



Compton and Shawford Parish Council

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Minutes of the Compton and Shawford Parish Council Meeting held at 7.30pm Tuesday 6 September 2016, Compton Room, Shawford Parish Hall.

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

In attendance: District Councillor E Bell (until 8.15) and one member of the public.

1. Apologies and Declarations of Interest

The council accepted apologies from Councillor M Townell, District Councillor J Warwick and County Councillor P Bailey.

2. Minutes

Councillor Jordan moved that the minutes of the meeting of 5 July 2016 were a true record.

Vote: For 6 Abstain 1

All matters arising had either been completed or were on the agenda for the current meeting.

3. County and District Councillors' Reports

District Councillor E Bell presented a report on behalf of the three district councillors. The council noted that plans for the future development of Winchester's station approach had been referred to a cabinet meeting scheduled for 7 September 2016.

4. Chairman's Update

Councillor Southgate referred to a request from PCSO Michelle Wilkinson to complete a survey on community priorities for our local police officers. Following discussion, during which all councillors were invited to complete the survey, it was agreed that members of the public should be invited to comment via a link to the survey on the parish website:
(<https://www.surveymonkey.co.uk/r/QLDWYVX>).

Councillor Jordan expressed concern that, at the previous meeting, councillors had not been informed about the decision taken in late June to provide space on the Memorial Playing Fields for the storage of chippings (for use in the resurfacing of part of Field Way and Cliff Way). The chairman noted that the chippings had been more than the load expected and an apology had been received from the residents' association. All chippings had now been either used or removed.

5. Public Session

It was noted that the cost of repainting the parish hall's external woodwork had amounted to £1400 and that, in the immediate future, no further maintenance was required.

6. Playing Fields Management

Councillor Wilkinson presented her report. Although a sinking fund of £10,000 had been established to repair and maintain play equipment, some of it was close to its expiry date and could need to be replaced soon. It was agreed that Councillor Wilkinson should complete a survey of the play equipment with a view to providing the clerk with an estimate of replacement costs, prior to 15 October 2016. This would enable him to include that figure in the draft budget for the financial year 2017/18.

The council noted that a second quotation would be required for the additional fencing at the QEII Field and that signs requesting dog owners to act responsibly in the vicinity of the MPF would be installed shortly.

<p>Action: Prior to 15 October 2016, Councillor Wilkinson to complete a survey of the play equipment with a view to providing the clerk with an estimate of replacement costs.</p>

7. Footpaths & Environment

The council noted that the information board adjacent to the Tudor Wall had been installed and that the Shawford village telephone box has a new door.

8. Highways

Councillor Bell's report was taken as read.

9. Planning

Councillor Stevens presented her report. With the exception of the decision by WCC to ignore the guidelines in the Village Design Statement when considering an application in Cross Way, July and August had been very quiet on the planning front.

The council discussed her paper on a 'Future Housing Policy for the Parish' and agreed that it should continue with its current policy of requesting, where appropriate, that decisions on future developments within the parish should be referred to the WCC Planning Committee.

10. Community Infrastructure Levy (CIL)

The council noted Councillor Goulding's paper on CIL and his proposals for the future allocation of funds. Councillor Goulding moved that the council should establish a CIL committee to overview the process.

Vote: Unanimous

Councillor Jordan subsequently volunteered to serve on the CIL Committee and the clerk confirmed that he would provide support.

Having declared an interest, Councillor Sadler, confirmed that the Trustees of the Reeves Scout Hall were considering making a formal request for CIL funding, to assist with the cost of refurbishing the hall.

During the discussion it had been noted that several councils had produced Neighbourhood Plans. Such a plan might be of benefit to the community. The clerk agreed to provide Councillors Stevens and Bell with some background information on the process and costs involved.

<p>Action: The clerk to provide Councillors Stevens and Bell with some background information on the process and costs involved in producing a Neighbourhood Plan.</p>

11. Annual Parish Meeting (APM)

The council discussed the future format of the APM. Since a variety of opinions were expressed, it was agreed to defer a decision until the next meeting.

12. Finance and Administration

Councillor Goulding presented his report. He moved that the council should approve the financial statement.

Vote: Unanimous

Councillor Goulding briefed the council on the proposed changes to the council's financial regulations. The update was comprehensive and reflected best practice. Changes include:

- Greater focus on internal controls and internal control assessment.
- Clear guidelines for spending. Limits for spending (without full approval) remained at £750. Spending below this limit requires the approval from the clerk, chairman (and the appropriate portfolio holder).

He moved that the council adopt the revised Financial Regulations, which included a provision for the clerk to make payments by BACS.

Vote: Unanimous

The council also noted:

- The External Auditor's comments on the Annual Return. (There was one 'minor' comment, which reflected the change in the NALC guidelines about staff expenses.)
- The payments made since 5 July 2016.
- The decision to seek alternative quotes, when the current long term insurance agreement with Came & Company expires on 30 September 2017.
- The decision to rollover the current 12-month term deposit with Lloyds Bank, when it matures on 31 October 2016.
- That the Pensions Regulator had confirmed that the council had completed its declaration regarding work place pensions.
- That the council minutes for the year 2013/14 had been deposited with the Hampshire Records Office.

13. Parish Website

The council noted Mr Walmsley's report. It agreed that the clerk should aim to advise Mr Walmsley when action had been taken to resolve queries that had originated from the website. The chairman confirmed that the revamped website had been entered in this year's Hampshire Association of Local Council' competition.

14. CASCA

The council was advised that the seasonal pantomime, Toad of Toad Hall, would be held in early January 2017. Councillor Sadler subsequently agreed to the council holding its meeting, scheduled for 10 January 2017, in the Reeves Scout Hall.

14. Date and Venue of Next Meeting

7.30pm Tuesday 1 November 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.