minutes of that meeting, had been circulated. Lord Lifford had confirmed that the members of the Finance, Audit and Risk Assessment Committee had reviewed these and considered that no amendments were necessary. The Council agreed that no amendments be made.

- 046/16**                    **REVIEW AND CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS.**  
The renewal schedule from Hiscox had been circulated. It was agreed that the three year agreement with Hiscox be renewed to expire in 2019, thus securing a 5% premium reduction.
- The Council agreed that the premium of £821.22 be paid.
- 047/16**                    **REVIEW OF THE COUNCIL'S MEMBERSHIPS OF OTHER BODIES.**  
It was agreed that membership of Hampshire Association of Local Councils, Winchester District Association of Parish Councils, CPRE, and the Hampshire Playing Fields Association be continued and subscriptions paid when due.
- 048/16**                    **COMPLAINTS PROCEDURE**  
The Clerk had circulated the NALC legal topic note [LTN9E](#) and it was agreed that the procedures set out therein were still appropriate.
- 049/16**                    **PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998.**  
The adopted [Publication Scheme](#) had been circulated and it was agreed that no alterations were necessary.
- 050/16**                    **MEETINGS OF THE FULL COUNCIL FOR THE YEAR AHEAD**  
It was agreed that meetings be held on 2<sup>nd</sup> Monday of July, September, November, January and March in the Archie Heath Room of the Parish Hall. at 7.30 p.m.
- 051/16**                    **MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 14<sup>th</sup> MARCH 2016**  
Minute 038/16  
The Clerk had circulated details of the new Hall kitchen. Mrs Apps explained the rationale behind the refitting and that various further projects of refurbishment were planned having regard to the Hall Management Committee's healthy reserves. Mr Winchester suggested that public Wi-Fi would be of great benefit.
- Minute 023/16  
Mr Arthur reminded the clerk that it had been agreed that he should reissue the minutes of the previous meeting with each summons.
- Minute 027/16  
Mr Arthur asked if there were any progress in respect of the ponding outside the Hall. Mrs Bell said that she understood from Mr Bailey that the new officers now considered that gullies would be required and that this should be done during the current financial year.
- 052/16**                    **PUBLIC PARTICIPATION**  
Mrs Brooks asked if it was intended to plant any more May trees. Mrs Bell explained that the landowner was unwilling to have trees planted inside the hedge line north of the village but there may be opportunities to plant in the recreation ground.

053/16

**POLICE REPORT**

The Clerk reported that the Police.UK website showed no new crimes in Hursley since February 2016. He was instructed to inquire of PCSO Michelle Wilkinson why the site was not updated, in view of the fact that several thefts of tools from sheds etc had occurred over the past month or so.

054/16

**COUNTY COUNCILLOR'S REPORT**

Mr Bailey had not sent a report

055/16

**DISTRICT COUNCILLOR'S REPORT**

Mrs Warwick had not prepared a report because of the elections, but would produce a summary of the past year for the APM. She and Mrs Bell would liaise to produce future reports.

056/16

**CORRESPONDENCE**

1) Manager – Parish Hall Management Committee

Request for payment of Dining Club Grant Financial Year 2015

RESOLVED that the Council in accordance with its powers under section 137 of the Local Government Act 1972 authorises the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants:

Dining club grant	£120.00
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057/16

**REVIEW OF SYSTEM OF INTERNAL CONTROL**

The Clerk reminded members that the relevant regulations require that the system of internal control be reviewed at least once a year.

He confirmed that the system of internal control is in effect reviewed each year by the Internal Auditor who has expressed himself satisfied.

The present system is:-

- No cash whatsoever is handled.
- All cheques are written by the Clerk but have to be signed by two Parish Councillors.
- The Clerk is not a signatory to the accounts.
- Invoices are presented with the cheque book and are checked by the signing councillors.
- A list of all payments made is presented to each Parish Council meeting, at which the invoices are available for inspection, and the list is signed by the Chairman to confirm approval.
- The bank statements are checked by the Chairman and the balances reconciled with income and expenditure for the relevant period.

Lord Lifford had confirmed that the members of the Finance, Audit and Risk Assessment Committee had reviewed the matter and considered that this system properly protects the Council and that nothing more elaborate is necessary.

It was agreed that it be minuted that the Council has reviewed the system of internal control and is satisfied with the result.

058/16

**FINANCIAL STATEMENT**

The Council received a copy of the financial statement. See copy [attached](#) to these minutes. Authority was given for the payments listed.

059/16

**REPORT OF INTERNAL AUDITOR**

Mr Murray's [report](#) had been circulated and his comments were noted. The only matter of note was a missing "green form" in the cemetery records and the clerk was endeavouring to find out how this could be rectified.

060/16

**FINANCIAL RISK ASSESSMENT**

The Clerk had circulated the [Risk Assessment](#) based on the template provided by BDO, the appointed contractor for the District Audit, which had been adopted in 2013. Lord Lifford had confirmed that the members of the Finance, Audit and Risk Assessment Committee had reviewed this and found it to require no amendments. The Council agreed.

061/16

**TO REVIEW OTHER RISK ASSESSMENTS**

The Risk assessments relating to the [Cemetery](#), [Recreation ground](#), and [Playground](#) had been circulated. Lord Lifford had confirmed that the members of the Finance, Audit and Risk Assessment Committee had reviewed these and found them suitable. The Council agreed that they be confirmed.

062/16

**AUDIT COMMISSION STATEMENT OF ASSURANCE**

The Statement of Assurance set out in [Section 1](#) of the Annual Return was considered clause by clause. It was RESOLVED that all of the questions be answered in the affirmative (except Question 9 – not applicable) and the statement signed by Mrs Bell and the Clerk to confirm approval by the Council.

063/16

**TO APPROVE THE ACCOUNTS FOR 2014/2015**

The Clerk had circulated copies of the [accounts](#) and it was RESOLVED that they be approved. Mrs Bell signed the accounts together with [Section 2](#) of the Audit Commission Annual Return.

064/16

**PLANNING MATTERS**

- a) Pitt Vale Update – dealt with below.
- b) The schedule of applications and decisions ([attached](#)) was noted.
- c) Mrs Bell summarised the information provided by the Winchester City Council Enforcement Officer.
- d) Applications to be considered

Ref. No.	Proposal/Address
15/01383/OUT	"AMENDED PLANS - Development of a maximum of 350 no. dwellings including a maximum of 140 no. affordable dwellings, site for a care village suitable for the elderly, mixed use local centre, retention and enhancement of existing permissive bridleways supplemented with new pedestrian and cycle links, a network of open spaces and play areas, surface water drainage works, supporting highways and drainage infrastructure. (OUTLINE) Land At Vale Farm Romsey Road Pitt

**064/16**  
**(Cont.)**

After discussion the council authorised the Clerk to inform Winchester City Council that Hursley Parish Council OBJECTS to the application for the following reasons.

The Council reiterates its strong opposition to the proposal, and supports Winchester City Council in its policy objections. The proposed development lies outside the city boundary, in countryside, and on land not included in the adopted Winchester Local Plan. There is no justification for bringing this land forward as Strategic Planning officers at WCC are satisfied that the requirements for a five year land supply have been met.

The Council welcomes and agrees with the comments made by the City of Winchester Trust and Oliver's Battery Parish Council. The Council considers that the amended plans, particularly the replacement of the access roundabout by a traffic light controlled T-junction, would worsen rush hour congestion and lead to increased use of rat-runs round the local lanes mainly within the Parish to the detriment of amenity and road safety. In addition the position of an urban feature such as traffic lights so close to the ancient village of Pitt would be to the detriment of the character and setting of the village. Pitt is a distinct settlement within the countryside, and development is limited to infill only (MTRA 4). The small green gap is essential so that It should not be engulfed by the city.

The Council notes that the majority of the expressions of support for the application recorded on the Winchester City Council website which had been made in September and October 2015 were single sentences written on pro forma slips provided presumably by the developer at one of their exhibitions. In this case they do not address the plans as submitted. No dwellings built in this location are likely to be 'affordable' in any sensible interpretation of that term.

**065/16**

**RECREATION GROUND AND ENVIRONMENT**

a) Update on proposals for use of Open Space Fund.

The Clerk reported that this stood at £9,996.32 as at 31/03/16.

Mr Winchester offered to attempt to trace the current owner of the land adjacent to the allotments to ascertain his attitude to a sale. Mrs Bell suggested the purchase of an additional round Picnic Table from Mole Country Stores at a cost of £199.98. This was agreed.

*(Post meeting note – a group of parents has met and has been charged with identifying and selecting new play equipment. WCC have been informed)*

b) Lengthsman.

i) To approve continuation of the Hampshire County Council funded scheme.

It was agreed that the Council should continue to take part in this scheme.

ii) To consider offering the Lengthsman a contract for additional regular maintenance.

After discussions it was agreed that a schedule of regular work should be developed in consultation with the Lengthsman with a view to determining how much extra time might be needed above the four days per year funded by the Hampshire County Council scheme.

**065/16  
(Cont.)**

c) Play Equipment – The Clerk reported that he had asked Mr Chris Holmes to deal with the matters raised by RoSPA in the last report, namely the goal post, train, and ground repair, to be charged at an hourly rate. The Clerk’s action was approved

i) Bus Shelters at Standon and Pitt – to consider replacing broken glass panels.

All three shelters have broken glass panels and in 2009 it was decided that in future all broken panels would be replaced with metal sheeting, and not to replace the broken glass side panel at Pitt. Both shelters at Standon now have broken glass, the northbound one has lost the large village facing side panel and the southbound one a smaller lower glass side panel. After discussions the Clerk was instructed to obtain quotes to replace the lower southbound Standon panel with metal, and alternative quotes for glass or metal at the northbound Standon and the Pitt shelters.

**066/16**

### **ALLOTMENTS AND CEMETERY**

1) Cemetery Fees 2016 onwards. The Clerk reported that in accordance with the decision of the Council at the May 2013 meeting, he had increased the charges for calendar year 2016 to:-

Burial of Body in Grave (To include cost of levelling and turfing)	£382.00
Burial of Cremated Remains	£149.00
Fees for Memorials	
Small cross of wood.	£ 40.00
Small vase not exceeding 12" x 8" x 8".	£ 67.00
Tablet, erected horizontally (vertical not permitted) not exceeding 15" x 15" commemorating person cremated.	£ 67.00
Any other monument	£ 128.00

These charges to be increased in line with the scale for 2017 from 1<sup>st</sup> January 2017.

2) The Clerk reported that 6 graves had been levelled by Mr Rebbeck, and payment of his invoice was authorised.

**067/16**

### **PARISH COMMUNICATION**

1) Update on new website.

The Clerk had circulated links to alternative providers and after discussions it was agreed that the “Standard” version offered by Parish Council Websites should be adopted. The Clerk was instructed to proceed with final negotiations.

Mrs Bell offered to write news items from time to time.

Grant funding of HVI/Yammer

Mrs Bell outlined her discussions with Mr Wells and after some debate it was agreed to offer a grant of £150 for the maintenance of the static HVI site. A further grant for the revamp of the site had been considered but Mr Wells had indicated that he did not have time to develop it currently. In the meantime, Mrs Bell would continue to liaise on links between and complementary content on the HVI and PC websites. It was not appropriate to make a donation to

**067/16** Yammer but if a charge was made for Group presence, the PC would consider  
**(Cont.)** this.

**068/16** **FLOOD GROUP**  
The work on the flood plan continued; the Clerk had updated many of the appropriate contacts and Mrs Warwick was to check with Hampshire County Council/Winchester City Council as to how it could be integrated into the Community Emergency Plan.

**069/16** **TRAFFIC & HIGHWAY MATTERS.**  
  
Mr Rees reported that the fingerpost sign on the triangle at the junction of Farley Mount Road and Sparsholt Road had never been re-erected. The grass triangle was damaged by heavy vehicles. It was also noted that the finger post itself required restoration, a top ring and two more fingers fitted. Mrs Bell had previously contacted Hampshire County Council and had been directed to specialist suppliers. HCC would be unlikely to fund in face of their budgetary constraints. It was agreed to involve the County Councillor Phil Bailey in discussions.

There are a number of finger posts throughout the parish, all in a sorry state. These could be the subject of a future project, subject to funding.

**070/16** **REPORTS OF COUNCIL REPRESENTATIVES**  
Parish Hall – to review the Parish Council’s annual Insurance Grant.  
The Treasurer of the Management Committee had requested payment of the usual grant to cover the cost of insurance in the sum of £872.75 but in view of the recent expenditure on the new kitchen fittings and Will Cameron’s comment that the hall has generated significant surpluses over the years, the Clerk questioned whether continued payment of the grant could be justified.

After discussion it was agreed that the matter be deferred until after the Management Committee AGM so that a more accurate picture could be obtained of the hall finances.

**071/16** **ANNUAL PARISH MEETING**  
**ACTION** Flyers had been prepared and Councillors shared these out for distribution.  
**/Clerk** Further flung houses would be contacted by post

It was agreed that refreshment should be provided from the Chair’s Allowance.

**072/16** **NEXT MEETING**  
The next regular meeting of the Council will be held on 11<sup>th</sup> July 2016 at 7.30pm.  
There being no further business the meeting closed at 10.15 p.m.