



Compton and Shawford Parish Council

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Minutes of the Compton and Shawford Annual Parish Council meeting held at 7.30pm Tuesday 1 May 2018, Compton Room, Shawford Parish Hall.

Present: Councillors M Goulding, M Bell, T Hunt, R Jordan, J Lockett, F Strange, R Webster, M Wilkinson and Mr D Drake (Clerk).

In attendance: No-one else was present.

1. Election of Chairman

Councillor Bell moved that Councillor Goulding be elected Chairman for the coming council year.

Vote: Unanimous

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

2. Election of Vice Chairman

Councillor Goulding moved that Councillor Bell be elected Vice-Chairman for the coming council year.

Vote: Unanimous

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 Councillor Southgate, who had to attend a meeting in London, County & District Councillor J Warwick, District Councillor Eleanor Bell and B Laming. Councillor Strange declared an interest in item 16 of the agenda, 'village agent'.

4. Minutes

The minutes of the meeting of 7 March 2017 had been circulated, together with the agenda. Councillor Bell had advised the clerk prior to the meeting that he wanted to propose an amendment to paragraph 9, regarding the discussion on the Village Design Statement (VDS). An additional sentence should be added: "In response to a request from Councillor Bell, he received an assurance from Councillor Jordan that he would be invited to the meeting". There were no objections. The Chairman duly signed the amended minutes as a true and accurate record.

5. Matters Arising and Outstanding Actions

The Chairman advised that he had had a discussion with Councillor Corcoran, Twyford Parish Council about the cost of the renovations at Compton Lock. He was content that the Twyford Meads and Berry Meadow Management Committee (TMBMMC) had exhausted all other sources of funding and, since the council had received additional CIL funding from WCC, he recommended that it should now provide TMBMMC with a grant of £500. All agreed. In response to question from the Chairman, Councillor Jordan confirmed that he had submitted an objection to the development known as 'Smallwood'. Councillor Wilkinson was delighted to announce that Wi-Fi was now available in the parish hall. 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: Mike Goulding	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	Frances Strange Deputy: Tim Hunt	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 Tim Hunt (M3)	Road signs, pavement and road repairs. Street lighting. Pedestrian safety, speed limits, parking, on road cycling, bus shelters and road side benches.
Public Transport	Tim Hunt	Public transport services including bus, rail and aircraft noise.
Web Management	Frances Strange	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	CASCA Liaison	Myra Wilkinson
All Saints School Liaison	Francis Strange	Sports Club Liaison	Myra Wilkinson
Winchester Villages Trust	Sue Down - TBC (MG)	Shepherds Down School Liaison	Mark Jenkins
SOCCT	Mike Goulding	Police Liaison	Mike Goulding
Webmaster	Adrian Walmsley	Tree Warden	Tim Hunt
Winchester District Association of Parish Councils	TBA	Village Agent	Frances Strange

7. Finance and Administration

(i) The Council reviewed and adopted the following documents:

Standing orders, which had been extensively revised following receipt of recent guidance received from the National Association of Local Councils (NALC), and financial regulations.

(ii) Councillor Webster moved that the Clerk should continue to make council payments by BACS.

Vote: Unanimous

(iii) The Council noted that, in accordance with Government Accounting Regulations, its assets were currently valued at £1,561,361 and were insured for a combined value of £2,117,747.

(iv) The council reviewed its data protection, complaints procedures and media policy. It noted that the data protection guidance had been updated to include the provisions of the General Data Protection Regulation (GDPR), which will come into force on 25 May 2018.

(v) The Council noted the council meeting dates for the coming council year.

(vi) Councillor Webster moved that the council should approve the Annual Governance Statement 2017/18.

Vote: Unanimous

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

(vii) Councillor Webster moved that the Council should approve the Annual Accounting Statements 2017/18. (The clerk explained that the Council had spent £6,089 more than it received in the financial year, mainly due to the unexpected cost of replacing play equipment.)

Vote: Unanimous

The Chairman duly signed the Annual Accounting Statements on behalf of the Council.

(viii) The Council noted the Internal Auditor's letter of 16 April 2018, in which he stated: "There are no matters arising from my work that I need to bring to the attention of the Council". Councillor Webster thanked the clerk for his diligence in ensuring that the Council had complied with governance and financial regulations during the past year.

(ix) The Council approved the Hampshire Association of Local Council's Ltd Membership document for the year 1 April 2018 to 31 March 2019.

(x) The Council noted the financial statement dated 30 April 2018 and the list of payments made since 6 March 2018.

(xi) The Council noted that it had received additional Community Infrastructure Levy (CIL) funds of £6263.04 from Winchester City Council. This was in connection with the development at Southgate, Cross Way.

8. Telephone Kiosks/Defibrillators

Councillor Webster reported that defibrillators had been installed in the former BT telephone kiosks in Compton (adjacent to the Reeves Scout Hall) and in Shawford (near to the steps leading to the railway station). Final signage to display the access code etc. will be completed shortly. Training, provided by the Community Heartbeat Trust, is planned for 11 July in Shawford parish hall and 30 October at the Reeves scout hall, Compton.

9. County & District Councillors' Reports

The council noted that Hampshire County Council (HCC) had been awarded 'one-off' funding of £3million towards fixing the county's potholes and that work on the M3 could lead to disruption between 2200 and 0600 every day from 1 May to 5 May 2018.

10. Planning

Councillor Jordan presented his report. He briefed the Council on the planning team's meeting with WCC planning officers, at which they had been advised that the VDS, which had been produced in 2011, needed to be updated. Councillor Jordan recommended that the council should revise the document for which WCC had indicated that financial support of £500 was available. The process would take approximately 4-6 months. The Chairman expressed concern that it was unclear what benefits would be accrued by updating the document; the risks of not doing so and the costs involved. Councillor Strange agreed to produce a briefing paper that would cover those issues. The Chairman also noted that the planning team had yet to produce updated terms of reference. Councillor Strange agreed to produce a paper in time for the next meeting of the council.

Action: Councillor Strange to produce a briefing paper on the benefits, risks and cost of updating the VDS and updated terms of reference for the planning team in time for the next council meeting.

The Chairman advised the Council that he was close to responding to a complaint, about the handling of a planning application, that had been received in late December. It had taken longer than expected because of delays in obtaining appropriate advice from the WCC monitoring officer. He had seen a copy of the WCC response to the complaint but was unable to share it with the Council because it was private letter and permission had been granted on the proviso that it was seen by only the Chairman and the Clerk.

11. Playing Fields Management

Councillor Wilkinson presented her report. She advised that work was underway to improve the drainage at the MPF car park. The sports pitches had also been subjected to 'verti-draining' in an attempt to improve drainage. Work had also been undertaken by Chris Sparkes to cut back vegetation around both the MPF and QEII playing fields and to remove mould from play area safety surfaces.

12. Footpaths and Environment

The renovation of Compton Lock, led by TMBMMC, was underway. The short spell of hot weather had brought increased litter and incidences of antisocial behaviour. Sarah Tuddenham, WCC, had suggested a collaborative effort by WCC, Twyford PC and Compton and Shawford PC to explore potential solutions. Councillors were unsure how such collaboration would work. Might it not be easier to consider a bye-law covering litter and antisocial behaviour at Compton Lock? Councillor Wilkinson agreed to suggest that WCC should consider this option.

Councillor Wilkinson advised that a new lengthsman contract had been signed and that he will be in the parish on 16 May. Suggestions for work included 'horse poo alley' and weeding the pavement from Compton Street to Bushfield roundabout.

Action: Councillor Wilkinson to suggest that WCC consider a bye-law to protect the area around Compton Lock from excessive litter and antisocial behaviour.

13. Highways

Councillor Bell presented his report. He advised that the contract with Chris Sparkes, to clean four bus shelters, the M3 subway and the MeGA expired on 31 March 2018. Chris had proved to be a valuable Council asset: he had undertaken other work on the playing fields and play areas at very competitive rates. Even though he would be incapacitated for a few weeks, for health reasons, he moved that his contract should be renewed.

Vote: Unanimous

The Council discussed the potential impact of motorway closures on diversion routes that might include Otterbourne Road. It was noted that a representative of Highways England had been invited to speak at the Annual Parish Meeting (APM) on 17 May 2018. It was suggested that, since Otterbourne Road was maintained by HCC highways department, it would be useful if a representative of that department could also be present. It would be interesting to hear whether both organisations were liaising over ways to minimise potential disruption. The Clerk was asked to liaise with County Councillor Warwick on this issue. Councillor Hunt agreed to consult Highways England, once the local elections were over, to confirm the speaker's details.

Action: Councillor Hunt to consult Highways England about a speaker for the APM and the clerk to consult County Councillor Warwick about the attendance of a HCC highways official.

14. Annual Parish Meeting

The Chairman confirmed that he was in the process of completing the annual report for distribution to all households within the parish. He would circulate the draft for comment within the next two days. He proposed to start the meeting with a general introduction followed by an introduction to the speaker from Highways England. This would be followed by reports from portfolio holders and an opportunity for parishioners to ask questions. The Clerk confirmed that the police had been invited to attend the meeting but he had yet to receive a response.

15. CASCA

The Council noted Councillor Southgate's comments on CASCA's current structure and that the chairman and treasurer were standing down in the autumn. Replacements would need to be found. Councillor Wilkinson noted that CASCA's finances were in good health.

15. Village Agent

Councillor Strange briefed the Council on the role of the village agent, who provides a point of contact with local services, agencies, organisations and the Information and Advice Service of Age Concern Hampshire. Any topic, relevant to keeping parishioners independent in their own homes, could be covered. Over the past two years, as the village agent, she had been supporting between 30 to 40 members of the parish. However, HCC has withdrawn financial support and she asked the Council to consider ring fencing £250 per year of CIL funds, for five years, to enable the project to continue. Given that the funding would be beneficial to parishioners, the Council considered the project to be worthy of support but there was some concern about the length of the commitment. The Chairman moved that, initially, £250 per year, for two years, should be set aside to support the village agent and that the commitment should be reviewed annually. It would, in effect, be a rolling programme.

Vote: For 7 Against 0 (Councillor Strange did not vote)

16. Bouncy Castles on the MPF

The Chairman noted that the Council had received a request for the deployment of a bouncy castle at an end of term party for pupils at Otterbourne Primary School. He was not opposed to the use of such equipment on the MPF but recommended that the Clerk should speak to the organisers and inform them of the guidance that he had received from the Council's insurers. There were no dissenters.

Action: Clerk to ensure that the organisers of the Otterbourne Primary School end of term party comply with the guidance provided by the Council's insurers.

17. Date and Venue of Next Meeting

7.30pm Tuesday 3 July 2018 in the Compton Room, Shawford Parish Hall.

The Chairman closed the meeting at 9.11pm.

Mike Goulding
Chairman

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