



Compton and Shawford Parish Council

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Minutes of the Compton and Shawford Parish Council Meeting held at 7.30pm Tuesday 10 May 2016, Compton Room, Shawford Parish Hall.

Present: Councillors M Southgate (chairman), M Goulding, R Jordan, U Stevens, M Townell, M Wilkinson, N Sadler (from 7.45) and Mr D Drake (clerk).

In attendance: M Bell, M Jenkins, R Webster.

1. Election of Chairman & Vice-Chairman

Councillor Wilkinson proposed, seconded by Councillor Townell, that Councillor Southgate be elected chairman for the coming council year.

Vote: Unanimous

Councillor Southgate duly signed the chairman's declaration of office.

It was agreed to defer a decision on whether, or not, the council required a nominated vice-chairman.

2. Delivery of Acceptance of Office Forms

Councillors, Southgate, Goulding, Jordan, Stevens, Townell and Wilkinson presented the clerk with their declaration of office forms. [Councillor Sadler presented her form upon arrival at 7.45pm.]

3. Apologies for Absence and Declarations of Interest

The clerk reported that no apologies had been received. [Later in the meeting, Councillor Sadler declared an interest in the request for funding by the Reeves Scout Hall Committee.]

4. Minutes

Councillor Townell moved that the minutes of the meeting of 1 March 2016 were a true record.

Vote: Unanimous

5. Matters Arising and Outstanding Actions

Councillor Southgate reported that he had alerted the WCC traffic officers to the problem of cars parking near the entrance to the parish hall car park but he was not optimistic that any action would be taken in the near future. The issue would be classified as 'a low priority'.

6. Appointment of Members to Committees and Representatives to External Organisations

It was agreed that, until there was a full complement of Members, existing convenors should retain their roles. Councillor Wilkinson would cover Highways & Byways, supported by Councillor Townell, and Councillor Goulding would assume the role of Finance and Administration convenor.

It was also agreed that Adrian Walmsley should be invited to continue as the parish webmaster, supported, as necessary, by Councillor Goulding. A decision on the appointment of a school governor was deferred until the July meeting.

7. Finance and Administration.

i) The council reviewed standing orders and financial regulations and agreed that, since NALC had not produced any recent amendments, they be adopted for the current council year.

ii) The council noted that the External Auditor had advised that assets should be recorded at their original purchase price and that no allowance should be made for appreciation or depreciation in value. Insurance levels would be maintained at replacement values.

iii) The council agreed that the Data Protection Guidelines, Complaints Procedures and Media Policy documents did not require amending.

iv) The council agreed the proposed meeting dates for the coming year, with the proviso that, should a specific date subsequently prove to be difficult for Members, some flexibility should be permitted.

v) Councillor Southgate moved that the council should approve the Annual Governance Statement for 2015/16.

Vote: Unanimous

vi) Councillor Southgate moved that the council should approve Accounting Statements for 2015/16.

Vote: Unanimous

vii) The council approved the Financial statement for 30 April 2016 and noted the list of payments made since 1 March 2016. It was agreed to reduce the potential liability for cycle racks from £750 - £300 but, even though no invoice had been forthcoming from HCC, the potential liability of £1000 set aside for the Compton Street bench should be retained.

viii) The council noted the report submitted by Mr Walmsley indicating that the transfer of the web site from HCC had been completed on 30 April 2016.

8. Annual Parish Meeting

Following an amendment in paragraph 4 where 'six' was changed to 'seven', the council approved the clerk's record of the APM held on 21 April 2016. Councillor Southgate noted that he had forgotten to thank Frank Smith for his efforts over the past year and for providing refreshments at the APM. He would like to correct that omission.

In the subsequent discussion, it was agreed that the F&A Committee should consider the future timing of the APM, which can be held between March and June each year, and whether a 'house to house' distribution of the Annual Report should be re-introduced.

The subject having been raised at the APM, Councillor Wilkinson agreed to produce a plan to combat dog fouling on the MPF, and elsewhere in the parish, in time for the next council meeting on 5 July 2016. She also agreed to consider options for the telephone box in Shawford, which had recently sustained significant damage to the door and several panes of glass.

Action: F&A Committee to consider the future timing of the APM.
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Action: Councillor Wilkinson to produce a plan to combat dog fouling on the MPF, and elsewhere in the parish, in time for the next council meeting on 5 July 2016.

Action: Councillor Wilkinson to consider options for the telephone box in Shawford.
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9. Community Infrastructure Levy (CIL)

Councillor Sadler briefed the council on the need for a major refurbishment of the Reeves Scout Hall and the difficulties the Committee was encountering in raising funds. She hoped that the council would be able to provide financial assistance. [She then left the room to enable councillors to consider her request.] It was agreed that Councillor Jordan should enter into discussions with the Scout Hall Committee to assess the viability of the project and that he should produce a recommendation for consideration by the council on 5 July 2016. [Upon her return] Councillor Southgate reassured Councillor Sadler that, should the Scout Hall Committee require emergency short term funding, they should revert to the Parish Council.

Action: Councillor Jordan to enter into discussions with the Scout Hall Committee to assess the viability of the refurbishment project and to produce a recommendation for consideration by the council on 5 July 2016.

It was also agreed the Councillor Goulding should produce a draft policy on how income from CIL should be distributed within the parish.

Action: Councillor Goulding to produce a draft policy on how the income from CIL should be distributed within the parish.

10. Casual Vacancies

Councillor Southgate noted that Martin Bell and Richard Webster had volunteered to fill the two vacancies on the council. The clerk confirmed that they both met the residential qualifications: Councillor Jordan considered both candidates to be very suitable. There being no objections, Councillor Southgate thanked them both for volunteering and invited them to join the council. Both accepted.

Decision: Martin Bell and Richard Webster to be co-opted on to the Parish Council.

11. Planning

Councillor Stevens presented her report. She noted that a developer was taking soundings on the possibility of building houses on the meadow off the Otterbourne Road, to the south of Compton Nursery. Such a development would destroy the settlement boundary. The Parish Council's position on the matter, in accordance with the Village Design Statement, is that "Any new development within Compton Down or Southdown should be contained within the Winchester District Local Plan Review's Settlement Policy Boundary".

12. Venue of Next Meeting

7.30pm Tuesday 5 July 2016 in the Compton Room, Shawford Parish Hall.

M G Southgate
Chairman

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