

**Minutes of the Council Meeting of Hartley Wintney Parish Council held at 7.30pm on Monday, 6<sup>th</sup> February 2023 to which Councillors were summoned to attend, at the Lucy Pygott Centre.**

**PRESENT:** Cllr Richard Dodds (Chairman), Cllr Stuart Elborn (Vice Chairman), Cllr Steve Airton (online), Cllr Chris Cornwell, Cllr Roger Robertson, Cllr Chris Farrance and Cllr Diana Harvey

**IN ATTENDANCE:** Karyn Reid (Executive Clerk) and Sarah Daly (Deputy Clerk, online), Hart District Cllr Tim Southern and Anne Crampton, Hampshire County Cllr Tim Davies and one member of public.

#### **22/23PC 75. OPEN FORUM**

The member of the public enquired about Litter Pick events. The Executive Clerk confirmed that HWPC participate in the Big Spring Clean every year in March and April where members of the public can sign up online, pick up equipment and then log how much litter is collected. In addition, HWPC usually organise an October litter pick.

However, for the Coronation in May, guidance has been released for a Big Help Out on the Bank Holiday Monday of the Coronation weekend where individuals and communities are to be encouraged to undertake a volunteer-based activity. HWPC are planning a spring clean including litter picking, cleaning road signs and similar community focused events as part of this celebration.

#### **22/23PC 76. APOLOGIES FOR ABSENCE AND ONLINE ATTENDANCE**

Apologies for absence were received from, Cllr Nick Cooper, Cllr Peter Gee, HDC Cllr Spencer Farmer. Cllr Steve Airton, Cllr Stuart Ovenden and Cllr Becky Moss were in attendance via remote access.

#### **22/23PC 77. DISPENSATIONS UNDER S33 OF THE LOCALISM ACT (2011) & DECLARATIONS OF INTEREST**

Dispensations were previously granted by the Executive Clerk until May 2023. **No interests were declared.**

#### **22/23PC 78. WARD MEMBERS REPORT**

HCC Cllr Davies raised the following points:

20 mph speed limit - is being rolled out across the County and is subject to further consideration. It will go to Cabinet and then Full Council in June. Cllr Farrance and Cllr Elborn proposed that the previously AGREED approach of a 20mph blanket speed limit on all appropriate roads in the Parish should not be altered and that C.Cllr Davies represent HWPC on this basis.

The proposal was **AGREED BY ALL**.

**Action: HCC Cllr Davies to reflect the request for a 20mph blanket speed limit on all appropriate roads in the Parish**

County Budget – current and capital expenditure summary.

- HCC has allocated £175 million to new & extending schools, equating to offering 4393 new school places.
- £142 million is allocated to structural repairs to roads and bridges and
- £300 million is allocated to alleviate flood risk which includes coastal defence.

Drain cover London Road Phoenix Green – this issue has been rectified. A spate of drain cover thefts across the County was noted.

Police Commissioner – has reported to be on target to have 600 additional police officers by the end of March and another 50 are proposed in the next financial year.

Post box thefts – a recent spate of thefts of the ER logo post boxes had been reported in neighbouring areas of Winchfield, South Warnborough, Elvetham and Heckfield. HCC Cllr Davies requested he be informed of any further thefts as well as the police.

Recent thefts of two cars at Dilly Lane – noted that both ended up torched at Pale Lane and belonged to clients that had booked the cars in for MOT the next day. Several other cars were subject to vandalism. These issues were raised at a recent Police meeting at Yateley.

Blocked culvert at intersection Bracknell Lane/A30 – HCC Cllr Davies has asked HCC to 'rod out' the drain but recognised that this is only a short term solution. Ditches around the Oakland Terrace beyond the Cricket Green continue to back up water around this area. HCC Cllr Davies has spoken with Hampshire Fire and Rescue to let them know he is aware. HDC need to clear the ditches up to Causeway Farm to relieve the problem.

Budget for Community Transport – Cllr Farrance noted this. HCC Cllr Davies said it was unlikely that Reading bus service would be reinstated as this is operated by Reading Borough Council and not servicing residents of the Borough.

HDC Cllr Southern raised the following points:

Springwell Lane – Noted that Collards are doing works on their land to make it suitable, as they do every year to allow horses to graze. there. HDC Cllr Southern has spoken with and emailed concerned resident.



HDC Cllr Crampton raised/reported the following points:

Oaklands Terrace/ Cricket Green ditches – HDC Cllr Crampton requested details of these. HDC Cllr Southern has these already.

Fly tipping – a vulnerable resident reported 15 large containers of cooking oil had been deposited near their property. Basingstoke Waste Team swiftly removed them.

HDC budget meeting – planned next month. There will be a 3% rise in Council Tax.

Shapley Heath – an independent report highlighted a number of issues, and an inquiry was initiated to ensure this doesn't happen again. Instead of an independent person from the Local Government Association leading this, it was changed to a 'round table' discussion. HDC Cllrs Crampton and Farmer felt this was inadequate and declined to attend. They also requested to speak with the Local Government Investigator. The subsequent report was due at the end of January, but this has not been seen yet.

Bulls Yard Farm planning – no further update. HDC Cllr Crampton has contacted enforcement but there is a change of staff in the team. Once a suitable replacement has been recruited this will be raised again.

**Coronation** - Cllr Dodds asked whether HCC or HDC would have any funding available for activities over the Coronation weekend. Cllr Crampton confirmed funding will be available from HDC.

## **22/23PC 79. APPROVAL OF MINUTES, ACTIONS LOG & PARISH OFFICE REPORT**

**ITEM 22/23PC 65 i.** The resident reiterated the issue raised at the last meeting. HWPC hold no responsibility for this site as HDC are the landowners. Any future issues need to be directly raised with HDC.

Cllr Robertson proposed approval of the minutes of the Full Council meeting on 9<sup>th</sup> January 2023, seconded by Cllr Farrance. **AGREED by all.**

**ACTION LOG**, noting the following outstanding actions:

**ITEM 22/23PC 19.** Management Plan for Common Land area - anticipated April 2023

**ITEM 22/23PC 42.** Compost toilets at St Mary's Church – Executive Clerk confirmed location of these. Action closed

**ITEM 22/23PC 59.** Training dates – awaiting new dates from training company

**ITEM 22/23PC 69.** Document scanning - Cllr Robertson will complete this

**ITEM 22/23PC 69.** Precept figures were submitted to HDC. Action closed

**ITEM 22/23PC 73.** Solution proposed to HDC to swap parking bay outside betting shop/Cashmere Goose with a disabled bay. Action ongoing.

**PARISH OFFICE REPORT**, noted the following comments:

Christmas Lighting the current contract was due to be re-tendered in the next few months.

Internal Audit – picked up some small points but no major issues to note. The Internal Auditor advised that councillors dialling in to meetings need to be noted under 'Apologies' but stated as 'online' and not 'In Attendance'. The Hampshire Association of Local Councils, National Association of Local Councils and the Society of Local Council Clerks have recognised that hybrid meetings are not ideal and for full accessibility a campaign for online meetings is underway. It is encouraged that any local Councils who feel the same should contact their MP to try & gain support.

**22/23PC 80. PARISH COUNCIL FINANCE** – review & approval of following:

i) Payment listings

Cllr Farrance proposed approval of the payments listing; seconded by Cllr Elborn. **AGREED by all.**

ii) Sound proofing for LPC, as per Finance Committee recommendation

This was discussed at the last Finance Committee meeting in December and a figure of £5000 noted. A couple of quotes have been received around this figure.

The Executive Clerk asked whether Councillors wished to pursue this work. It would help promote the LPC as multiuse venue, but it may be explored in the 2023/24 financial year whilst funding is sought.



Acoustic baffling and an improved speaker system would open up potential bookings for local companies looking for external training venues and for large corporate meetings. Bookings for the LPC are currently low during the daytime on weekdays.

Cllr Cornwell suggested asking the new Finance Officer to pursue sources of sponsorship funding for the acoustic baffles.

## **22/23PC 81. PARISH COUNCIL MATTERS**

i) Update on Events budget/planning from January 2023 E&A meeting (attached)

The Executive Clerk and Deputy Clerk have met with a representative of the Football Club to pursue the idea of a joint fireworks event this year. The meeting was very positive. The idea was presented to move the fireworks display to the Slopey pitch area with HWPC managing the fireworks, including all aspects of safety. Sponsorship would also be sought to assist with costs. The Football Club would run the rest of the event, much the same as the arrangement during the Jubilee event, with ticket sales going to HWFC.

**ACTION: Parish Office to publish details this once this has been confirmed.**

ii) Receive Committee approved minutes and/or update

Approved minutes for E&A Committee meeting 21.11.22 and Finance Committee meeting 31.10.22 were received. Draft minutes for Planning Committee meetings 14.11.22 & 12.12.22, and Finance Committee meeting 05.12.22 were also received.

## **22/23PC 82. CHAIRMAN'S ANNOUNCEMENTS, PARISH COUNCILLOR MATTERS**

Cllr Cornwell raised the issue of the change in parking restrictions to residents only along Duck Pond Walk with no consultation. The resident parking issues was raised to HCC a couple of years ago and circulated but not referred back to HWPC before the current approach was implemented.

**ACTION: Planning Committee to discuss at next meeting.**

Cllr Dodds noted the paper circulated by Cllr Cornwell suggesting works to Dilly Lane Pond are planned around the end of March depending on the outcome of a road closure application.

Cllr Elborn confirmed plans for a meeting with the St Mary's Park Management Committee Directors, the Executive Clerk and Cllr Airtton to discuss plans for the entrance gate to the LPC.

The Executive Clerk highlighted a recent issue involving the grave digger working in an incorrect plot. The Parish Office were not aware of the issue until contacted by the family concerned. The Executive Clerk and Deputy Clerk are meeting with the family and have spoken with the Gravediggers to open an investigation.

It has been reiterated to the Gravedigger do not commence works unless a plot marker is clearly visible and to immediately contact the Parish Office if there are any concerns. Cllr Farrance offered to attend the meeting, only staying if appropriate to do so, and support the Parish Office team but noted this needed to be done sensitively.

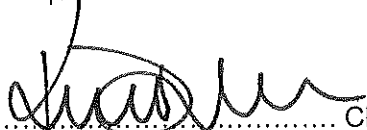
## **22/23PC 83. CORRESPONDENCE & DATES OF MEETINGS**

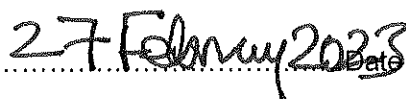
To note the agreed meeting dates taking place throughout January 2023

Planning Committee – Monday 13<sup>th</sup> February 2023 at 7.00pm

Finance Committee Discussion (online only)– Monday 20<sup>th</sup> February 2023 at 7.00pm

There being no further business the Chairman thanked all participants at the meeting and closed the meeting 9.07pm.

  
..... Chairman

  
..... Date

## Appendices

- Ward Members Report
- Actions Log
- Payments Listing
- Parish Office Report
- E&A Committee Events Recommendation

*Abbreviations used in these minutes: Cllr ~ Councillor, HCC ~ Hampshire County Council, HDC ~ Hart District Council, HWPC ~ Hartley Wintney Parish Council, LPC ~ Lucy Pygott Centre, FOGO ~ Friends of Green Oaks*



## **WARD / COUNTY MEMBER ACTIONS**

09.04.22  
20/21PC 108  
& 22/23PC 58.      20 IS PLENTY SCHEME - TD: ONGOING

06.06.22  
22/23PC 18.      REGULAR MEETING SET UP HH / HDC / HWPC - TD: ONGOING

22/23PC. 38  
03.10.22  
22/23PC 49  
& 22/23PC 58      CRICKET GREEN LANE / FLEET ROAD SPEEDING TRAFFIC - TD

Extend 30MPH past development on Fleet Road and past the bend on A323.  
Safety concerns due to drivers speeding up on the bend of Cricket Green Lane as leaving Village creating hazards to junction.

05.09.22  
22/23PC 38.      SUPPORT CHASING OF SIDS APPLICATION HH - TD: ONGOING

07.11.22  
22/23PC 58.      POOR CONDITION OF ROADS THROUGHOUT VILLAGE ESP.  
BRACKNELL LANE / FLEET ROAD - TD

BLOCKED DRAIN BOTTOM OF BACKNELL LANE / DITCHES AT  
CRICKET GREEN / CULVERTS ON DILLY LANE – TD

MISSING DRAIN COVER ON A30 BETWEEN PHOENIX GREEN &  
GRANGE LANE - TD



## Actions Log – Full Council

Date/ Minute Ref. Action

## PARISH COUNCIL ACTIONS

Date/ Minute Ref.	Initials	Action	Update
06.06.22 22/23PC 19	KR/LW/CC	Continue discussion between HWPC, HDC Cllrs and HDC Countryside Team regarding a sensible and appropriate plan of action for the common land area. <b>MANAGEMENT PLAN</b>	APRIL 23
05.09.22 22/23PC 42.	KR	To publicise that the toilet is available for visitors to St Mary's Church and the Burial Ground to use in Spring	MARCH CONTACT
07.11.22 22/23PC 59.	KR	Training dates for W/C 21/11 and 28/11 to be circulated to the Councillors.	RECIRCULATE NEW DATES
09.01.23 22/23PC 69.	KR	Add Commons Mgmt Plan to E&A Agenda	COMPLETED
	RR	Scan PG Survey documents and circulate to Cllrs	
	KR	Submit PRECEPT 23/24 figures to HDC	COMPLETED
22/23 PC 73.	KR	Investigate parking solutions of end bay with HDC.	ONGOING



**Date:** 06 February 2023  
**Title:** Full Council Report  
**From:** Executive Clerk  
**To:** Hartley Wintney Parish Council

#### **Audit**

Interim audit was completed on 1<sup>st</sup> February 2023. The report is available in MS Teams and will be discussed at the Finance Committee meeting in February ready for the year end audit process.

#### **Recruitment**

We received 6 applications for the part-time Finance Officer and have sent out invites for interviews which will be taking place later this week. Executive Clerk and Deputy Clerk will be carrying out interview, supportive exercise and then a short meeting with the Chairman of Parish Council.

#### **Office works - planning**

As per agreed works / improvements agreed (use of both budget and small allocation of S106 funds) via the Planning Committee in 2020/21, works have been carried out within the Parish Office to ensure a safer working environment.

Works still to be undertaken; replacement of Fire Exit door (and also Appleton Hall) £750.00  
Painting £2000

#### **Events**

**January 2023 Wassail** event proved very popular and successful with over 250 attendees. The collaboration with Waggon & Horses works very well and likely to continue.

#### **King Charles III Coronation**

Following on from the January E&A Committee Meeting, a notice has gone out in the March Contact edition and will sync up with FB notices, requesting members of the public contact us if they wish to assist with the Coronation Celebrations. We will also be involving members of the Community Event WP, however the aim will be to set up a Community Committee to focus on all areas of the celebration. Ideas at present are Big Screen events & picnic / Street Party support / Big litter pick / clean up.

#### **Youth Films**

**MONDAY 13<sup>TH</sup> FEBRUARY – THOR, LOVE & THUNDER**

Youth Film 6.30pm at Victoria Hall

**TUESDAY 14<sup>TH</sup> FEBRUARY – LYLE, LYLE, CROCODILE**

Youth Film 10.30am at Victoria Hall

#### **Christmas Lighting Contract**

The Christmas Lighting Contract ended in 2021 and a one off display was used for 2022. The Deputy Clerk is in contact with a number of providers requesting prices and proposals for the next three years. Cllrs Robertson has been invited to join us for this process and plans / costs will be provided to March Full Council meeting.



DATE	SUPPLIER	AMOUNT	DETAILS
06.02.23	HDC	£ 192.00	ADDITIONAL MARKET SPACES - PIZZA
06.02.23	LARKSTEL	£ 811.20	BIN EMPYTING & PLAYGROUND CHECKS FEB 22
06.02.23	CJH CLEANING	£ 632.18	PUBLIC TOILET CLEANING JAN 23/168 / REPAIRS
06.02.23	STREETMASTER	£ 453.99	BIN FOR P.GREEN
06.02.23	BLUCANDO	£ 261.60	JAN 23 IT SUPPORT - 11245
06.02.23	BLUCANDO	£ 186.24	MS LICENCES JAN 23 - 11135
06.02.23	HW DRYLCLEANERS	£ 137.27	CLEANING TABLECLOTHS - 0248
06.02.23	ELVETHAM ESTATES	£ 234.00	QTR 3 SERVICE CHRG - 8525
06.02.23	COPY CARE	£ 24.00	BW PRINTER - 37856
06.02.23	COLLARD	£ 43.20	LPC BIN EMPTY - 205078
06.02.23	CH CLEANING	£ 132.00	OFFICE CLEAN JAN 23
06.02.23	CH CLEANING	£ 300.00	LPC CLEAN JAN 23
		£ 3,407.68	

**Introduction**

Events Budget allocation for Financial Year 2023/24.

**Background**

Further to the Full Council meeting on 9<sup>th</sup> January 2023, the E&A Committee were tasked to allocate the £30,000 approved 23/24 Events budget, as per individual events as per the approved Events Calendar.

**Content**

The Executive Clerk produced estimated figures based on previous years event costs plus inflation (Appendix A). There are some factors unknown, such as costs for Coronation events, as these are yet to be determined, as well as possible savings such as Village Festival and Community Awards.

A focus for the Committee was to determine whether there would be suitable funding for a Fireworks Display in 2023, and what events would be postponed/removed in order to accommodate this additional cost (approx.. £7,500).

It was **AGREED** that the focus for the events this year should be the Coronation however other regular events should still progress on as per previous years.

A separate Fireworks Display could be considered however this would need to be on HWPC owned/managed land and costs off set either by sponsorship/donation and charging for the event. It was **AGREED** that any Fireworks Event should not significantly impact the events budget so that other events would be prevented from taking place.

The Executive Clerk noted a proposal to collaborate with the HWFC on their annual Fireworks Display, assisting in a larger event with additional support. The Parish Office will take forward this proposal and feed back to E&A Committee for March 2023.

**Recommendation**

**It was AGREED at the E&A Committee on 23<sup>rd</sup> January 2023, to recommend that the Events budget is allocated as per Appendix A and that a Fireworks Display could only take place in 2023, should suitable additional funding be found i.e. via sponsorship etc and/or charging / availability of budget underspend.**





# APPENDIX A

## HWPC EVENTS 23/24 BUDGET

£30,000

MONTH / DATE	EVENT	COSTS (EST)	NOTES
Apr-23	YOUTH FILM - ALL AGES	£ 100.00	HALL HIRE & DVD COST
	YOUTH FILM - OVER 12'S	£ 100.00	HALL HIRE & DVD COST
	EASTER EVENT PARTNERSHIP	£ 300.00	TBC
May-23	ANNUAL PARISH MEETING	£ 500.00	REFRESHMENTS & HALL HIRE
	YOUTH FILM - ALL AGES	£ 100.00	HALL HIRE & DVD COST
	YOUTH FILM - OVER 12'S	£ 100.00	HALL HIRE & DVD COST
	CORONATION EVENTS	£ 5,000.00	
Jun-23	VILLAGE FESTIVAL	£ 2,000.00	TBC??
Jul-23	YOUTH EVENTS TBC		
	TENNIS	£ 300.00	
	NERF	£ 800.00	
	BUS	£ 250.00	
	YOUTH FILM - ALL AGES	£ 100.00	HALL HIRE & DVD COST
	YOUTH FILM - OVER 12'S	£ 100.00	HALL HIRE & DVD COST
Sep-23	VILLAGE PICNIC	£ 5,000.00	
	COMMUNITY AWARDS - TBC	£ 2,500.00	
Oct-23	YOUTH FILM - ALL AGES	£ 100.00	HALL HIRE & DVD COST
	YOUTH FILM - OVER 12'S	£ 100.00	HALL HIRE & DVD COST
	AUTUMN EVENT PARTNERSHIP	£ 300.00	
	FIREWORKS??	£ -	Cover costs by sponsorship/charging/partnership - £7,500 max.
Dec-23	CHRISTMAS MARKET	£ 2,000.00	MARSHALLED & MUSIC - OFF SET BY £2000 INCOME
	LIGHTING / DECS	£ 8,500.00	
Jan-24	WASSAIL	£ 700.00	
Feb-24	YOUTH FILM - ALL AGES	£ 100.00	HALL HIRE & DVD COST
	YOUTH FILM - OVER 12'S	£ 100.00	HALL HIRE & DVD COST
Mar-24	GREAT BRITISH SPRING CLEAN	£ -	
<b>TOTAL COST</b>		<b>£ 29,150.00</b>	

From: Nick Cooper  
To: HWS Council/Office Karen Reid  
Subject: HW Public Toilets  
Date: 03 February 2023 17:24:03

Dear all

Unfortunately I cannot make Monday's Council meeting as on holiday and travelling that day.

I have now met with Stephanie Baker head of development at Hart to discuss the above a meeting facilitated by Tim Southern. The following points were discussed;

1. Hart own the whole carpark and lease the WC's to the Parish on a 25yr lease which expires 21/1/2038 . No alterations are possible without Hart's approval.
2. The carpark sits outside the conservation area. See plan below which shows Hart ownership in blue and conservation area in orange.
3. The WC's are seen by the parishioners as an essential service to the village.
4. In terms of developing the site with say housing above, as a means to fund the cost of renewal, she understands the concept. Any new flatted development in Hart now post Covid requires however requires balcony space and cycle parking. She also makes the point that Hart currently have an excess of residential land (5yrs+) for future development therefore she has some concerns as to the suitability of the location. That said she accepts that much of that future supply will not be in HW and therefore not able to satisfy local housing needs. I mentioned that we are awaiting the Housing Needs survey feedback which is likely to point to the need for low cost/ affordable accommodation.
5. She has suggested that an alternative route to development would be to confirm to Hart a need and cost that can be added to a S106 list. Indeed she encouraged that as a Parish we should have a list of potential projects that could be funded this way.
6. She also believes that Lottery funding may be available.

My observations and comments would be these;

Whatever happens providing a new WC block will require some form of funding which is unlikely to come from the Parish precept or Hart. A secondary source of funding will be required. I think there are 3 options;

- a) via development on the site - as well as WCs this could include say covered space for market and create a 'gateway' building from carpark to the High St. etc. Value would be created in the upper floors probably 2 levels. There are various alternative uses but highest value is likely to be residential.
- b) S106 funding - is dependant on new meaningful development occurring. Whilst in theory s106 monies can be applied across the district they are generally easier to negotiate when linked to a local project. The most meaningful project for HW is likely to be Grange Farm. So there is a risk that securing funding may drag on for a while until a scheme comes through.
- c) Lottery funding - a bid application would need to be made. But to do so will require a basic scheme and costings to be worked up. The most recent award I can see on Lottery website is

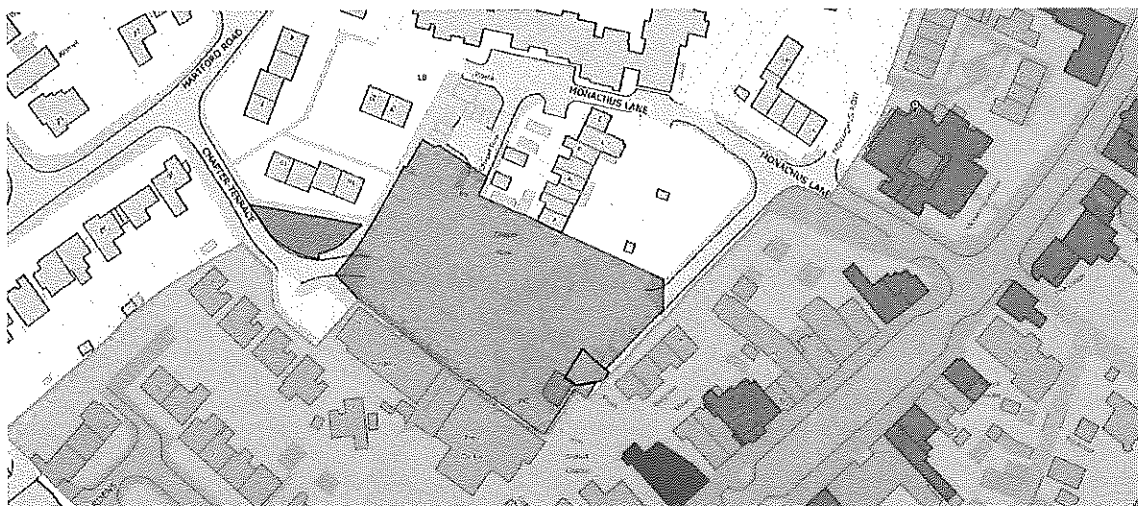
£6,917 to Brighthelm Parish Council on 8 March, 2017

The local public toilets will be refurbished, including a baby changing facility being installed and disabled access improved. This will upgrade the toilet facilities for the local community and tourists to the area. [View full grant details](#)

Location Central Wight, Isle of Wight, Isle of Wight  
Grant Programme Awards for All

We should be realistic that with a rebuild of the current block simply on the current footprint with labour and material cost inflation it is likely to be £25,000 + plus VAT unless we register for VAT. Clearly a refurbishment will be less. We are also likely to need to renegotiate the current lease with Hart to cover the works and extend the lease term.

My own view is that at this stage I still think it worth exploring a redevelopment option to see what is possible. I think we should be able to get some initial sketches from an architect at no cost although there would be a presumption that they would have the opportunity to tender if appropriate. If that proves unrealistic we then either need to go for simple new build on the existing site or a refurbishment both of which would need to be broadly costed to consider a S106 or grant application. Again we will need some technical assistance to support this. I have not explored what services Hart may be able to offer in this regard as yet.



Please could I have feedback/ thoughts on your preferred direction of travel.

Regards  
Nick

Sent from my iPad

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