

**MINUTES OF MEETING OF EAST WOODHAY PARISH COUNCIL**  
**26 October 2020**  
**HELD VIRTUALLY USING ZOOM.APP**  
**18.30**

**Chairman:** Cllr James Mitchell (Chair)

**Present:** Councillors Mr P Hurst, Mr M Rand, Mr P Jarvis (joined at 19:15), Mr A Watson, Mrs K Titcomb, Mr G Dick, Mr M Hainge, Mr J Heritage

**In Attendance:** Cllr Sanders, Cllr Thacker, Richard Wyatt (metal detecting)

**Clerk:** Amy White

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*Please note agenda items changed from the draft due to availability of participants.*

**Item 1: Apologies**

**74/20** Apologies accepted from Cllr Jarvis for joining late.

**Item 2: Declarations of Interest**

**75/20** None.

**Item 3: To Agree Minutes of last meeting**

**76/20** The minutes of the meeting held on 28 September 2020 were verbally agreed, accepted as a true record and will be signed by the Chairman at the soonest opportunity (Covid restrictions).

**Item 4: Matters Arising from 28 September 2020 Meeting**

**77/20**

<b>Item</b>	<b>Action</b>	<b>Owner</b>
<b>80/20</b>	Cllr Hurst and Cllr Sanders will discuss the current feedback received from BDBC and how it might be possible to move forward with the NP, in the light of the proposed Government White Paper on planning due at the end of the year. <b>Actioned.</b>	<b>Hurst &amp; Sanders</b>
	Cllrs Hurst and Dick to liaise re historic speedwatch results and speed monitors. <b>Actioned.</b>	<b>Hurst &amp; Dick</b>

**Item 5: Cllr Thacker's County Report**

**78/20** Please see Cllr Thacker's full report at the end of the minutes for an update on free school meals in Hampshire, flooding in Woolton Hill, Trade Street parking the Rural Programme.

**Action:** Cllr Dick to send Highways priorities to Cllr Thacker

### **Item 6: Planning**

**79/20** Cllr Titcomb gave a verbal update on the most recent planning meeting (19 October 2020) and associated planning applications. The minutes of planning meetings can be viewed on:

<http://www.eastwoodhay-pc.gov.uk/community/east-woodhay-parish-council-12776/minutes1/>

**80/20 Common Farm-** The Clerk has been contacted by a member of the public regarding a SHELAA development application at Common Farm.

**Action:** Planning Committee to discuss any action regarding Common Farm with Member of Public.

**81/20** The Sungrove application has been targeted for DC committee on 09 December 2020, the PC will decide who will represent at committee. Cllr Sanders and a member of the public are also invited to speak.

### **Item 7: Neighbourhood Plan**

**82/20** Please see Cllr Hurst's report at the end of the minutes.

Cllr Sanders has offered his support in reading and editing the NP document. Cllr Watson offer his input as well.

**Action:** Cllr Hurst to decide next steps for the NP edit and communicate to PC.

### **Item 8: Amenities including footpaths**

**83/20** Please see the Amenities Sub Committee Minutes on the website:

<http://www.eastwoodhay-pc.gov.uk/community/east-woodhay-parish-council-12776/local-spaces/>

This includes information from the footpath councillors.

- a. The last kissing gate on Rookery Farm will be replaced on Monday 2nd November by Premier Grounds Garden Maintenance.
- b. Brownies Corner flooding- Sean Earley has tried to divert some of the road water run-off into the ditches alongside field, however more drainage may be required as the weather worsens.
- c. Cllr Rand reported on the biodiversity information from Ian Ralphs, attached to the end of the report. Cllrs discussed the particular recommendations and feasibility of the ideas and were supportive of Cllr Rand's interpretation of the verbal feedback received. The next step will be to wait until another biodiversity in Spring before communicating the ideas to the Parish.

**84/20** Cllr Rand has been in touch with the LIF manager, Jane, Rawlins-Mateus who in turn has been contacted by a Parishioner concerned by the use of the path. Cllr Rand and the LIF manager have discussed this and the LIF manager is satisfied that the concerns from the Parishioner did not raise any concerns regarding the approved application.

### **Item 9: Richard Wyatt: Metal detecting specialist**

**85/20** EWPC considered commissioning a treasure dig/metal detection for the Parish Field. Mr Wyatt explained the treasure finding process and the councillors had the opportunity to voice their concerns and ask questions, specifically that the use of the field has already raised issues amongst residents and whether this was a reasonable request.

Following Mr Wyatt's presentation the PC discussed the idea. Cllr Mitchell proposed and Cllr Hurst seconded an invitation for Mr Wyatt and his small team to undertake a historical metal detecting survey. The first survey will be to assess the suitability of the field prior to a full detection. It was thought that the potential of any historical artifacts being found, even though small, was important for historical value and worth doing before initiating any biodiversity planting.

Vote: 8 for, one abstention. The proposal was carried.

**Action:** Clerk to liaise with Mr Wyatt for suitable dates. Cllr Jarvis to write an information piece for the public.

### Item 9: Finance Update

**86/20** Please see Cllr Mitchell's report at the end of the minutes.

a) The Clerk presented the following accounts for payment:

### PAYMENTS- October 2020

Name/ Company	Invoice No	VAT No.	Amount Excl VAT	Vat	Total	
Clerk Salary: new salary, £17.67 allowance					£623.41	ONLINE
Litter Warden Salary					£377.84	ONLINE
Litter Warden Expenses					£35.00	ONLINE
HMRC PAYE Month 7					£154.87	ONLINE
Steve Batt Brownies Corner post repair					£65.00	ONLINE
Ben Paul Metal Kissing gate repair					£30.00	ONLINE
Tony Fish boardwalk repair		90937779	£146.70	£29.30	£176.00	ONLINE
Tivoli grass cutting services		GB287453171	£110.00	£22.00	£132.00	ONLINE
					<b>Total VAT</b>	<b>Total Online Payment</b>
					£51.30	£1,594.12

These were digitally approved by Cllrs Mitchell and Hurst, witnessed via email by Cllr Rand.

b) **Cllr Training:** Cllr Dick will attend a mini conference, including two workshops run by HALC on 04 November 2020.

### Item 10: Utilities

**87/20** There was nothing to report this month.

#### **Item 11: Highways**

**88/20** Please see Cllr Dick's report at the end of the minutes and the current Highways Log. This log is also on the Highways section of the website:

<http://www.eastwoodhay-pc.gov.uk/community/east-woodhay-parish-council-12776/highways/>

**89/20** An email has been received from a Parishioner concerning large vehicles using Woolton Hill to Ball Hill road. HCC has already made it clear they will not do anything to change the signage on the road.

**Action:** Cllr Dick to respond to Parishioner.

**90/20** The issue of speeding led to further discussion on ideas for reducing speed in certain areas of the Parish, particularly the Woolton Hill Road leading out of the village past the Sports Club. Speedwatch is particularly unpopular.

**Action:** Cllrs Heritage and Hainge will look at speed signs and gateway options and will report back to the Council on 30 November 2020.

#### **Item 12: Police Update**

**91/20** Please see Cllr Hurst's report at the end of the minutes.

#### **Item 13: Policy Update**

**92/20** The Clerk has updated the following policies: Standing Orders, Financial Regulations, Data Protection, Freedom of Information. A new Complaints policy has been added. All councillors approved the updates and new policy. A new vexatious complaints policy was discussed. The clerk will update the PC next month.

**Action:** Clerk to update website with policies and investigate vexatious complaints policy.

#### **Item 14: Members' Reports**

**93/20** Cllr Sanders updated the PC on continuing issues for BDBC regarding Covid and its financial impact.

#### **Item 15: EWS Update**

**94/20** No new update.

#### **Item 16: Parishioner correspondence**

**95/20** The Clerk has received two emails from separate Parishioners expressing concern over the Parish Field. Due to the misinformation that appears to be going around, the PC will write to individual households on the Parish Field, including the plans for an all-weather path, the metal detecting survey and a reminder that the path is permissive only, with no access to residents backing on to the field via private gates. The use of the field will not change with the installation of a new path and the rules will remain the same.

**Action:** Clerk to write to residents backing on to the field.

Cllr Jarvis to place an article in Spectrum regarding the Parish Field.

Cllr Mitchell to contact one Parishioner directly regarding their concerns.

Clerk to offer the other Parishioner a meeting to discuss their concerns.

**Item 17: Items to carry forward to next meeting**

96/20 Village Gateways, metal detection survey update

*The next meeting will be held virtually on Monday 30<sup>th</sup> November using Zoom. Please contact the Clerk for details of how to join the meeting.*

**Actions 26/10/20**

<b>Item</b>	<b>Action</b>	<b>Owner</b>
<b>78/20</b>	Cllr Dick to send Highways priorities to Cllr Thacker	<b>Cllr Dick</b>
<b>80/20</b>	Planning Committee to discuss any action regarding Common Farm with Member of Public.	<b>Planning Committee</b>
<b>82/20</b>	Cllr Hurst to decide next steps for the NP edit and communicate to PC.	<b>Cllr Hurst</b>
<b>85/20</b>	Clerk to liaise with Mr Wyatt for suitable dates. Cllr Jarvis to write an information piece for the public.	<b>Clerk</b>
<b>89/20</b>	Cllr Dick to respond to Parishioner concerned re speeding in Ball Hil	<b>Cllr Dick</b>
<b>90/20</b>	Cllrs Heritage and Hainge will look at speed signs and gateway options and will report back to the Council on 30 November 2020.	<b>Cllrs Heritage and Hainge</b>
<b>92/20</b>	Clerk to update website with new policies and investigate vexatious complaints policy	<b>Clerk</b>
<b>95/20</b>	Clerk to write to residents backing on to the field. Cllr Jarvis to place an article in Spectrum regarding the Parish Field. Cllr Mitchell to contact one Parishioner directly regarding their concerns. Clerk to offer the other Parishioner a meeting to discuss their concerns.	<b>Clerk</b> <b>Cllr Jarvis</b> <b>Cllr Mitchell</b>  <b>Clerk</b>

**Councillor Reports October 2020**

**Item 5: Cllr Thacker report**

**Free School Meals**

The Leader of Hampshire County Council, Councillor Keith Mans has today announced that the Authority will be supporting a funding package to be distributed to food banks, charities and other organisations, to help vulnerable families - at a similar level to the Government's previous free school meal voucher scheme

Councillor Mans explained:

*“It’s obviously not possible to introduce a ‘voucher scheme’ ourselves for this half-term, but it is my intention that Hampshire will provide the same level of support for the half term break that would have otherwise been provided through the Government’s previous voucher scheme, by targeting support to those families in real need via food banks, charities and other relevant organisations.*

*“The County Council is already facing huge unplanned financial pressures as a result of the coronavirus outbreak, and not helped by the latest tranche of funding from Government which was significantly lower than we expected. Nonetheless, supporting vulnerable families during the school holidays must be a priority. By using food banks, charities and other organisations, we hope to do this.*

***“This will be partly funded by additional finances identified in the spring for Hampshire County Councillors’ grants to help support crises in local areas during the Covid-19 pandemic. In addition, we are exploring other sources of potential funding within the County Council to contribute where possible.***

*“I am also encouraging Hampshire’s district and borough councils to make use of funding they still have available, which was awarded to them from the Government’s coronavirus Welfare Assistance Fund via Hampshire County Council – precisely for use in such scenarios.*

*“However, this is very clearly a national issue, requiring a proper national solution, but any action we can take locally to help address the immediate problem in Hampshire is important. I will be writing to the Secretary of State and Hampshire’s MPs to press for Government to implement a long-term strategy to cover the Christmas and Easter school holidays - and help those families who have been specifically and significantly affected by the pandemic.”*

I have told the Leader I am supporting him in this.

## **Rural Update 2020**

The Rural Programme is changing to provide greater support to Parish and Town Councils. We will be offering four Targeted programmes:

Parish Partnership Programme

❖ Targeted funding for the replacement of stiles with gates or British Standard stiles supporting landowners, either directly, or partnering with the Parish or Town Council.

❖ Training and equipment for Volunteers, Parish Clerks and local Councillors –Partnering via the Countryside Access Teams, to supply equipment to maintain vegetation, relevant training, and risk assessment advice.

❖ Provision of annual training for new path wardens, together with annual training and briefing on Rights of Way issues for new clerks and local councillors.

Rural Communities Fund (RCF):

We plan to broaden the grant eligibility criteria for funding from the Rural Communities Fund to include Climate Change Resilience (to include Flood Alleviation), Countryside (where projects cannot be funded through the Parish Partnership Programme) and biodiversity, Rural Economy and Business (to include Rural Retailers), and Other projects that will help build community resilience and/or encourage self-help in rural areas.

Further information clarifying the eligibility criteria for grant funding are available on our web site.

Future plans -Parish Pages:

In the pipeline are plans for improved communication with a dedicated online toolkit for Parish and Town Councils, to be developed over the next 6 months, that will initially include:

❖ Clear information about the roles and responsibilities of the highway authority (rights of way), landowners and parishes.

❖ Other Countryside information –downloadable ‘How to’ guides, request up to date parish rights of way maps, and signage toolkits including Countryside Canines.

❖ Volunteering opportunities co-ordinated by Countryside Service’s Community Engagement Rangers.

❖ Regular newsletters and information sharing on Parish grants and activities.

Future plans -Parish Pollinator Programme:

We want to partner with Parish and Town Councils and rural communities helping them to implement their own local projects to increase biodiversity, and promote and measure the prevalence of pollinators.

Initial pilot partnerships have already been established, and the results of the pilot studies will be shared via the Parish Pages for further new schemes to be built at the local level.

Please direct enquiries relating to any of the above to [rural@hants.gov.uk](mailto:rural@hants.gov.uk)

### **Steve Goodhall**

As you may know, Steve Goodall no longer operates this area, since a reorganisation that came into effect on 1st October. I have been informed of his replacement, who I have emailed to set a time to discuss matters of importance in this division. If the parish has any specific issues it would like to raise, please email me the details and I will include them in the agenda.

### **Trade street parking**

The ecology team has decided that a field survey is required to establish the presence or otherwise of, principally, great crested newts. They have decided that there is a possibility that the ditch is a habitat that could sustain such newts, and their presence needs to be discounted. This survey is seasonal and cannot take place before March 2021. I am in regular contact with the project officer and will confirm with her exactly when this will be done nearer the time.

Should protected species be found to exist, alternative sites would have to be investigated. The project officer has confirmed with the County that these delays, whilst regrettable, are necessary by law and do not affect the funding of the project.

### **Woolton Hill Road flooding**

The principal engineer visited the site earlier in October and has told me that he plans to take the following actions to try and help reduce the flooding:

- arrange for a roadside gully to be installed near the property Lorrien in an attempt to capture some of the water running down the hill towards the flooding area;
- order repairs to the weir kerb opposite the junction with Mount Road, again in an attempt to try and reduce the flow towards the lowest point;
- there is already a jetting order raised that the engineer has requested be prioritised and completed before the end of November to ensure the system is clear and give an indication of its condition;
- the ditch on the East side of the road is not part of the public highway, although HCC does have a right to drain the highway into it. HCC Flood and Water Management have been asked to investigate the section of private ditch and pipe running behind the telephone exchange building, and liaise with the land owner in an attempt to clear the water course to allow the highway to drain more efficiently.

Once all of the above has been carried out HCC will be able to see if further, more major improvements will be needed to ensure the flooding occurrences are reduced or prevented completely.

### **Item 7: Neighbourhood Plan Update, Cllr Hurst**

Last month the issue of the amount of new editing the NP required, following BDBC feedback, was raised. In addition the impact of proposed new government legislation on NPs was highlighted with a discussion on if it was worthwhile committing volunteers time to the edit until the impact of the change is known.

Following the meeting, Clive reviewed the BDBC feedback and with his planning experience felt the comments were largely constructive and the edit may not take as long as expected. Clive has offered help in moving forward.

In addition I attended a Zoom meeting hosted by NP consultants and with NP leads from across the country, discussing the potential impact of the government planned legislation on NPs. I also spoke to BDBC with reference to their recent letter in response to the governments proposals. The points from the discussions are at bottom of this report.

I discussed the feedback above with the NP team. A number of the members of the team confirmed they do not wish to continue with the detail edits (though Susan has kindly offered some continued help).

Based on the feedback above, I propose the following:

1. We should take a pragmatic approach, continue and reform the NP team, but be aware that the new legislation is likely to impact the NP and is therefore has some risk to volunteers time.
2. Continue the edit with a team of three and ask for two new volunteers (and myself).
3. A word processing person will be required to capture the edits (this will need to be funded). Experience shows it does not work when one of the team has to edit as well (a distraction to the person getting involved in the debate).
4. Ask for input from Clive.
5. We do not need consultancy - we have a document structure that ourselves and BDBC are comfortable with.
6. The edit should be face to face (socially distanced of course). Zoom is not effective for this type of edit.
7. Clive's view is that effort required could be shorter than we think. The NP team experience is that to wordsmith the document can be quick, but the time is taken in cross referencing planning documents and ensuring consistency between policies as changes are made.



### **Points from discussions:**

The key points were very much in line with feedback discussed in last month PC meeting on impact of the legislation, but their views were pragmatic and in line with Clive's comments:

- Planning legislation changes will always happen, the challenge is there are more NPs around and being created. PCs have not had to deal with this degree of change to NPs before, whereas local councils are used to handling change.
- This legislative change is a good example that in future PCs with NPs will need to think through how to manage and resource change to the document (change will continue to happen).
- This particular change has the potential to be significant to NPs, however it is unclear what the final change will really look like and the timing (could be much longer than the government expects).
- The meeting confirmed that the legislation proposes to change the emphasis of NPs to primarily input on design. This would mean Design Statements become more important (we have the approved Parish Design Statement on the BDBC website and it is noted in our draft NP, but it is likely to need revisiting going forward).
- Present policy's in NPs may be overridden by the legislation, but the view of the NP meeting was that the degree of impact could be smaller than anticipated and some policy's could survive, especially with the pushback the government is receiving. But some policy's will certainly be impacted. So it confirms that there is a risk that some of our voluntary effort could be wasted on the edit.
- The meeting highlighted that many of the NPs were in draft and there was an open discussion between NP leads on if it was worthwhile to continue in the light of the proposed legislative change. The majority felt continuing developing NPs was worthwhile as they would help position PCs future arguments on development. There is also continued support from local and central government for NPs. The consensus was to take a pragmatic position and continue NPs, but recognise there will be change impact from the legislation.

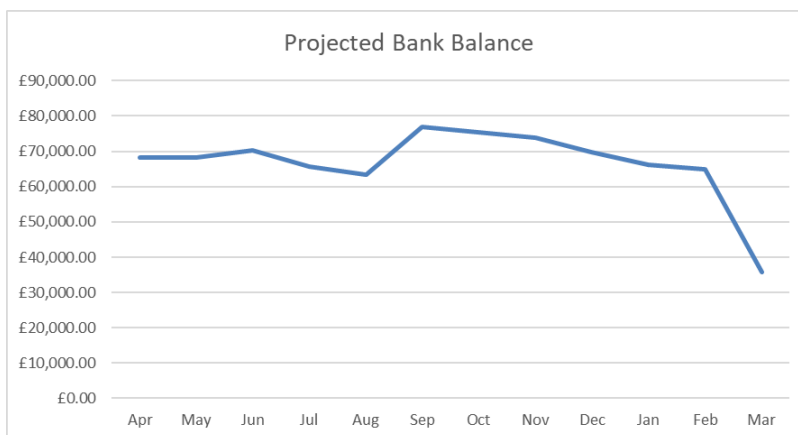
### **Item 9: Finance Report, Cllr Mitchell**

## 1. SUMMARY

- Bank Accounts £76,991 (Current £36,991 Redwoods £40k).
- a. INCOME STATEMENT
  - £30,083 100% of precept received
  - £4,534 Litter warden grant received
  - £600 Rent received
  - £489 VAT reclaimed
- b. EXPENSE STATEMENT EXECUTIVE SUMMARY (following list not conclusive)
  - Normal monthly expenses
  - £1,476 Insurance premium (same as last year)
  - £1,250 CCTV
  - £1,020 Hedge cutting and ditch management
  - £607 HALC Affiliation
  - £500 Grant to St Thomas Church
  - £324 Footpaths – materials and labour for 3x Hollington FP gates
  - £240 Audit fees
  - £150 WH recreation ground bridge removal
  - £108 Boardwalk repair
- c. CAPITAL STATEMENT EXECUTIVE SUMMARY
  - Ring Fenced S106 from 2019/20 for spend on Orchard £9,837

## 2. CASHFLOW PROJECTION

Including £9K for Footpath and £9k for Orchard





## **Item 11: Highways Report, Cllr Dick**

Highway Maintenance Reports

Please see updated Highways log: <http://www.eastwoodhay-pc.gov.uk/shared/attachments.asp?f=c0adc9d2%2Dd124%2D4da7%2D91e4%2D0a196f79ae7%2Epdf&o=Highways%2DIssues%2DLog%2Epdf>

### **Woolton Hill Road Flooding**

Following a detailed mail to HCC, the response to which has been previously circulated to councillors, I have received an update from Daniel Beasant, Principal Engineer for Hampshire highways (N).

The jetting has now been carried out and the system has been cleaned. The Assistant Highway Engineer checked Woolton Hill Road during w/c 19.Oct during the heavy rainfall and noted that some of the weir kerbs were already blocked again with leaves which he again cleaned out himself. This has been communicated to Basingstoke and Deane who are responsible for sweeping this road and they have advised that it is currently on their programme to be cleaned 4 times a year. However, a sweeper was sent along Woolton Hill Road during the last week to try to help matters. The recent high winds will result in considerable leaf fall over the coming weeks. I will keep a watch to see if it may be necessary to request a further extra "sweep".

HCC plan to install a new gully in the carriageway alongside one of the weir kerbs uphill from the school to try to stop some of the water running down the hill. They will also be repairing the sunken weir kerb opposite Mount Road.

HCC Flood and Water Management team have been tasked to take on the issue of the private ditch which runs along the Eastern side of Woolton Hill Road and then diverts behind the BT exchange building. This is not on Hampshire County Council owned land and they will be contacting the landowner to arrange clearance in an attempt to help with water flow. The weir kerb at the flooding location does drain the carriageway into this ditch when it is clear of leaves.

It is hoped that all of these smaller scale works will help to reduce the flooding to some extent. Woolton Hill Road has now been submitted for possible inclusion in a future Operation Resilience drainage improvement scheme and will continue to be monitored for any flooding during periods of heavy or prolonged rainfall.

### **WH Doctor Surgery Parking**

Despite further enquiries there is no update available on this matter from HCC at the time of reporting. Until it is known what may be considered feasible by HCC, I do not consider it to be of any value to discuss the "plan" with the Surgery management, who have plenty of other issues with which to currently contend. Investigations with the tenants of commercial property on Trade Street, Woolton Hill indicate that possible use of parking for surgery staffs overflow parking is not a current option.

### **Trade Street Traffic Speed**

GD and PH met by teleconference on 7<sup>th</sup> Oct. PH shared the findings of previous traffic speed surveys conducted by Speedwatch. ( Details available in report to EWPC by PH). The initial trigger for the discussion had been concerns raised about speeds in Trade Street; however examination of recorded speed data showed this to be one of the routes lesser impacted by vehicles exceeding the existing 30mph limit within the parish.

GD and PH agreed that the nature of authorisations necessary to enhance observation of speed restriction required multidisciplinary inputs to embrace the necessary permissions for appropriate action and that this should be referred to EWPC with a view to:

- a. Agreeing realisable priorities/funds for next actions to fulfil objectives
- b. Establishing a Task and Finish working group with specific Chair.

### **Item 12: Police and traffic report, Cllr Hurst**

I have received an update from the Basingstoke Rural Police Team.

Last year there was an increase in burglaries to out buildings and garages. This declined through lockdown. However, this is now on the increase again.

Properties in Northern Hampshire (Tadley, Baughurst, Silchester, Headley and Echinswell), especially isolated buildings, have had outbuildings and garages broken into since September. Tools and bikes have primarily been removed.

The Police are warning residents in rural North Hampshire to be vigilant and fit extra security measures on out buildings in particular. This should include fitting security locks, alarms, CCTV and security lighting. For more security prevention advice, visit [www.hampshire.police.uk](http://www.hampshire.police.uk).

If people see any vehicles or people acting suspiciously report it immediately by calling 101, or if you believe a crime is in progress call 999.

The rural police have said they will be conducting extra patrols across Northern Hampshire.