



Compton and Shawford Parish Council

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Minutes of the Compton and Shawford Parish Council meeting held at 7.30pm Tuesday 7th July 2020, via ZOOM.

Present: Councillors M Goulding, M Bell, T Hunt, R Jordan (from 8.04pm), J Lockett, F Strange, R Webster, M Wilkinson and Mrs G Heywood-Waddington (Clerk).

In attendance: County Councillor J Warwick (until 7.47pm).

1. To note the appointment of a new Clerk to the Council

Councillor Goulding noted and welcomed Gwen Heywood-Waddington as the new Clerk.

2. 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.

3. 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.

4. Apologies for absence and Declarations of Interest

Apologies had been received from District Councillors E Bell, B Laming and H Williams.

The following councillor declared an interest in items on the agenda:

Councillor Strange - Village agent for Age Concern Hampshire.

5. Minutes

The minutes of the meeting of 3 March 2020 had been circulated, together with the agenda. Councillor Bell had advised the clerk and Chairman prior to the meeting that he wanted to propose amendments to the minutes.

The Chairman proposed to remove specific comments from the public session and add the sentiment, note in the minutes that the vote was taken outside of the PC meeting and therefore should be reheld and a Chair note to be added at the bottom of the minutes stating; "Subsequent to the meeting, the Chair met with the Highways Convener and established that consultation had taken place. The following document outlines the background and consultation carried out". A document written by Councillor Southgate titled 'Shawford Parking Background Note' has also been attached to the minutes.

6. Matters Arising and Outstanding Actions

Councillor Bell reported on the memorial plaques on council benches. A formal proposal has not been completed but he has suggested to adopt a system similar to Hamble Parish Council which consists of a donation towards the original purchase of the bench as well as future maintenance of all benches plus an installation cost of the plaque. It was suggested that this could be taken forward and completed by another Councillor.

Councillor Jordan expressed concern that due to a lack of signage 3 horses were ridden onto the sports field alongside a large party of adults and children. The horses remained there for several minutes before moving on. It was potentially dangerous. Councillor Jordan suggested that we improve the signage to all access points onto the field. The Chairman feels that as it has only happened once it is premature to put up signage. Councillor Bell suggested having a quick word with the local stables and Councillor Jordan agreed to do this.

7. 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&loW 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

8. County & District Councillors' Reports

The County and District Councillors' reports were taken as read. Councillor Warwick advised that there was a change to the call on road space at the start of Coronavirus due to more people walking and cycling and it was an opportunity to put through routes that would benefit from cycling and pedestrian space. Two routes that were put forward around Compton and Shawford are, Badgers Farm Road and the gap in cycle Rt 23 near Shawford and Otterbourne. Councillor Warwick also advised that the £1000 Councillors Grant, for Compton Lock, was paid into the Compton and Shawford Parish Council fund this evening. Twyford Parish Council has been asked to apply for the same Councillors grant through Councillor Humby.

9. Public Session

No issues were raised by the public

10. Finance and Administration

i) The Council reviewed and adopted Standing Orders and Financial Regulations (including BACS payments), none of which needed updating from those adopted on 7 May 2019.

ii) The Council noted that there had been changes to the Asset Register, since it was approved on 3 March 2020. The Shawford Village Hall Asset Value has increased to £1,237,036 and Insurance Value By Section has increased to £1,422,591. The Jubilee Pavilion Insurance Value By Section has increased to £517,649.

iii) The council reviewed its data protection, complaints procedures and media policy, none of which needed updating from those adopted on 7 May 2019.

iv) The Council noted the meeting dates for the coming year.

Action: Clerk to send Adrian Walmsley the 2020/2021 calendar for the website.
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v) Councillor Webster moved that the council should approve the Annual Governance Statement 2019/20.
Vote: Unanimous

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

(vi) Councillor Webster moved that the Council should approve the Annual Accounting Statements 2019/20.
Vote: Unanimous

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

(vii) The Council noted the Internal Auditor's letter of 15 May 2020, in which he stated: "On looking at the Council's Website I noticed that the AGAR for 2018/19 has been amended by redacting the signatures. My understanding is that there is nothing in legislation or in the Regulations that permit this course of action. This view is reinforced by an article in the latest edition of the SLCC Magazine"

(viii) The Council noted the financial statement dated 29 May 2020 and the list of payments made since 5 May 2020. The Chairman raised the question of whether we need signatures on the monthly BACS spreadsheets as two signatories are required on the online banking system.

(ix) The Chairman declared a casual vacancy caused by the resignation of Councillor M Southgate. The Council intends to fill the vacancy by co-option. The clerk will notify the Returning Officer at Winchester City Council of the vacancy and display a notice informing residents of the parish of the vacancy. The

notice will run for 14 days (not counting weekends or bank holidays) from the date it is displayed on parish notice boards, and provides parishioners with the opportunity to call for an election to fill the vacancy during this period.

The Chairman personally thanked Councillor Southgate for his many years of support on the Parish Council.

Action: Clerk to inform Returning Officer at Winchester City Council of the casual vacancy and display a notice informing residents of the parish of the vacancy.

11. Community Infrastructure Levy

The Council notes that the current CIL balance is £15,837.58.

Councillor Webster moved to approve the grant of £250 towards the village agent's running costs.

Vote: Unanimous

Decision: The PC to contribute £250 towards the village agent's yearly running costs.

12. Annual Parish Meeting

The Chairman noted the cancellation of the Annual Parish Meeting due to Coronavirus.

He noted that there was a request from parishioners for a Parish Meeting. Originally this was going to take place at the Annual Parish Meeting but because this was cancelled the Chairman will write to the parishioners and ask if they would still like the meeting.

Action: Chairman to email parishioners that called for Parish Meeting to ask if they still want a meeting.

Councillor Webster proposed for next year to put the Annual Report in the Parish Magazine and pay for that to be circulated rather than doing it separately and to remember to work this into the budget.

13. Planning

Councillor Strange presented her report. She advised that she had received an email from Action Hampshire with regard to replacement of HARA by Hampshire Homes Hub. It seems that these are the same people under a different name. Councillor strange also noted that she has not yet heard if anything has been approved regarding Shepherds Down School and that Parsonage Barn planning application has been passed to Compton Village Association due to the large list of trees with and without TPOs to be cut down. She also noted that the parish council has been advised of the intent to submit a planning application pertaining to Four Dells Farm.

Councillor Goulding commented on White Gables, Otterbourne Road asking that they consider traffic and where contractors are going to park their cars.

14. Playing Fields Management

Councillor Wilkinson presented her report. She added in regard to the Goalposts that the homeowner has recently been harassed on their own property over the moving of the goalposts. Councillor Wilkinson has contacted them and confirmed that the Parish Council will work to secure the boundary by raising the fence and the PCSO information has been forwarded on so they can contact the police about the harassment.

A neighbour living adjacent to the Memorial Playing Fields has suggested a wildflower meadow. The Council has agreed to contact the neighbour for suggestions on where to put this.

Action: Councillor Lockett to write to neighbour to put together suggestions for a wildflower meadow.

Councillor Wilkinson received a quote from Vitaplay for the cleaning of the wetpour surfaces, and also for general remedial work to the areas. The total cost is high so Councillor Wilkinson has suggested focusing on the cleaning of the surfaces and what really needs doing such as repairing the broken seesaw and ladder. She will send the quote to the Chairman and discuss priorities.

Action: Councillor Wilkinson to forward Vitaplay quote to Chairman.

It was shared that the MEGA and QE II bins are overflowing.

Action: Clerk to find out who empties these.

15. Footpaths and Environment

Councillor Wilkinson presented her report. With regard to Compton Lock the Chairman raised the question whether the Parish Council thinks it's fair to pay £300 towards the Bid Rangers should Twyford not receive their Councillors Grant. The Chairman thinks it is fair and the rest of the Council agreed.

Councillor Strange raised the issue of increased numbers of cyclists on Close Lane and that there is no signage to say no cyclists. Councillor Webster stated that signage won't work and that we need to work with cyclists in order to promote cycling as well as abide by the rules.

Councillor Hunt noted that the Lengthsman is due in the parish next month so if anyone has recommendations please contact him.

16. Highways and Public Transport

Councillor Bell presented his report. He agreed with the earlier statement from the Chairman that they should propose a meeting with those local people who had made the initial request for a Parish meeting.

The Parish Council has always been supportive of the need for additional car parking and will reiterate their support for the existing plan to Hampshire County Council and Southwestern Railway. The PC acknowledges that there is unrest over the parking issue which is being addressed.

Councillor Bell advised that he is looking to continue the contract with Chris Sparkes and enquired how long his contract is, the Clerk will confirm this.

Action: Clerk to confirm length of Chris Sparkes contract with the PC.

Councillor Jordan observed on Old Shepherds Lane - the private road that leads to the Shepherds Down school, that there is a 6 foot drop to the subway at the edge of the path/road. Councillor Bell said he would have a look.

17. CASCA

Councillor Wilkinson reported that CASCA last month were awarded a £10,000 grant from Winchester City Council Rates department which was a one off leisure grant for businesses and charities which remain closed due to the pandemic. This has gone some way to making up for no income since mid-March. The Parish Hall is due to be opened from the 1st September for activities which can be carried out safely. Alison Witheyman will be carrying out an appropriate risk assessment and proposes a meet towards the end of July to review the situation properly. Councillor Wilkinson added that Alison has done a good job to maintain the Parish Hall.

Councillor Strange reported that the surgery was concerned about flu clinics in the fall and lack of space. She suggested the possibility of using the hall for socially distanced flu clinics.

18. Date and Venue of Next Meeting

7.30pm Tuesday 1 September 2020 via ZOOM.

The Chairman closed the meeting at 9.21pm.

Mike Goulding
Chairman

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