



Compton and Shawford Parish Council

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Minutes of the Compton and Shawford Annual Parish Council meeting held at 7.30pm Tuesday 2 May 2017, Compton Room, Shawford Parish Hall.

Present: Councillors M Bell, J Brant, M Goulding, R Jordan, J Lockett, M Southgate (part), F Strange, R Webster, M Wilkinson and Mrs L Wheeler (Locum Clerk).

In attendance: District Councillor J Warwick and 2 members of the public (Una Stephens and Mark Jenkins).

1. Election of Chairman

Councillor Bell proposed, seconded by Councillor Webster, that Councillor Goulding be elected Chairman for the coming council year.

Vote: Unanimous

Councillor Goulding accepted the nomination whilst stressing that he has limited time and would be relying on Members' help. He duly signed the Chairman's declaration of acceptance of office.

Councillor Southgate advised that he will be stepping back from his current portfolio positions and any representation to external organisations, although he will remain a Member of the Council. He gave his apologies and left the meeting due to family commitments at 7.37pm.

2. Election of Vice Chairman

Councillor Wilkinson proposed, seconded by Councillor Webster, that Councillor Bell be elected Vice-Chairman for the coming council year.

Vote: Unanimous (all Members present)

Councillor Bell accepted the nomination and duly signed the Vice Chairman's declaration of acceptance of office.

3. Apologies and Declarations of Interest

The Council accepted apologies from WCC Cllr Eleanor Bell and the Clerk, Mr D Drake.

Councillor Brant declared an interest in the planning application at Winton, item 9 and Councillor Wilkinson in the Parking at Shawford at item 13.

4. Minutes

The minutes of the meeting of 7 March 2017 had been circulated, together with the agenda. Since no amendments had been proposed prior to the meeting, they were taken as read.

Proposed by Councillor Webster and seconded by Councillor Jordan, all Members present agreed, the Chairman duly signed the minutes as a true and accurate record.

5. Matters Arising and Outstanding Actions

The Chairman confirmed that a letter expressing concern about the legal obligation to publish the register of members' interests online had been forwarded to the Secretary of State for Local Government via Steve Brine MP.

All other outstanding actions had either been completed or were on the agenda for the current meeting.

6. Appointment of portfolio holders and representatives to external organisations.

Following a short discussion, the Council approved the following appointments:

Portfolio	Holder	Responsibilities
Finance & Administration	Richard Webster Deputy: Frances Strange	Budget and precept. Clerk's terms and conditions of service. Insurance. Governance documents: Standing orders and financial regulations. Sports Club and Tennis Club leases. Community Infrastructure Levy.
Playing Fields, Play Area Management & Environment	Myra Wilkinson Deputies: Jo Lockett & Frances Strange	Maintenance and improvement of playing fields, play equipment, trees and plants, pitches etc. Park bench maintenance. Parish Lengthsman.
Planning	Bob Jordan Deputy: Jonathan Brant	Council planning policy. Monitor planning applications. Advise WCC planners of PC objections, as appropriate. Reassess LDF, VDS and PP, value of a Neighbourhood Plan. Monitor changes in WCC & HCC planning policy.
Highways	Martin Bell	Road signs, pavement and road repairs. Street lighting. Pedestrian safety, speed limits, parking, on road cycling, bus shelters and road side benches.
Public Transport	TBA	Public transport services including bus, rail and aircraft noise.
Web Management	Richard Webster	Web site policy.
Footpaths (including Compton Lock)	John Wilkinson	Regular inspection of all footpaths to ensure they are walkable. Liaison with HCC on footpaths & Shawford Down; H&IOW Trust, Itchen Navigation.

All Saints School Governor	Charlotte Bailey - <i>TBA (Action MG)</i>	CASCA Liaison	Myra Wilkinson
All Saints School Liaison	Francis Strange	Sports Club Liaison	Myra Wilkinson
Winchester Villages Trust	Sue Down - <i>TBA (MG)</i>	Shepherds Down School Liaison	Mark Jenkins
SOCCT	Mike Goulding	Police Liaison	Mike Goulding
Webmaster	Adrian Walmsley	Tree Warden	Jonathan Brant
Winchester District Association of Parish Councils	Bob Jordan	Village Agent	Frances Strange

7. Public Session

(i) Mark Jenkins requested that a vote of thanks be given to Councillor Southgate for all of his time and effort during his term as Chairman and that this be recorded in the minutes. All Members present concurred.

(ii) Mark Jenkins as Chair of the Sports Club reported that the AGM had been held and there were no contentious issues raised. The Committee on several occasions expressed their thanks to Councillor Wilkinson for her support and requested that this be recorded in the minutes. All Members present agreed.

8. Finance and Administration

Councillor Goulding presented his report.

The Council reviewed and adopted the following documents:

(i) Standing orders & financial regulations, with an amendment to Standing Order item 18a v. and c the threshold from £60,000 amended to £25,000 to concur with the new model Financial Regulations 11.1b (The Public Contracts Regulations 2015). Proposed by Councillor Goulding and seconded by Councillor Jordan, all Members present agreed.

(ii) Data protection, complaints procedures, media policy. Proposed by Cllr Goulding and seconded by Cllr Wilkinson, all Members present agreed.

(iii) The Council noted that the review of the asset register had been approved on 7 March 2017 and that there had been no changes since that date. It also noted that the Council's assets were insured for £2,052,551 and that the policy was due for renewal on 1 October 2017. Proposed by Cllr Goulding and seconded by Cllr Wilkinson, all Members present agreed.

(iv) The Council noted the meeting dates for the coming council year. Members requested that the date of the Annual Parish Meeting be agreed in advance. Proposed by Councillor Goulding and seconded by Councillor Strange, all Members present agreed.

(v) Councillor Goulding proposed and Councillor Brant seconded that the Council should approve the annual governance statement contained in Section 1 of the Annual Return for 2016/17

Vote: Unanimous (all Members present)

The Chairman duly signed the Annual Governance Statement on behalf of the Council.

(vi) Councillor Goulding proposed and Councillor Brant seconded that Council should approve the accounting statements, contained in Section 2 of the Annual Return for 2016/17, which fairly reflect the council's financial position and the year's income and expenditure.

Vote: Unanimous (all Members present)

The Chairman duly signed the Annual Return on behalf of the Council.

(vii) The Council noted the financial statement dated 28 April 2017 and the list of payments made since 7 March 2017. Proposed by Councillor Goulding and seconded by Councillor Martin, all Members present agreed and the documents were approved.

9. Planning

Councillor Jordan presented his report. The Council noted that the Southgate development had been approved for five dwellings; however, this may now be taken to appeal.

Councillors Jordan and Bell were still working on weighing the pros and cons of producing a neighbourhood plan and will shortly circulate a note in this regard.

District Councillor Jan Warwick advised that the current Village Design Statement produced in 2011 is an 'ageing document' and no longer in line with the National Planning Policy Framework. A Neighbourhood

Plan would refresh the Design Statement and bring the Policies in line with the NPPF. She will keep the Council informed as and when she felt it would be necessary to produce a plan, should the Parish be under threat of development; however, as Winchester District Council have approved 11,500 dwellings over the next 20 years across the district, there is currently no further housing land supply requirement. It should be noted that Neighbourhood Plans do not preclude development, but give a Parish control over where it can take place. Small parishes may come together to produce a joint plan and share the cost. The Locum Clerk advised that designated Government Grant Funding is available.

Cllr Warwick advised that the Council should submit its response, to the Biomass Plant application at Four Dell Farm, to HCC by 4th May. This application is different to previous applications, since the plant, which is currently only half operational, is now burning wood to create electricity. Councillor Warwick is working closely with HCC officer Phil Tidridge and Winchester City Council is considering the issue of the Pollution Certificate.

Members raised a question regarding Bushfield Camp. Councillor Warwick advised that no proposals had been received to date. This is not a residential site but, since it is a designated employment site, a commercial application could be submitted.

Members raised a question about Winton: Cllr Warwick advised that this is being investigated.

A letter was received from CDS and its receipt acknowledged by the Council.

Action: Councillors Jordan and Bell to circulate a report regarding a Parish Neighbourhood Plan

Action: Councillor Jordan to respond to HCC by 4th May regarding the Biomass Plant at Four Dell Farm

10. BT Telephone Kiosks

Councillor Webster presented his report. Following discussion, it was concluded unlikely that BT would accept an amended agreement. It was therefore recommended that the Council should not pay the fee of £2 until it was decided whether to accept BT's terms. It was proposed that the Council should own and insure the kiosk and that community associations manage and maintain them. A letter of responsibility will need to be drawn up to set out expectations from both parties and a schedule of inspections. Councillor Webster will summarise his conclusions in an email to be circulated.

Action: Councillor Webster to summarise his proposals for the purchase, maintenance and use of the BT kiosks in an email to all Members.

11. Playing Fields Management

Councillor Wilkinson presented her report. She advised that she is currently working on a system of weekly inspections. This could take an online format so that when a Member has undertaken an inspection they can update the log online. Several Members will be required to help. Consideration also needs to be given to reporting follow up actions on faults and repairs. It was agreed that Cllr Wilkinson would contact Adrian Walmsley for his advice on devising such a system.

Councillor Wilkinson also advised on the need for drainage at the sports ground to run from the Pavilion towards the car park. Three quotations had been received from reputable contractors, circa £2500.00 and Councillor Wilkinson raised the question of grant funding from CIL. Members were uncertain whether this could be used and research is to be undertaken by the Clerk.

Action: Councillor Wilkinson to contact Adrian Walmsley for advice on the production of an online log.

Action: The Clerk to investigate the use of CIL to fund drainage at the Sports Ground

12. Footpaths and Environment

Councillor Wilkinson reported that a new Lengthsman, Jason Ebury, had been appointed. She proposed that the Council should agree to his appointment and that the new three-year contract be signed. This was seconded by Councillor Goulding.

Vote: Unanimous (all Members present)

The Chairman duly signed the agreement on behalf of the Council.

13. Highways and Public Transport

Councillor Bell presented his report. The council noted that Bill Goodyear had recently re-stained the parish noticeboards to a high standard.

The Council acknowledged receipt of the survey on parking in Shawford village that it had received from the Chair of the Shawford Village Residents' Association over the bank holiday. Councillor Goulding offered to give some thought to finding a process to allow for further discussion on the subject.

Action: Councillor Goulding offered to give some thought to finding a process to allow for further discussion on Shawford parking.

Action: Councillor Bell to attend meeting with First Group.

14. Annual Parish Meeting

Councillor Bell briefed the Council on the agenda for the Annual Parish Meeting on 18 May 2017 and presented a report to be delivered to all dwellings. It was agreed that Councillor Bell should email the report to all Members: comments must be received by the end of the next day (Wednesday), since it must go to print Thursday. Distribution will take place from Saturday, once printed. Several Members offered their assistance. The WI will be providing Tea and cakes.

Action: Councillor Bell to email the report to all Members.

15. Village of the Year Competition

Following some discussion, all Members present agreed the Council will not participate in this year's village of the year competition.

16. Date and Venue of Next Meeting

7.30pm Tuesday 4 July 2017 in the Compton Room, Shawford Parish Hall.

The Chairman closed the meeting at 9.15pm.

Mike Goulding
Chairman

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