



Compton and Shawford Parish Council

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Minutes of the Compton and Shawford Parish Council Meeting held at 7.30pm Tuesday 7 January 2014 in the Compton Room, Shawford Village Hall.

Present: Councillors U Stevens (chairman), J Evans, M Goulding, N Sadler, M Southgate, M Townell, A Walmsley, M Wilkinson, A Jeffrey, and Mr D Drake (clerk).

Apologies: None

In attendance: PCSO M Wilkinson (until 7.45) and 9 members of the public.

1. Declarations of Interest

Councillor Southgate indicated that, while he could comment upon planning applications, since he was also a District Councillor he would not vote on any proposals concerning The Old Bakery and Kingsmere Acres. Councillor Wilkinson declared an interest in the property Kingsmere Acres because she lives in Bridge Lane and is well known to the applicants.

2. Minutes

Councillor Wilkinson proposed, seconded by Councillor Southgate, that the minutes of the meeting held on 5 November 2013 were a true record.

Vote: Unanimous

3. Matters Arising and Outstanding Actions

Councillor Walmsley confirmed that he had agreed with Councillor Wilkinson that the best way to assist with the co-ordination of litter collection was through an informal email chain. The chairman indicated that she would be contacting members of the civic service working party shortly to arrange a meeting date.

Action: Chairman to arrange a meeting of the civic service working party.

4. Police Report

The council noted PCSO Wilkinson's report, which included damage to a car parked in Pearson Lane; a fire in the south side bus shelter at the junction of Otterbourne Road and Compton Street; the theft of a bicycle from Shawford railway station; unauthorised entry into a garage in Compton Street (nothing taken) and two possible poachers in a field near the Malms were reported for summons. In response to questions, PCSO Wilkinson reported that no-one had been questioned with regard to the vandalism of a fence near Sparrowgrove and no progress had been made into the theft of tree felling equipment from Compton Nursery.

The meeting was suspended to permit statements, observations and questions from members of the public.

Concern was expressed about the condition of Shawford Down, upon which the highland cattle had not been seen this winter. In previous years cattle grazing had much improved the condition of the down. Councillor Wilkinson agreed to contact Jo Baker, HCC to see if the countryside division had any plans to re-introduce cattle on the down. Concern was also expressed about potential developments at Kingsmere Acres and the Old Bakery. Finally, in response to a question, the chairman confirmed that the Parish Council had no intention of revisiting the issue of affordable housing in the lifetime of this council (i.e. until May 2016).

Action: Councillor Wilkinson to consult Jo Baker, HCC, to see whether there are any plans to reintroduce cattle on Shawford Down.

There being no further comments from members of the public, the meeting was reconvened.

5. District Councillors' Report

Councillor Southgate's report was taken as read. He advised the council that County Councillor Phil Bailey had offered him support in his attempts to repair the Southdown Road refuge bollards. Following discussion about the safety of pedestrians crossing from the southern Park & Ride to the Hockley Viaduct, it was agreed that the chairman would write to Councillor Southgate, in his capacity as a district councillor, outlining the council's concerns.

Action: Chairman to write to District Councillor Southgate expressing concerns about the safety of pedestrians crossing to Hockley Viaduct from the Park & Ride.

6. Highways and Transport

Councillor Southgate's report was taken as read. He had spoken to the Winchester City Council (WCC) traffic engineer about parking in Shawford Road and agreed that there was very little that could be done, other than to emphasise that the offer of 'white stubs' across drives still applies. Following an inquiry from Councillor Wilkinson, Councillor Southgate agreed to investigate why Bridge Lane had not been swept at the same time as Shawford Road.

Action: Councillor Southgate to investigate why Bridge Lane had not been swept at the same time as Shawford Road.

7. Finance and Administration

Councillor Walmsley presented his report. He proposed, seconded by Councillor Wilkinson, that the council approve the financial statement and note the list of payments made since 5 November 2013.

Vote: Unanimous

Councillor Walmsley referred to the budget paper prepared by the clerk and proposed, seconded by Councillor Southgate, that the council approve the budget for 2014/15, which was unchanged from the fourth consecutive year at £27,170.

Vote: unanimous

The chairman thanked Councillor Walmsley and the clerk for their efforts in maintaining close control of the council's accounts. Councillor Southgate noted that maintaining the budget at the same level for four years had not resulted in any reduction in the services provided by the council.

Councillor Walmsley asked the council to:

- Note that an internal audit was carried out at the F&A meeting on 25 November 2013;
- Note the letter from the internal auditor, John Murray, dated 20 November 2013.

Councillor Walmsley described the proposed changes to Standing Orders, which were based upon the guidelines produced by the National Association of Local Councils (NALC). He proposed, seconded by Councillor Goulding, that the council approve the revised Standing Orders, in particular:

- Confirming deletion of para 9g and 9h;
- Confirming numbers and additions (the changes shown in red type).

Vote: Unanimous

Councillor Walmsley asked the council to note that:

- The F&A Committee had reviewed the Council's Code of Conduct in the light of updated guidance from DCLG and WCC and considered that no change is necessary.
- The Asset Register has been updated and is due for its annual review in March 2014.
- The Council's funds formerly held on 12 month deposit at the Co-op Bank have been transferred to Lloyd's Bank on a 6-month term at 0.75%pa.

- A response to the council's grant application from the War Memorials Trust, in time for the council meeting on 4 March 2014, had been requested.

Councillor Walmsley noted that, under Financial Regulations, the clerk was only authorised to transfer up to £10,000 between accounts. He proposed, seconded by Councillor Wilkinson, that the clerk be authorised, upon receipt of £27,921 from WCC Open Spaces, to transfer the sum of £33,505.20 (£27,921.00 + VAT of £5,584.20) from the business to the current account and that, subject to the satisfactory completion of paving and landscape work, the payment of the Greenspan invoice of 23 December 2013 be made by BACS.

Vote: Unanimous

Councillor Walmsley drew councillors' attention to the summary of other items discussed at the F&A committee meeting on 25 November 2013. It was agreed that Councillor Wilkinson would produce an article for the March edition of parish magazine on the Multi-use Games Area (MUGA) and that the F+A committee would look at ways in which convenors' reports could be published on the web site prior to each council meeting. It was also agreed that Councillor Goulding would arrange a 'development session' for councillors.

Action: Councillor Wilkinson to produce an article on the MUGA for the March edition of the parish magazine.

Action: F+A Committee to look at ways in which convenor's reports can be published on the web site prior to each council meeting.

Action: Councillor Goulding to arrange a development session.

8. Playing Fields Management

Councillor Wilkinson presented her report. She confirmed that work on the MUGA was almost complete. Some landscaping work and improvements to the surrounding paths still needed to be undertaken. Seeding around the north and eastern sides of the MUGA will take place in the spring. Marking lines cannot be added until 6 weeks after the tarmac surface was laid. Following a short discussion it was agreed that:

- Councillor Sadler should consult the school, scouts and beavers about a competition to produce, by 28 February 2014, an alternative name for the MUGA;
- The Olympic volunteers should be invited to open the new facility in April; and
- Greenspan Projects should be instructed to include a wildflower mix, when seeding the east and northern sides of the MUGA.

Action: Councillor Sadler to consult the school, scouts and beavers about a competition to produce an alternative name for the MUGA by 28 February 2014.

Councillor Wilkinson outlined plans to overcome problems with the fencing along the Attwoods Drove perimeter of the QEII Field. (There had been several instances of damage to nearby properties, caused by footballs going over the fence.) She had already received two quotations and was seeking a third. Once the latter had been received, since the council is not due to meet again until 4 March 2014, she would seek electronic authority from councillors to proceed.

Councillor Wilkinson noted that the council had received requests for the provision of golf nets and outdoor gymnasium equipment at the MPF. Since there was some opposition to any form of golf on the MPF, she suggested that it might be appropriate to discuss these requests at a public meeting in the near future. All agreed.

9. Planning

Councillor Jeffrey presented her report on affordable housing, which reviewed activity over the past twelve months. It also included independent comments by WCC officials. The chairman thanked her for the production of an important historic document. It was agreed that, once agreement had been obtained to include the WCC comments in a published report, the report would be made available to the public, via the parish web site.

Action: Chairman to seek WCC permission to publish their comments on affordable housing on the parish web site.

Councillor Jeffrey expressed concern about the retrospective application for a Wet Waste Transfer Station at Four Dell Farm. She was concerned about the lack of coordination between HCC (waste management) and WCC (development). She also advised the council that, together with the chairman and Councillor Wilkinson, she had visited the Old Bakery and Kingsmere Acres. Objections had been received to proposed developments on both sites. While it was not council policy to object to such applications, she outlined a number of issues that were worth bringing to the attention of the planning officers. There were no dissenters.

10. Footpaths & Environment

The council noted Mr Wilkinson's report. The chairman agreed to write to the HCC Countryside Service Rangers, Sparsholt College Students and the Winchester Ramblers to thank each organisation for their work in helping to improve the parish footpaths. Councillor Wilkinson agreed to support Mr Wilkinson with his application for grant aid towards the repair of the Tudor wall and gateway at the side of FP 23. Councillors Southgate and Wilkinson agreed to cooperate on a submission to WCC for the replacement of red dog waste bins with green bins that can also be used for general litter. It was also agreed that the clerk should inform HCC that, as part of its annual contract for cutting back vegetation, priority should be given to footpath (FP) 8 from the Butterfly Reserve to High Cross), FPs 13 & 14 (on Compton Down below Hurdle Way; FP 23 (to Compton Lock); FP 26 (Red Lane) and FP 35 (end of Compton Street to High Cross).

Action: Chairman, Councillors Southgate & Wilkinson and clerk as outlined above.

11. Village of the Year Competition

The chairman briefed councillors on the meetings that had taken place between media representatives and local organisations about participation in the coming year's competition. However, she was concerned that if Compton and Shawford were to participate there would be insufficient 'volunteers' to submit a successful bid. She would welcome the thoughts of individual councillors by email.

Action: Individual councillors to email their thoughts on participation in the VoY competition to the chairman.

12. CASCA

Councillor Wilkinson noted that the CASCA Christmas Party had been well attended and had been a great success.

13. Resignation

Councillor Evans announced that as she had recently been appointed to the post of Board Member for Wiltshire Council and with a full time job, a young family and being a Trustee of a Housing Association, she could no longer commit to carrying out work for the Parish Council. She had much enjoyed her five years as a councillor and was proud of her achievements with regard to the provision of play equipment; extra car parking in Martins Fields and Attwoods Drove and the registration of the QEII Field as playing field, in perpetuity. The chairman offered her a huge vote of thanks for her efforts and acknowledged that she would be much missed. All agreed.

15. Date and Venue of Next Meeting

7.30pm Tuesday 4 March 2014 in the Compton Room Shawford Parish Hall

U Stevens, Chairman ¹

¹ Copies of all the reports mentioned above can be obtained from the clerk.



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Minutes of the Compton and Shawford Parish Council Meeting held at 7.30pm Tuesday 4 March 2014 in the Compton Room, Shawford Village Hall.

Present: Councillors U Stevens (chairman), M Goulding, N Sadler, M Southgate, M Townell, A Walmsley, M Wilkinson, and Mr D Drake (clerk).

Apologies: Councillor A Jeffrey, Alison Cordery, John Griffith

In attendance: PCSO M Wilkinson (until 7.45) and one member of the public.

1. Declarations of Interest

As the chairman of SOCCT, Councillor Southgate declared an interest in the organisation's request for a grant. He also had an interest in the proposal for a new street light in Otterbourne Road and added that, while he could comment upon planning applications, since he was also a District Councillor he would not vote on any proposals. Councillor Goulding declared an interest in the proposal for a new street light in Otterbourne Road.

2. Minutes

Councillor Townell proposed, seconded by Councillor Wilkinson, that the minutes of the meeting held on 7 January 2014 were a true record.

Vote: Unanimous

3. Matters Arising and Outstanding Actions

Councillor Goulding confirmed that plans for a development session were still in hand. The chairman indicated that she would be writing letters to those organisations that had helped to improve the parish footpaths. Councillors Southgate and Wilkinson were still co-operating on a submission to WCC for the replacement of the dog waste bins. Councillor Wilkinson noted that cattle were now grazing on Shawford Down.

4. Police Report

PCSO Wilkinson presented her report, which included two instances of anti-social behaviour; one of suspicious behaviour in Park View; the theft of a motor cycle and pedal cycle from Shawford railway station and the theft of two chain saws from an unsecured shed in Southdown.

The meeting was suspended to permit statements, observations and questions from members of the public.

Since none were forthcoming, the meeting was reconvened.

5. City Council elections

The council discussed proposals for changes to the electoral cycle for Winchester City Council, where currently one third of councillors are elected for a four year term of office, to a single election to the council every four years. There was also a suggestion that the number of councillors, currently 57, could be reduced to around 40, but this could result in an expansion of some ward boundaries and, potentially, split the parish, e.g. Shawford joining Twyford with Compton joining Otterbourne and, possibly, Hursley. The council supported the proposal to elect the City Council in one go, every four years, which should help to alleviate 'voter fatigue', and for a reduction in the number of councillors but that every effort should be made to preserve the integrity of parish boundaries in the enlarged wards. No-one dissented.

6. District Councillors' Report

Councillor Southgate described proposals for changes to the electoral cycle for Winchester City Council, where currently one third of councillors are elected for a four year term of office, to a single election to the council every four years. It had also been suggested that the number of councillors, currently 57, should be reduced to around 40, which could result in an expansion of some ward boundaries and, potentially, split the parish, e.g. Shawford joining Twyford and leaving Compton with Otterbourne and, possibly, Hursley. Following discussion the council agreed that it supported the proposal to elect the City Council in one go, every four years, which should help to alleviate 'voter fatigue', and for a reduction in the number of councillors but that every effort should be made to preserve the integrity of parish boundaries, in the enlarged wards. No-one dissented.

Councillor Southgate advised the council that Hampshire County Council (HCC) had completed the analysis of the data relating to the number of pedestrians crossing the road to and from the Hockley viaduct and a possible demand for a protected 'Toucan crossing'. At this stage the numbers did not justify further work but there might be a stronger case for traffic lights at the roundabout, to cater for cyclists, motorists and the Park and Ride buses, which have difficulty entering and leaving the southern site. He noted that, unlike some nearby parishes, Compton and Shawford had not suffered from any major problems as a result of the recent severe weather. He added that while council tax for the coming year had been frozen at current levels, the budget included a provision of £100,000 for those communities affected by flooding.

7. Highways and Transport

Councillor Southgate presented his report. He asked the council to consider a proposal to install a street light on Otterbourne Road, adjacent to the junction with Southdown Road. Such a light would be beneficial to pedestrians but could result in objections on grounds of increased light pollution. The cost of installation would be dependent upon the distance from the nearest power supply and fall upon the Parish Council. Following discussion, it was agreed that Councillor Southgate should obtain an estimate of the cost and produce evidence that there was significant support from the local population for an additional street light in Otterbourne Road. The subject would be placed on the agenda for the annual parish meeting (APM).

Action: Councillor Southgate to obtain an estimate of the cost of installation and produce evidence that there is significant support for an additional street light in Otterbourne Road.
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Councillor Southgate advised the council that he had consulted WCC and HCC traffic engineers about the safety of the roads close to the school and been advised that a 'casualty reduction scheme' had been installed in November 2005. Since then, there have been only two injury related accidents and none in the past three years. He had informed the head teacher accordingly.

8. Finance and Administration

The chairman thanked Councillor Walmsley for his efforts in consolidating the background papers into one document that could be used on electronic tablets.

Councillor Walmsley presented his report. He proposed, seconded by Councillor Goulding, that the council should approve the financial statement and note the list of payments made since 7 January 2014.

Vote: Unanimous

The council agreed to appoint John Murray as its internal auditor for 2014/15.

Councillor Walmsley proposed, seconded by Councillor Goulding, that the council approve the updated Asset Register and Key Risks document.

Vote: Unanimous

The council noted the letter from John Dowling, which should be read as an addendum to his earlier reports on the sinking fund requirements for the pavilion and parish hall, and the two recommendations therein.

The council agreed that the casual vacancy should be conducted, as set out in the council's guidance paper.

Councillor Walmsley noted that the War Memorials Trust had yet to confirm whether the council was likely to obtain a grant towards the renovation of the Stone and Wayside Crosses. However, time was pressing and, if the council wished to complete the work, for which £3000 had been set aside, in time for the parishes 'Great War Day' on 3 August 2014 then a decision had to be taken at this meeting. He proposed, seconded by Councillor Townell, that the council accept the quotation provide by the specialist company, IMI, of £3601 and that the returned VDS funds should be used to help with financing the project.

Vote: Unanimous

The council agreed to organise a rededication ceremony for the two war memorials to coincide with the Great War Day activities.

Following discussion, the council agreed that it would not produce a detailed annual report in advance of this year's APM. It would be replaced by a chairman's letter, which would be hand delivered together with the APM agenda in the week beginning 7 April 2014. Convenors were asked to provide the chairman with bullet points covering significant developments/issues in their areas of responsibility by 14 March 2014. The chairman will then circulate a draft to all councillors on 21 March 2014 to confirm its accuracy. The letter will be sent for printing on Friday 28 March 2014.

Councillor Walmsley proposed, seconded by Councillor Wilkinson, that Cranworth Building Contractors should be instructed to relay the paving stones on the north side of the pavilion at a cost of £960 (+VAT).

Vote: Unanimous

Councillor Southgate explained that, as a result of recent storms and acts of vandalism, SOCCT had incurred unexpected costs in the current financial year. The organisation would be grateful for a grant from the Parish Council towards maintaining this excellent facility in the southern part of the parish. He then left the meeting. Following discussion, Councillor Walmsley proposed, seconded by Councillor Wilkinson, that a grant of £400 should be made to SOCCT but that this should not be seen as a creating a precedent for future (i.e. annual) funding.

Vote: For 6 Against 0

Councillor Southgate returned.

The council noted Councillor Walmsley's suggestion that it should consider opening a Facebook page to improve communication between the council and parishioners but, since time was pressing, it was agreed to defer discussion until the next meeting in May.

At 9.25 pm the chairman proposed, seconded by Councillor Southgate, that the meeting should be extended until 10.00 pm.

Vote: For 6 Against 0 Abstain 1

9. Playing Fields Management

Councillor Wilkinson presented her report. The MUGA is almost complete: only the court lines are required but these should be ready for the official opening at 1600 Friday 4 April 2104. The surrounding area will also be sewn with a wildflower mix during March. Improvements to the cricket nets have been completed and the Sports Club has acknowledged that it will be responsible for their future maintenance. Following an electronic vote of councillors, Vita Play was awarded the contract for the replacement of the fencing behind the Attwoods Drove goal. (A summary of the quotes received is attached to these minutes.) The project valued at £4998.50 will be funded by WCC Open Spaces.

The council discussed the request from Otterbourne Parish Council for the transfer of circa £20,000 - £30,000 from Compton & Shawford's Open Spaces allocation, to assist with the purchase of a MUGA. This would be located on their recreation ground just south of the boundary between the two parishes. Councillors noted that a parish consultation meeting had been arranged, for 17 March 2014, at which parishioners were to be offered the opportunity to comment upon the future development of the MPF. It would be inappropriate to make a decision before that meeting had taken place. The clerk noted that the council had until 31 March 2014 to submit plans to WCC Open Spaces for the future development of sports and play equipment within the parish. After that date, the rules for the use of Open Spaces funding would be changed to cover the WCC district as a whole, not just individual parishes. Councillor Southgate undertook to contact WCC to see if there was any flexibility in this timescale.

Action: Councillor Southgate to contact WCC to see if there is any flexibility in the Open Spaces timescale for the provision of funds.

10. Planning

Councillor Jeffrey's report was taken as read and without comment.

11. Civic Service

The chairman reported upon the recent meeting of the working party, established to consider the future format of the civic service. It was agreed that, since there would be a Great War Day event in 2014, there was no great pressure upon the council to organise a civic service in the current year. This would provide time for further deliberation.

The chairman added that she was delighted that three members of the community, Bill Goodyear, Frank Smith and Jean Millar had been recipients of the Mayor of Winchester's Community Award in recognition of their outstanding service to the community. She suggested that, since their certificates would be unframed, the council should consider purchasing frames on their behalf. All agreed.

12. Village of the Year Competition

The chairman noted that councillors had shown very little enthusiasm for another entry in the Village of the Year competition. She proposed that the council should not submit an entry for 2014. There were no dissenters.

13. CASCA

Councillor Wilkinson reported that parish hall bookings were currently very high. During the recent floods, the caretaker had liaised closely with Twyford PC to see what events could be transferred from their parish hall, which had been flooded.

14. Date and Venue of Next Meeting

7.30pm Tuesday 6 May 2014 in the Compton Room Shawford Parish Hall

U Stevens, Chairman

*Copies of all the reports mentioned above can be obtained from the clerk.



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Minutes of the Compton and Shawford Parish Council Meeting held at 7.30pm Tuesday 6 May 2014 in the Compton Room, Shawford Village Hall.

Present: Councillors A Walmsley (chairman), M Goulding, A Jeffrey, N Sadler, U Stevens, M Townell, M Wilkinson, and Mr D Drake (clerk).

In attendance: Four members of the public.

1. Election of Chairman

Councillor Stevens read from a prepared statement. She had been privileged to serve on the council for six years, of which the last four had been as chairman. In that time, much had been achieved. She had been prepared to stand for a further year as chairman in the belief that no-one else wished to take on the responsibility. However, it transpired that there might be another candidate and, if that were to be the case, she would be content to stand down. Councillor Wilkinson proposed, seconded by Councillor Townell, that Councillor Walmsley should be elected as chairman for the coming year. Councillor Walmsley confirmed that he was prepared to stand. Councillor Stevens requested that the vote should be recorded.

Vote: In Favour: Councillors Wilkinson, Townell, Goulding, Sadler and Walmsley.
Abstain: Councillors Jeffrey and Stevens.
Against: None

Following the vote, Councillor Stevens expressed her apologies and left the meeting. Councillor Walmsley assumed the role of chairman and signed the declaration of office. He asked that a vote of thanks to Councillor Stevens be recorded in the minutes.

2. Election of Vice-Chairman

Councillor Walmsley proposed Councillor Wilkinson for the role of Vice-Chairman, seconded by Councillor Townell.

Vote: Unanimous

3. Apologies and Declarations of Interest

Apologies had been received from Councillor Southgate, County Councillor P Bailey and PCSO Wilkinson.

4. Minutes

Councillor Townell proposed, seconded by Councillor Wilkinson, that the minutes of the meeting held on 4 March 2014 were a true record.

Vote: Unanimous

5. Matters Arising and Outstanding Actions

The clerk reported that Councillor Southgate had not yet produced an estimate of the cost of installing an extra street light in Otterbourne Road. Councillor Walmsley noted that the rededication ceremony of the two war memorials was scheduled for 3 August 2014. All others had been actioned.

6. Appointment of Committees, Representatives and External Organisations

Councillor Walmsley proposed, seconded by Councillor Townell, that, since the council would be discussing the appointment of another councillor later in the meeting and Councillors Southgate and Stevens were not present, the council should defer discussion on appointments until the meeting in July.

Vote: Unanimous

7. Police Report

The clerk reported that PCSO Wilkinson had indicated there had been no incidents to add to the report she had produced for the APM on 24 April 2014.

The meeting was suspended to permit statements, observations and questions from members of the public.

Concern was expressed that the cattle had been allowed to graze on Shawford Down for far too long. The grazing had had a detrimental effect on spring flowers. The clerk noted that Mr Wilkinson had expressed similar concerns to HCC Estates. A question was raised about moving the discussion on filling of the casual vacancy until later in the meeting. The chairman explained that the clerk had advised that this should not take place when members of the public were present.

There being no further comments from members of the public, the meeting was reconvened.

8. Finance and Administration

i) Councillor Goulding proposed that Standing Orders; Financial Regulations (including the amendments suggested by the clerk following receipt of recent NALC guidelines); the Asset Register; Data Protection and Complaints Procedures; Media Policy and insurance arrangements (for which quotes will be invited shortly) should be adopted by the council. Councillor Jeffrey seconded the proposal.

Vote: Unanimous

ii) Councillor Goulding, seconded by Councillor Townell, proposed that the council approve the accounting statements contained in the Annual Return for 2013/14.

Vote: Unanimous

iii) Councillor Goulding, seconded by Councillor Townell, proposed that the council approve the annual governance statement contained within the Annual Return for 2013/14.

Vote: Unanimous

iv) Councillor Goulding, seconded by Councillor Townell, proposed that the council approve the financial statement for April 2014 and note the list of payments made since 4 March 2014.

Vote: Unanimous

v) The clerk noted that, since the APM when the subject had been discussed, there had been three letters of support for the civic service. It was agreed that Councillor Goulding should seek the views of the community on the future format of the civic service and to report his findings to the council, when it meets on 2 September 2014.

vi) The chairman asked the council to note that, thanks to Councillor Goulding, the council's Facebook page was now operational.

vii) Councillor Goulding offered to host a development session for councillors on 27 May 2014 or later in the week if that proved more popular.

viii) The council discussed Mr Jordan's request for a grant towards the provision of a display board, to be positioned on the bank between Otterbourne Road and the Wayside Cross, and the cost of employing a bugler for the Great War commemoration activities on 3 August 2014. Councillor Walmsley proposed that the council should allocate up to £500 in support of the Great War commemoration activities, which should include the provision of a display board. Seconded by Councillor Wilkinson.

Vote: Unanimous

Action: Councillor Goulding to seek the views of members of the community on the future format of the civic service and to report his findings to the council, when it meets on 2 September 2014.

9. Playing Fields Management

i) The council confirmed its unanimous decision (taken electronically) to ask WCC Open Spaces to transfer £15,000 from CSPC's Open Spaces allocation to Otterbourne PC, to help with the purchase of a MUGA within that parish.

ii) The council also discussed proposals for golf nets, an outdoor table tennis table, an outdoor gymnasium, a fourth tennis court and improved drainage at the MPF. It was agreed that the Playing Fields Management Committee should produce a comprehensive plan for the development of the MPF, including potential sites for new equipment, in time for the next meeting of the council on 1 July 2014.

iii) Councillor Wilkinson agreed to contact Greenspan Projects for information on when permanent court markings would be applied to the MeGA.

Action: Playing Fields Committee to produce a comprehensive plan for the development of the MPF.

10. Planning

i) Councillor Jeffrey advised the council that 12 planning applications had been received, since it last met in March. No objections had been raised by the parish council but one, for a single school extension, had been sent to the Compton Down Society for comment. The society had raised no objections. During the same period seventeen decisions had been made and one application withdrawn.

ii) Since it had been raised at the APM, and given some recent precedents, Councillor Jeffrey asked whether councillors might wish to consider whether the Village Design Statement required updating. Councillor Walmsley noted that the council's planning policy [agreed in 2009] was published on the web site. Councillor Jeffrey agreed to update this document.

Action: Councillor Jeffrey to update the planning policy statement.

11. Highways and Transport

i) The council discussed the Lengthsman project and agreed that it should continue to support the project but councillors should not be expected to check the workmen in and out. Comments on their efficiency would follow as when councillors were able to do so.

ii) Given that he is also a District Councillor, the council also discussed possible ways of reducing Councillor Southgate's work load. Councillor Sadler agreed to consider taking over the responsibility for 'local issues' such as bus shelter repairs and cleaning.

12. Footpaths

i) The council discussed Mr Wilkinson's recommendations to provide financial support towards the purchase and installation of a map board at the MPF; the purchase of a feature board at the MPF and to further resurfacing work of local footpaths. Councillor Walmsley proposed, seconded by Councillor Goulding, that the council should support the purchase of a map board up to a sum of £300 and the feature board, initially, up to a sum of £200. Support for repairs to the footpaths would be subject to the production of detailed proposals.

Vote: Unanimous

ii) Councillor Walmsley agreed to email District Councillor Jan Warwick in support of Mr Wilkinson's proposals to renovate the Tudor wall on FP23 (Compton Place).

13. APM

The council agreed that the clerk's record of the Annual Parish Meeting held on 24 April 2014 was a true record. There was only one outstanding action: cyclists ignoring 'no cycling' signs on the tow path alongside the Itchen Navigation. Councillor Walmsley agreed to contact HCC Rights of Way to see if anything could be done to reduce this hazard to pedestrians.

14. CASCA

Councillor Wilkinson reported that the next committee meeting would take place on 19 May 2014.

15. Casual Vacancy

The council considered the papers produced by Maureen Mabbott and Alison Cordery in support of their applications to fill the vacancy on the council. The majority of councillors favoured the appointment of Alison Cordery. Councillor Walmsley agreed to invite her to join the council. The clerk agreed to provide her with the necessary documentation, including a copy of the acceptance of office form.

16. Date and Venue of Next Meeting

7.30pm Tuesday 1 July 2014 in the Compton Room Shawford Parish Hall.

A Walmsley, Chairman

*Copies of all the reports mentioned above can be obtained from the clerk.



Compton and Shawford Parish Council

PO Box 565, Winchester,
Hampshire SO23 3HG

Phone: 01962 600198

email: clerk@compton.pariah.hants.gov.uk

Minutes of the Compton and Shawford Parish Council Meeting held at 7.30pm Tuesday 1 July 2014 in the Compton Room, Shawford Village Hall.

Present: Councillors A Walmsley (chairman), A Cordery, N Sadler, U Stevens, M Townell, M Wilkinson, and Mr D Drake (clerk).

In attendance: County Councillor P Bailey (until 8.20), District Councillor J Warwick (8.20), School Governor Charlotte Bailey (8.20) and three members of the public.

1. Apologies and Declarations of Interest

Apologies had been received from Councillors Goulding, Jeffrey, and Southgate and PCSO Wilkinson. Councillor Sadler declared an interest in planning applications associated with her property.

2. Minutes

Councillor Townell proposed, seconded by Councillor Sadler, that the minutes of the meeting held on 6 May 2014 were a true record.

Vote: Unanimous

3. Matters Arising and Outstanding Actions

The clerk reported Councillor Southgate was in the process of producing an estimate of the cost of installing an extra street light in Otterbourne Road and Councillor Jeffrey was consulting colleagues upon a revised planning policy.

4. Police Report

The chairman noted from PCSO Wilkinson's report that there had been two burglaries in Otterbourne Road (entry via rear glass doors); one theft of a pedal cycle from Shawford railway station and several reports of youths causing general nuisance along the Itchen Navigation and Compton Lock.

5. County and District Councillors' Reports

Councillor P Bailey advised the council that HCC had reviewed its policy on mending potholes and parishioners should soon see improvements in the service. He added that the council was aware that several pavements were suffering from overhanging vegetation, as a result of the wet winter and warm spring and that the deadline for submitting applications to the Small Grants Scheme had been extended for a further week. Finally he advised that parishioners should not expect the new street lights to be able to be dimmed immediately following installation: a different set of engineers were required to implement this service.

Councillor Warwick noted that the Silver Hill retail/housing development in central Winchester would be discussed at Cabinet and Full Council in July. She added that, following the election commissioner's review, it was likely that the number of District Councillors will be reduced to 45, saving approximately £75,000 per annum. His recommendations will be available for consultation between March and June 2015.

6. School Governor's Report

Mrs Bailey reported that the school underwent a very successful Ofsted inspection in February and was judged as "Good". There will be a Church inspection in July, when the Inspector will look at the effect that the Christian ethos has on the whole school community. There had been 54 applicants for 17 places, which had been filled by in-catchment children and siblings.

7. Appointment of Committees, Representatives and External Organisations

Councillor Walmsley circulated his suggestions for appointments to the various committees and organisations. He advised the council that, following consultation with Councillor Goulding, the latter had agreed that time constraints would make it difficult for him to fulfil the role of Finance and Administration convenor. He had consulted Councillor Jeffrey, who had agreed to take on that role, and Councillor Stevens about becoming the Planning convenor. He added that Maureen Mabbott, who lives close to the village hall and was keen to help, had agreed to be the second council representative on the CASCA committee. He proposed, seconded by Councillor Townell, that the following appointments be approved for the current year:

Committee	Members	Responsibilities
Finance & Administration	Angela Jeffrey* Mike Goulding Mike Southgate Marc Townell	Budget and precept. Clerk's terms and conditions of service (inc. wages). Office equipment, stationery etc. Insurance. Governance documents: Financial Standing Orders and adherence to accounting regulations. Sports Club and Tennis Club leases.
Playing Fields and Play Area Management	Myra Wilkinson* Naomi Sadler Marc Townell John Richardson (co-opted) Jean Millar (co-opted) Mark Jenkins (co-opted)	Maintenance and improvement of facilities play equipment, trees and plants, pitches. Progress provision of playground for Shawford.
Planning	Una Stevens* Angela Jeffrey Alison Cordery Naomi Sadler	Monitor planning applications affecting the parish. Advise City Council planners of PC objections as appropriate. Reassess LDF, VDS and PP, value of a Neighbourhood Plan. Monitor changes in planning policy. Review and revise our council's own planning policy (last updated May 2009)
Highways & Byways Transport	Alison Cordery* Mike Southgate Myra Wilkinson	Road signs, street lighting, traffic safety, speed limits, parking, cycle tracks. M3 subway and bus shelter cleaning, Lengthsman project, street furniture. (MS) Railways, buses, Southampton Airport & aircraft noise.
Footpaths & Environment (including Compton Lock)	John Wilkinson	Regular inspection of all footpaths to ensure they are walkable. Liaison with HCC on footpaths & Shawford Down; H&loW Trust, Itchen Navigation.

* Convenor

School Governor Liaison	Charlotte Bailey	CASCA Hall Committee	Myra Wilkinson Maureen Mabbott
Tree Warden	Naomi Sadler	Sports Club Rep	Myra Wilkinson
Winchester Villages Trust	Vacant	Winchester District Association of Parish Councils	Adrian Walmsley
SOCCT	Mike Southgate	Police Liaison	Mike Southgate
Civic Service review	Mike Goulding	Webmaster	Adrian Walmsley

Vote: Unanimous

The meeting was suspended to permit statements, observations and questions from members of the public.

While the work undertaken by councillors was much appreciated by the community, concern was expressed about the reduction in council meetings to every second month: this left a large gap between meetings. Concern was also raised about a recent noisy 'rave' on the Memorial Playing Fields, which only ended following police intervention at 3.00am. It was thought that most of the 'revellers' were local youths. Following comments about a blocked drainage ditch on the MPF, Councillor Wilkinson advised that this would be cleaned and vegetation cut back by the Lengthsman, when he next visits the parish in August. The council was pleased to hear that preparations for the WW1 commemoration were well in hand. Councillor Townell offered to assist in obtaining a bugler.

There being no further comments from members of the public, the meeting was reconvened.

8. Finance and Administration

Councillor Walmsley proposed, seconded by Councillor Townell, that the council should approve the financial statement dated 30 June 2014 and note the list of payments made since 6 May 2014.

Vote: Unanimous

The council noted the comments contained in the Internal Auditor's letter of 20 May 2014. The chairman agreed to consult Councillor Jeffrey about the production of revised recruitment procedures.

The clerk confirmed that he had received a letter from the Sports Club indicating that it would be responsible for the cost of installing and maintaining extractor fans in the bar area of the Sports Pavilion.

The council discussed Councillor Goulding's report on the recent development meeting and agreed that councillors should include one of the following notes in the heading of email correspondence: 'Response required', 'Response invited', 'For information'. The chairman agreed to consult the chairmen of neighbouring and other councils on the procedures adopted by their councils, prior to the election of a new chairman. He would produce proposals in time for discussion at the next council meeting in September.

Action: Chairman to produce proposals for the election of the council's chairman by 2 September and to consult Councillor Jeffrey with regard to recruitment procedures.

9. Playing Fields Management

The council discussed Councillor Wilkinson's proposal for an outdoor gymnasium at the Memorial Playing Field (MPF). While the 25 year guarantee provided by The Outdoor Gym Company was welcome, concern was expressed about the annual cost of maintenance. Councillor Wilkinson agreed to seek more information on maintenance costs.

Councillor Wilkinson briefed the council on her discussions with representatives of the Sports and Tennis Clubs. She noted that the MPF provides not only excellent facilities for tennis, cricket, football and ball games on the MeGA but it is also a beautiful open space for the community to enjoy. It was agreed that the Playing Fields Committee should engage in a much wider consultation with parishioners before the council takes any decisions on further development at the MPF [excluding the outdoor gymnasium].

The council noted Councillor Wilkinson's intention to purchase a litter bin, which will be installed close to the MeGA. It also noted that the Lengthsman would be tasked with clearing the debris from the MPF drainage ditch on the south-east boundary of the MPF and that the Play Inspection Company had been engaged to undertake quarterly inspections of the two children's play areas.

Action: Councillor Wilkinson to obtain an estimate of the annual maintenance costs of the outdoor gymnasium and to engage in a community wide consultation with parishioners on further development at the MPF.
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10. Planning

In her absence Councillor Jeffrey's report was taken as read. Following a short discussion it was agreed that the council would support the NALC proposals on the consultation process for underground drilling access viz., that the parish council is the most appropriate relevant community body. The clerk agreed to draft a response in consultation with Councillor Stevens.

Action: The clerk to draft an email of support for the NALC proposals on underground drilling.

11. Highways and Transport

In his absence, the council noted Councillor Southgate's report. No action was required.

12. Civic Service

The chairman noted that the council was scheduled to review the format of the Civic Service when it meets in September.

13. Footpaths

The council discussed the recommendations contained within Mr Wilkinson's report. It noted that a grant of £325 had been obtained from HCC's Small Grants Scheme towards the cost of installing a map board at the MPF. The total cost is estimated to be £660.

Councillor Walmsley proposed, seconded by Councillor Wilkinson, that the council should provide £100 in support of an application to Winchester City Council, by The Conservation Volunteers, for additional funding towards the organisation's project to clear scrub from Shawford Down between October and March. The estimated cost of the project is £2000.

Vote: Unanimous

Councillor Walmsley proposed, seconded by Councillor Wilkinson, that, once English Heritage had confirmed that the proposed dressing was appropriate for the site, the council should set aside £150 towards the purchase of footpath dressing (scalpins) for the resurfacing of Footpath 23 alongside the Tudor Wall in the direction of Compton Lock.

Vote: Unanimous

Action: John Wilkinson to seek the views of English Heritage on the proposed dressing for FP 23.

13. Date and Venue of Next Meeting

7.30pm Tuesday 2 September 2014 in the Compton Room Shawford Parish Hall.

A D Walmsley, Chairman

*Copies of all the reports mentioned above can be obtained from the clerk.



Compton and Shawford Parish Council

PO Box 565, Winchester,
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Phone: 01962 600198

email: clerk@compton.pariah.hants.gov.uk

Minutes of the Compton and Shawford Parish Council Meeting held at 7.30pm Tuesday 2 September 2014 in the Compton Room, Shawford Village Hall.

Present: Councillors A Walmsley (chairman), A Cordery, M Goulding, A Jeffrey, N Sadler, M Southgate, U Stevens, and Mr D Drake (clerk).

In attendance: County Councillor P Bailey (until 7.45), PCSO Wilkinson (until 7.55) and eight members of the public.

1. Apologies and Declarations of Interest

The council accepted apologies from Councillors Townell and Wilkinson.

2. Minutes

Councillor Sadler proposed, seconded by Councillor Cordery, that the minutes of the meeting held on 1 July 2014 were a true record.

Vote: Unanimous

3. Matters Arising and Outstanding Actions

The clerk reported that all outstanding actions were 'in hand' or would be covered later in the meeting.

5. County Councillor's Report

Councillor Bailey reported on concerns about the intensity of the newly installed streetlights in the proximity of the garages in Martins Field. It was agreed that Councillor Bailey should consult Julian Higgins, Street Lighting Department HCC, to see if a solution could be found.

6. Police Report

PCSO Wilkinson reported that there had been four incidents of anti-social behaviour (youths taking drugs in Shawford Down car park, a disturbance at the MPF in the early hours of the morning of 28 July, a fire causing damage to rubber matting and older youths smoking and drinking on the QEII field); one shed burglary in Shepherds Lane; criminal damage to outside furniture at the MPF; and one theft of a pedal cycle in Highways Road. She added that she was actively patrolling the Attwoods Drove area to ensure that disturbances at the QEII Field were reduced, if not eliminated.

7. Transport

The chairman invited Councillor Stevens to read a letter received from the local MP, Steve Brine, which stated that, in response to extensive lobbying, the highways agency had agreed to resurface the M3, between junctions 9 and 12, during the financial years 2015/17. The chairman thanked Councillor Stevens for her efforts in ensuring that this issue was always high on Mr Brine's agenda. Councillor Stevens noted that she had received considerable support from Mrs Caffyn, chair of governors at Shepherds Down School, and Councillor Southgate.

The meeting was suspended to permit statements, observations and questions from members of the public.

The head of the Compton Tenants' Association expressed her appreciation to Councillor Stevens for her support of the Attwoods Drove and Martins Field community, during her time as chairman of the Parish Council. Concern was expressed about the number of potholes in Martins Field, Attwoods Drove and Grove Road. Councillor Cordery was asked to liaise with County Councillor Bailey to see if quality repairs could be expedited. Residents were also encouraged to report the potholes on

HCC's 'Fix my street' web page. The vice chairman of the Sports Club reported on a number of successful events held on the MPF during the summer and noted that Councillor Wilkinson would be hosting a meeting at the Jubilee Pavilion on 18 September to discuss the future development of the MPF. Councillor Jeffrey would also be undertaking the council's annual inspection of the pavilion on 3 September. Support was made for the continuation of the Civic Service, a tradition that had existed within the parish for 35 years. There was also a discussion on the provision of affordable housing during which the chairman emphasised that the Parish Council had passed a resolution indicating that it would not promote any such development within the lifetime of this council. Finally concern was expressed that the hedge around the QEII Field, planted by volunteers in 2013, had been decimated by a council contractor. Councillor Southgate indicated that he was aware of the problem and replacement shrubs would be planted at some stage during the autumn/winter.

There being no further comments from members of the public, the meeting was reconvened.

8. District Councillor' Report

Councillor Southgate reported that while the painting of white lines in Shawford Road had taken longer than expected they were now in place. There was a short discussion on further developments of the SW Park and Ride during which concern was raised by councillors over the possibility of opening the Otterbourne Road entrance to all users. They urged caution on grounds of safety and congestion.

9. Finance and Administration

Councillor Jeffrey asked the council to note the financial statement dated 31 August 2014 and the list of payments made since 1 July 2014.

The council considered three insurance quotations and agreed that, given the discounts available, it should enter into a three year long term agreement (LTA) for the period 2014/17. Councillor Jeffrey proposed, seconded by Councillor Sadler, that in light of their good performance over the past three years, the council should accept the LTA quotation from Came & Company of £996.00, which was only £11.24 more than the quote from Zurich.

Vote: Unanimous

Councillor Jeffrey drew councillors' attention to the calendar of events. The chairman noted that the Annual Parish Meeting had been set for 16 April 2015.

The council also noted the external auditor's comments contained in Section 3 of the Annual Return 2013/14. The clerk will ensure that, in future, only the precept figure will be included in box 2 of future Annual Returns: Council Tax Support (CTS) will be included in box 3.

10. Future Election of Chairmen

The chairman presented his report on the recommended procedures for the future election of chairmen. Concern was raised that the introduction of rigid rules, which might be appropriate for the current council, could cause problems in the future. Several councillors expressed a preference for 'guidelines'. It was agreed that the chairman would draft a one page guidance note for discussion at the November meeting.

Following a discussion on whether there should be changes to the current committee system, Councillor Jeffrey agreed to produce a one page note on the role of the F&A convenor, which she will share with fellow convenors in order that they can produce similar documents for discussion at the next council meeting.

Action: Chairman to draft a one page guidance note on the future election of the chairman.

Action: Councillor Jeffrey to produce a one page note on the role of the F&A convenor for sharing with fellow convenors.

11. Playing Fields Management

Councillor Sadler presented the playing fields report. There was considerable discussion upon the provision of outdoor gymnasium equipment to be purchased using funds from the WCC Open Spaces Fund. Some councillors had doubts about whether the equipment would be used by more than a few members of the community and others about the cost of maintaining the equipment. The chairman indicated that he had consulted the Sports Club, some of whose members were actively supporting the purchase, and been advised that the club was prepared to meet the annual maintenance costs, currently estimated at £220, but insurance and site maintenance would fall on the council. Councillor Sadler proposed, seconded by Councillor Goulding, that:

Subject to the Sports Club agreeing to meet the annual cost of maintenance, the Parish Council agrees to the purchase of outdoor gymnasium equipment from Vita Play at a cost of £11,850. The council to meet the additional insurance costs.

Vote: For 6 Against 0 Abstain 1

Councillor Sadler agreed to obtain written confirmation from the chairman of the Sports Club that the members would meet the annual maintenance costs of the outdoor gymnasium equipment.

Councillor Sadler asked the council to note that the Lengthsman had removed the debris from the drainage ditch on the south east boundary of the MPF.

Action: Councillor Sadler to obtain written confirmation that the Sports Club is prepared to meet the annual cost of maintain the outdoor gymnasium equipment.

12. Civic Service

Councillor Goulding presented his report. In compiling the report he had spoken to some members of the parish who had attended the Civic Service in the past and to some who were unaware of its existence. He had concluded that the Civic Service, in its current format and promotion, does not involve the whole community. But there is a strong desire from church members to continue with the service. He felt that, if it were to continue in its current format then it should be run by the church with support from the council. However there is a desire within the community to have an event which allows parishioners to meet new neighbours, understand opportunities, and areas they can volunteer to help in the community. (In this respect the Diamond Jubilee celebration was highly regarded.)

Following discussion, it was agreed that the chairman and Councillor Sadler would consult the rector and PCC to see how the church service could be organised along the proposed lines and Councillors Goulding and Wilkinson would consider the options for an annual, non-church related, event.

Action: The chairman and Councillor Sadler to consult the rector and PCC on the amount of support that the council will need to provide for Civic Services. Councillors Goulding and Wilkinson consider options for a non-church related event.

13. Planning

Councillor Stevens presented her report. The council agreed with her proposal that it should support Twyford PC's modus operandi for a Neighbourhood Plan and asked her to advise Twyford PC accordingly.

The council discussed the Community Governance review of parish and ward boundaries. Since it seemed odd that the single dwelling 'Overcombe', St Cross Road SO23 9RX, lies within the parish, while all neighbouring properties in that section of St Cross Road are in Winchester St Michael's Ward, it was agreed that the council should make a recommendation that a minor adjustment should be made to the parish boundary to move Overcombe into St Michael's Ward. No further changes were required. Councillor Stevens agreed to inform WCC accordingly.

The council also agreed that, as Councillor Stevens had only recently taken over the portfolio, she should have more time to consider the wording of an updated planning policy statement.

14. Transport & Highways

Councillor Southgate advised the council that the cost of installing a street light on the corner of Otterbourne and Southdown Roads (near the bus shelter) would be between £4000 -£6000. Energy and future maintenance costs would fall on the Parish Council. Following discussion, it was agreed that Councillor Southgate would consult Julian Higgins, HCC, to obtain a more precise quotation of the installation costs. He would also seek the opinions on those residents that would live in close proximity to the light.

Action: Councillor Southgate to obtain a precise quotation of the cost of installing an extra street light in Otterbourne Road and to gauge local reaction to such an installation.

Councillor Cordery advised the council that, following a written request from parishioners for additional seating in the bus shelter at the top of Shawford Hill and in Compton Street. She had obtained a quote for the installation of a bench in the bus shelter of £669 + VAT and asked the Lengthsman to clear the vegetation from around the WI seat in Compton Street. Should the latter not prove to be adequate then the council could consider relocating the WI bench at a later date. The council agreed that she should accept the quote for the bus shelter and to her recommendation that it should consider further options for Compton Street at a later date.

Action: Councillor Cordery to inform Cranworth Builders to proceed with the installation of a bench in the bus shelter at the junction of Shawford and Otterbourne Roads.

3. Footpaths & Environment

The council noted Mr Wilkinson's report.

14. Right for Parish Councils to sell electricity

The council agreed to support the proposal that, under the Sustainable Communities Act, Parish and Town Councils should have the right to sell electricity. The clerk to inform the National Co-ordinator Local Works.

15. Date and Venue of Next Meeting

7.30pm Tuesday 4 November 2014 in the Compton Room Shawford Parish Hall.

A D Walmsley, Chairman

*Copies of all the reports mentioned above can be obtained from the clerk.



Compton and Shawford Parish Council

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Minutes of the Compton and Shawford Parish Council Meeting held at 7.30pm Tuesday 4 November 2014 in the Compton Room, Shawford Village Hall.

Present: Councillors A Walmsley (chairman), A Cordery, A Jeffrey (until 8.40), M Southgate, U Stevens, and Mr D Drake (clerk).

In attendance: Lesley Bridger Neighbourhood Services Officer WCC (until 8.00)

1. Apologies and Declarations of Interest

The council accepted apologies from Councillors Goulding, Sadler, Townell and Wilkinson; County Councillor P Bailey and PCSO Wilkinson. There were no declarations of interest.

2. Minutes

Councillor Jeffrey proposed, seconded by Councillor Stevens, that the minutes of the meeting held on 2 September 2014 were a true record.

Vote: Unanimous

3. Matters Arising and Outstanding Actions

The chairman noted that the Sports Club had agreed to meet the future cost of maintaining the outdoor gymnasium. All other outstanding actions would be covered later in the meeting under agenda items.

4. Police Report

The council noted PCSO Wilkinson's report. There had been six reported crimes: the theft of a pedal cycle from Shawford railway station; burglaries in Southdown Road and Park View; electrical equipment stolen from an unlocked vehicle in Grove Road and two attempted burglaries in Bridge Terrace.

5. Neighbourhood Services Officer

Lesley Bridger briefed the council on the role of the Neighbourhood Services Officer. She explained that the Neighbourhood Services team is an integral part of the Community Safety Partnership working towards creating a cleaner, safer, and greener Winchester. The team's responsibilities include the removal of graffiti (from WCC and HCC property), fly tipping and anti-social behavior. Fly tipping can be reported by telephone on 0300 300 0013 and online via the Winchester City Council Website: www.winchester.gov.uk. For all other issues parishioners should contact the team by telephone 01962 840222 or by email: neighbourhoodservices@winchester.gov.uk.

6. District Councillor' Report

Councillor Southgate presented his report, which had been produced with support from District Councillor Warwick. The City Council would discuss its proposed recommendations to the Local Boundary Commission later in the week. The chairman noted that the Parish Council had already submitted its comments to the commission giving support to the principle of maintaining individual parish boundaries. Councillor Southgate advised that South West Trains had confirmed the enhanced Sunday hourly summer service would return in 2015 and that the train company had approached WCC and HCC about a 'matched funding' proposal to provide better cycle access and storage across the Winchester district. Shawford had been specifically identified for a grant to provide up to a further 6 cycle hoops. Following an electronic vote in favour (7-0), the Parish Council had offered 'matching funding' of up to £750. The City Council had agreed to match the Parish Council contribution.

7. Finance and Administration

Councillor Jeffrey proposed, seconded by Councillor Southgate, that the council should approve the financial statement dated 31 October 2014 and the list of payments made since 2 September 2014.

Vote: Unanimous

The council agreed to 'rollover' its six-month deposit with Lloyds Bank until 30 October 2015 at an annual rate of 1.15%. The clerk had obtained quotes from other banks but none had offered a rate in excess of 0.75%.

The council approved the draft budget for 2015/16 'in principle' but decided that, since a formal decision was not required until January, the four councillors who had not been able to attend the meeting should be allowed time to comment. The council was pleased to note that the budget did not require an increase in the precept. The figure of £27,170 had been maintained for the past five years without any reduction in the services provided by the council.

Councillor Jeffrey noted that responsibility for taking out and the renewal of insurance on the Jubilee Pavilion and Village Hall had been delegated by the council to the Sports Club and CASCA respectively. She felt that the Council needed to be more involved in this process to ensure that both facilities are sufficiently covered. She had obtained a copy the CASCA document and would speak to the secretary of the Sports Club to obtain copy its insurance policy document.

The council agreed that, as part of the review of standing orders by the F&A committee later in the month, it would amend the orders in accordance with the recent legal ruling on photographing, recording, broadcasting or the transmission of council meetings.

The council thanked Councillor Jeffrey for her efforts in drafting council recruitment procedures. The clerk was asked to share the draft with his opposite number at Otterbourne PC and to invite comment.

The council also noted that progress was being made on the production of a document outlining convenors' roles and responsibilities.

Action: Clerk to forward the draft recruitment procedures to Otterbourne PC's clerk for comment.

8. Future Election of Chairmen

The council discussed the chairman's guidance note on the future election of chairmen and agreed that 'Annual Council Meeting (ACM)' should become a standard agenda item for the final council meeting of the council year (usually March). This would help to remind councillors that the first item on the agenda for the ACM is the election of the chairman, followed by the appointment of convenors and committees.

[Note: The Annual Council Meeting (ACM) should not be confused with the Annual Parish Meeting (APM), which is an open meeting of parishioners and usually held in April.]

Action: Clerk to ensure that 'ACM' is placed on the agenda for the March council meeting.

9. Civic Service

The chairman noted that the Sports Club is hoping to organise a summer ball in 2015. If that were to be the case, then the council could investigate the possibility of retaining the marquee for a second day for community events, which might include some form of service.

10. Planning

Councillor Stevens presented her report. She would aim to provide the council with a draft planning policy statement in January. Given that the deadline for consultation on the Winchester District Local Plan Part 2 was 5 December 2014, Councillor Stevens agreed to alert the chairmen of the various residents' associations of the deadline and that the document can be viewed online at <http://www.winchester.gov.uk/planning-policy/local-plan-part-2>.

Action: Councillor Stevens to advise the chairmen of the parish residents' associations that the deadline for comment on the Local Plan Part 2 is 5 December 2014.

11. Highways & Byways

Councillor Cordery presented her report. She was pleased to say that the problems with the newly installed street lighting in Martins Fields had been resolved. She added that the council had been advised by HCC that, due to errors in calculating the burning hours, the parish council had been undercharged by £132.05. The clerk confirmed that this additional cost could be met from within the existing budget. Councillor Southgate noted that there had not been a great deal of interest in the proposal to install a street light near the junction of Southdown and Otterbourne Roads. Given that the cost (circa £4000-£6000), he suggested that the council should not actively pursue the proposal. There were no dissenters.

Councillor Cordery reported that the potholes in Martins Fields had not yet been filled. However, she had been in contact with HCC highways department and been advised that the potholes had been added to the engineers' worksheets and should receive attention in the near future. She had also received a request, from a resident of the Malms, for the council to coordinate action towards filling the potholes in the road that provides access to those properties. Both Councillor Southgate and the clerk noted that, since it was a private road, responsibility for repairs most probably fell upon the Malms residents.

12. Playing Fields Management

The council noted Councillor Wilkinson's report. The clerk advised that WCC Open Spaces had only agreed 'in principle' to funding the outdoor gymnasium equipment. Since the equipment was due to be delivered on 17 November 2014, the clerk was asked to contact OSF to ensure that funding was in place before delivery.

Councillor Southgate advised the council that Veolia had agreed to provide funding for the MeGA in Otterbourne. Otterbourne Parish Council was extremely grateful to Compton and Shawford PC for its willingness to transfer £15,000 from its Open Spaces Fund allocation towards this project.

13. Footpaths & Environment

The council noted that the chairman had submitted written evidence to the Select Committee Inquiry on Litter. The evidence described recent problems at Compton Lock.

14. CASCA

The clerk noted that CASCA Christmas party would take place on 5 December 2014.

15 Chairman's Report

The council discussed the chairman's timetable for a decision on the proposed fourth tennis court. It agreed that it would not be appropriate to consider this proposal before the Playing Fields Management Committee had produced its report on the future development of the Memorial Playing Fields.

15. Date and Venue of Next Meeting

7.30pm Tuesday 6 January 2015 in the Compton Room Shawford Parish Hall.

A D Walmsley, Chairman

*Copies of all the reports mentioned above can be obtained from the clerk.