



Compton and Shawford Parish Council

PO Box 565, Winchester,
Hampshire SO23 3HG

Telephone: 01962 600198

email: clerk@comptonshawford-pc.gov.uk

Minutes of the Compton and Shawford Annual Parish Council meeting held at 7.30pm Tuesday 7 May 2019, Compton Room, Shawford Parish Hall.

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

In attendance: 9 members of the public.

1. Election of Chairman

Councillor Webster 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 Lockett be elected Vice-Chairman for the coming council year.

Vote: Unanimous

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

3. Apologies and Declarations of Interest

There were no apologies. The following councillors declared an interest in items on the agenda: Councillor Southgate - trustee of Action Hampshire; Councillor Bell - member of the Compton Down Society (CDS); Councillor Webster - home close to Beckett's Nursery; Councillor Lockett - resides on Compton Down; Councillor Hunt - member of Southdown Residents' Association; Councillor Jordan - resides on Compton Down; Councillor Strange - village agent for Age Concern Hampshire. The Council agreed unanimously to grant Councillor Bell a dispensation to support the request from the CDS for a financial contribution towards the cost of updating the Compton Down Local Area Design Statement (LADS).

4. Minutes

The minutes of the meeting of 5 March 2019 had been circulated, together with the agenda. There being no comments they were taken as read. The Chairman duly signed the amended minutes as a true and accurate record.

5. Matters Arising and Outstanding Actions

Councillor Wilkinson reported that she had exhausted all options with Winchester City Council (WCC) to improve the 'no-cycling signs' on the Itchen tow path. All other matters outstanding were either 'in hand' or had been completed,

6. County & District Councillors' Reports

County Councillor Warwick's report was taken as read. There were no reports from the District Councillors. The Council noted that Hannah Williams had been elected as the ward's third District Councillor in the WCC election on 2 May 2019.

7. Public Session

Several residents of Attwoods Drove and Martins Fields expressed a desire to be consulted at an early stage on any plans for affordable housing in their area. None were opposed 'in principle' but would appreciate a role in the development process. Both the chairman and Councillor Strange reassured them that no progress would be made on affordable housing without prior consultation with the community. David Jobson spoke on plans to update the Compton Down LADS. He hoped that the Council would be prepared to fund this project, for which a quote of £6,700 had been obtained.

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

Following 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. Sports Club liaison.
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. Parish Lengthsman.
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.

External Organisations

All Saints School Governor	Charlotte Bailey	CASCA Liaison	Myra Wilkinson
School Liaison	Francis Strange Mark Jenkins	Winchester Villages Trust	Sue Down
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

9. Planning

Councillor Strange presented her report. She advised that, since her report had been circulated, a planning application had been received for a 62-bedroom Care Home on the former site of the Captain Barnard public house: this appeared to be very similar to the earlier application.

The Council discussed Councillor Strange's proposal to engage with developers in advance of formal planning permission being submitted, which would enable the Council to try to ensure that future developments complied with the Village Design Statement (VDS). It was noted that the proposal conflicted with the planning portfolio holder's terms of reference. It was agreed that Councillor Strange and the planning team should revise the terms of reference and then resubmit the revised version together with the proposal to engage with developers.

Action: Councillor Strange to revise the planning terms of reference and then resubmit the policy statement on early contact with developers.

Councillor Strange confirmed that she had received several comments on the draft VDS. She would incorporate them into the final draft, for approval at the July meeting.

The Council discussed the request to fund an updated Compton Down LADS. It was agreed that the CDS should work closely with Councillor Strange and the planning team to produce a full proposal, which should include an appraisal of the effectiveness of LADS in the planning process.

The Council discussed Councillor Strange's proposal on Mr Beckett's plans to develop the site of his nursery for affordable housing for which WCC requires evidence of 'public support' before it can be considered as a rural exception site. This could take the form of positive support from the Parish Council. Because of concerns about the possibility of local opposition to the development, Councillor Strange's proposal was amended on the following lines:

"Compton and Shawford Parish Council is aware that there is a requirement for affordable housing and social housing of all types within the parish. The retail part of the Beckett's Nursery site could provide a suitable location as a rural exception site for affordable housing. Compton and Shawford Parish Council agrees "in principle" to the development of affordable housing on this site subject to clarification from Winchester City Council that support can be withdrawn if there is evidence of significant opposition to the proposal. This agreement, however, does not preclude the Parish Council, as statutory consultee, being able to discuss the planning of this development and making comment to Winchester City Council, negative or otherwise."

Councillor Strange moved the amended motion.

Vote: For 7, Against 1, Abstain 1.

Since Councillor Bell disagreed with the decision, the chairman agreed that he should be allowed to submit a 'minority report' for inclusion with the supporting papers to the official minutes.

Action: Councillor Strange to seek clarification from WCC that support can be withdrawn, should there prove to be significant opposition to the use of the Beckett Nursery as a rural exception site for affordable housing.

10. Finance and Administration

i) Councillor Webster moved that the council should approve the Annual Governance Statement 2018/19.
Vote: Unanimous

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

(ii) Councillor Webster moved that the Council should approve the Annual Accounting Statements 2018/19.
Vote: Unanimous

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

(iii) The Council noted the Internal Auditor's letter of 18 April 2019, in which he stated: "There are no matters arising from my work that I need to bring to the attention of the Council".

(iv) Councillor Webster moved that the Clerk's authority to make Council payments by BACS should be renewed for a further two years.

Vote: Unanimous

(v) The Council reviewed and adopted Standing Orders and Financial Regulations, neither of which needed updating from those adopted on 1 May 2018.

(vi) The council reviewed its data protection, complaints procedures and media policy, none of which needed updating from those adopted on 1 May 2018.

(vii) The Council noted that there had been no changes to the Asset Register, since it was approved on 5 March 2019 and that the Council's insurance was due for renewal on 1 October 2019.

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

(ix) The Council reviewed its membership of the Hampshire Association of Local Councils (HALC). The annual affiliation fee had been raised from £356 to £390 to which the National Association of Local Council's levy of £94 needed to be added. Additional fees were required in order to attend meetings. The Society of Local Councils and Clerks provides similar information for an annual fee of £100. Following discussion, the chairman moved that the Council should terminate its membership of HALC.

Vote: Unanimous

Action: Clerk to inform HALC that CSPC's membership will not be renewed.

(x) The Council noted that, on 1 April 2019, the Clerk had received a national salary award of £0.30p/hour, raising his annual salary to £10,257. (The rise had been anticipated in the budget for 2019/20)

(xi) The Council noted the financial statement dated 30 April 2019 and the list of payments made since 5 March 2019.

(xi) The Council noted that it had received additional Community Infrastructure Levy (CIL) funds of £3253.87 from Winchester City Council. This was in connection with the development at Parsonage Barn.

(xii) Councillor Webster reported that, following vandalism, the Clerk had authorised emergency repairs, costing £187.20, to the Victoria Memorial on the corner of Pearson Lane and Shawford Road. Baby changing facilities would shortly be installed in the Jubilee Pavilion at a cost of £231.65 plus installation of £80.00.

11. Community Infrastructure Levy

Councillor Webster advised the Council that All Saints School had requested an opportunity to bid for project funding. He also noted that the Sports Club was considering the installation of a defibrillator at the Jubilee Pavilion, which would appear to be a suitable project for the balance of the Big Lottery Fund (£1116.80). He reminded the Council that it had approved additional funding of £50 for the village agent in the current financial year, bringing the total to £300.

12. Annual Parish Meeting (APM)

The chairman confirmed that he had completed the annual report, which would be sent to the printers shortly. It was agreed that the report would not be distributed to individual households but would be made available through other outlets, e.g. the parish website and public facilities, such as the parish hall. The report would be available for distribution at the APM on 16 May 2019. The agenda's meeting would include a review from the chairman and presentations on the expansion of Southampton International Airport; the VDS and LADS; Compton Lock and include reports on the local schools. Councillor Bell agreed to approach WCC to see if an officer responsible for aviation could be encouraged to attend.

Action: Councillor Bell to request the presence of a WCC aviation official at the APM.

13. Playing Fields Management, Footpaths and the Environment

Councillor Wilkinson presented her report. At the recent Sports Club meeting, concern had been raised that, should the football team be promoted to the Hampshire League, to accommodate spectators there will be a requirement for a hard standing to be provided on one side of the pitch and for a barrier to be erected. A public meeting to consider how best to manage Compton Lock will take place at 7pm in Twyford village hall on 22 May 2019.

14. Lengthsman

Councillor Hunt confirmed that he had signed the contract committing the Council's participation in the HCC Lengthsman programme for another year. The Lengthsmen were due in the parish on Wednesday 15 May. He would schedule work to clear the area around the Wayside Cross, the footpath from Compton Street to Hurdle Way (alongside Otterbourne Road) and moss and vegetation removal from the Victoria memorial in Shawford.

15. 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 2019. Chris had proved to be a valuable Council asset and had undertaken other work on the playing fields and play areas at very competitive rates. He moved that his contract should be renewed.

Vote: Unanimous

16. CASCA

Councillor Wilkinson reported that the new management team had settled in well. A firm of industrial cleaners had been contracted to give the parish hall a deep clean once per week, which will lessen the load on the caretaker, Frank Smith.

17. Date and Venue of Next Meeting

7.30pm Tuesday 2 July 2019 in the Compton Room, Shawford Parish Hall.

The Chairman closed the meeting at 9.30pm.

Mike Goulding
Chairman

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