

**MINUTES OF MEETING OF EAST WOODHAY PARISH COUNCIL**  
**27<sup>th</sup> April 2020**  
**HELD VIRTUALLY USING ZOOM.APP**  
**18.30**

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

**Present:** Councillors Mr P Hurst, Mr M Rand, Mrs S Cooper, Mr J Murdoch, Mr P Jarvis, Mr J Morris, Mr B Lambert, Mr A Watson, Mrs K Titcomb

**In Attendance:** Cllr Sanders

**Clerk:** Amy White

---

**Item 1: Apologies**

No apologies were received.

**Item 2: Declarations of Interest**

**Item 3: Minutes of last meeting**

The minutes of the meeting held on 30 March 2020 were verbally agreed, accepted as a true record and digitally signed by the Chairman.

**Item 4: Matters Arising from 30 March 2020 Meeting**

<b>Item</b>	<b>Action</b>	<b>Owner</b>
<b>6.2</b>	Planning Committee to write to BDBC to inform of a new decision on the matter of the Sungrove application. <b>Actioned.</b>	<b>Cllr Titcomb/Cllr Cooper</b>
<b>10.3</b>	Cllr Murdoch will contact Councillors if necessary for further pothole checking in the Parish. <b>Not actioned, roll on to May Meeting.</b>	<b>Cllr Murdoch</b>

**Item 5: Planning**

**6.1** Cllr Titcomb gave a verbal update on the two most recent planning meetings 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/>

**Item 6: Neighbourhood Plan**

**7.1** Please see Cllr Hurst's report at the end of the minutes which contains discussions held during the meeting; the plan has been submitted to BDBC for review for Regulation 14 approval (approval for commencing public consultation) and at the present time it is **not approved**.  
Cllr Hurst also confirmed that there are no Assets of Community Value within the NP.

### **Item 7: Highways**

- 7.1** Cllr Murdoch was pleased to report many of the outstanding issues on the HCC Highways log have been closed. There is no update regarding the Trade Street widening.

### **Item 8: Finance Update**

- 8.1** Please see Cllr Mitchell's report at the end of the minutes.
- 8.2** The Clerk circulated the Audit figures and AGAR Part 3. The Council unanimously agreed to accept these figures to be presented for internal audit.
- 8.3** A Councillor queried the land rental on Trade Street- the income has remained the same for several years and Councillors were unclear how it came to be legally owned by the PC.

**Action:** Cllr Mitchell to investigate rental on Trade Street and provide information to PC.

### **Item 9: S106 Monies, Cllr Hurst**

- 9.1** Please see Cllr Hurst's report at the end of the minutes.
- 9.2** After a discussion on the status of the request for £9k of LIF funding for the Parish Field, it was agreed to move forward with this request. The Council will fund the remaining £9k and will maintain the path going forward.

**Action:** Cllr Rand (Project Manager) to confirm the LIF request with BDBC. Cllr Mitchell to provide a written statement of finances, as requested by BDBC.

### **Item 10: EWS/Neighbourcare Update**

- 10.1** Cllr Rand reported the newsletters are being sent out to the local Parishes weekly. Basingstoke Voluntary Action have kindly provided Neighbourcare with a donation which is gratefully received.

### **Item 11: Members' Reports**

- 11.1** Cllr Sanders reminded the PC about the change to bin collections. Committee dates within BDBC are due to restart at the end of May.

### **Item 12: To decide whether to hold an Annual Parish Meeting**

- 12.1** After discussion it was agreed to hold the **Annual Meeting** (the meeting of just the Parish Council) on 18 May 2020, followed by a normal Parish Council Meeting. It was agreed to delay the **Annual Parish Meeting** (to which members of the public are invited to come and listen to the work the PC has been doing for the past year and ask questions) until later in the year.

### Item 13: AOB

13.1 Cllr Titcomb thanked Cllr Lambert and Cllr Murdoch for their hard work on the planning committee.

***The next meeting will be held virtually on Monday 18th May using Zoom. Please contact the Clerk for details of how to join the meeting.***

### Actions 27/04/20

Item	Action	Owner
8.1	Cllr Mitchell to investigate rental on Trade Street and provide information to PC.	Cllr Mitchell
9.2	Cllr Rand (Project Manager) to confirm the LIF request with BDBC. Cllr Mitchell to provide a written statement of finances, as requested by BDBC.	Cllrs Rand, Mitchell

### Councillor Reports April 2020

#### Item 6, Neighbourhood Plan Report, Cllr Hurst

##### Status

The present status of the East Woodhay NP is that it has been submitted to BDBC Planning for pre-submission approval. This is a formal process for BDBC to review the document and approve if it can move into the public consultation phase.

The next steps are planned to be:

1. A walkthrough with BDBC to review any changes requested. This will be over the coming weeks.
2. NP team to make any required changes.
3. Formal approval from BDBC that we can move into public consultation.
4. In the consultation phase we will publicise the NP in a manner that is likely to bring it to the attention of people who live, work or carry on business in the neighbourhood area. Our principle is to host open meetings.
5. Therefore when the NP is approved for consultation, the team will publish details of where and when the proposals for the NP may be read. The NP will only be published after BDBC approval as this is the legal commencement of consultation.
6. On approval, consultation dates, process and venues will be published. This will include how to make representations and the date by which representations must be received. See the discussion below on the present challenges.

7. In parallel letters will be sent to greenspace owners and notification to any other required consultation body. Again these will state details of how to make representations and the date by which these must be received.
8. Under NP legislation the date by which representations must be received, should be not less than 6 weeks from the date on which the draft NP is published.
9. However, with likely constraints on how to run public meetings, and the teams principle to run open meeting forums, then consultation will run for 6 weeks from the first meeting, rather than on publication of the draft document. This will result in the consultation and representation period being longer than the minimum 6 weeks required.
10. After this first period of consultation and representation feedback, required changes will be made to the document and published.
11. After completion of public consultation and any changes, BDBC will publish the document on their web site for a further six weeks period of open public feedback to the NP team and BDBC.
12. Final changes from consultation and representations will be made.
13. Submission to Examiner review for approval.
14. NP team to make any final changes.
15. Public referendum.

### **Present Challenges**

Clearly the present lockdown impacts the open public consultation that was originally planned to commence during June. Under the NP legislation there is a requirement to actively consult with the public and take feedback over a 6 week period. Therefore, the team had commenced planning many face to face public information sessions and opportunities for community feedback.

As it is likely public meetings will not be able to be held in June, then consultation meetings have been put on hold. The team wish to follow the principle of open community meetings but how lockdown is released will determine the methodology and timing of moving forward with this. But the NP team will plan to move quickly once the release of lockdown is understood (of course assumes approval of the NP).

If part of the community remain in lockdown then we will need to understand what is an acceptable method of communication that can be approved by BDBC and the legal examiner. For example one of the ideas expressed by the PC is to supply a published copy of the NP and related presentation material to all of those in lockdown and offer video conversations.

As the legal start of consultation is the publication of the approved draft NP, then understanding when meetings can commence is important to determining the overall consultation period. The team will take advice from BDBC on the timing of the phasing of publication of the draft document, with reference to the present challenges.

### **Community Facilities and Green Spaces.**

I have been asked to clarify what the NP covers generically, with reference to community facilities and greenspace and the benefits/ impacts to the owners.

There are no Assets of Community Value identified in the draft NP.

The focus is purely on the protection that can be given by categorising areas valued by the community as community facilities and / or Local Green Space. Classifying these assets as such in the NP, gives an extra layer of protection to these areas against any future proposed development. For example designation as Local Green Space, has the same level of protection as green belt status.

The following is proposed in the draft NP:

The present community facilities (buildings and open spaces) support and encourage the vibrant range of organisations and events throughout the Parish. The NP regards that it is essential that these facilities remain in use and are well supported to encourage a sense of community. Closure of any of these facilities would undermine this sense of community, as well as resulting in additional car journeys. Accordingly, conversion or demolition of any of these facilities, to a use which is not for the community, will only be permitted where it would not result in either loss of or significant harm to a community facility. The Neighbourhood Plan supports the Sports Club, Cricket Club and Football Club remaining in their current locations.

Within the Parish there are areas of green space which have importance to the community; some are equipped to provide play areas, whilst some are integral to the rural character of the Parish, with some providing recreational opportunities.

Some of these are categorised as Local Green Space by the NP. Local Green Space gives a very high level of protection to such open spaces. The NPPF states that in an NP the local communities can identify green areas of particular importance to them for special protection, and to rule out new development, other than in “very special circumstances”.

Local Green Spaces in the NP are defined using the criteria in the NPPF and the Local Plan. The Local Plan defines Green Space as “green space which acts as a focus for the community, contributes to community cohesion and development, landscape conservation, biodiversity conservation, visual amenity and tranquillity, environmental sustainability, active and passive recreation and the local economy”.

The NP outlines that proposals for development that would result in the loss of land comprising the Local Green Space will only be permitted if exceptional circumstances can be demonstrated.

## **Item 7: Highways Report, Cllr Murdoch**

### **1. Highway issues - reported and current status.**

<b>Date Reported</b>	<b>Reporter</b>	<b>Track No.</b>	<b>Fault</b>	<b>Location</b>	<b>Progress</b>	<b>Status</b>
----------------------	-----------------	------------------	--------------	-----------------	-----------------	---------------

04.06.18	Murdoch	21369772	Missing Hants border sign	Andover Rd	10.03.20 Inspected but not a hazard to road users so no maintenance work required	Closed
25.11.19	Murdoch	21463256	Bollard down	Footpath entrance to Meadowbrook	28.11.19 Enquiry progressing	
14.12.19	Murdoch	Email to Mark Littlefield B&DBC	Woolton Hill road sign down	Woolton Hill Road at Blindmans Gate	24.01.20 Reminder e mail sent to Mark Littlefield 21.02.20.Reminder e mail sent to Mark Littlefield 16.03.20 Order raised	
09.01.20	Murdoch	21471694	Flooding issue / blocked underground drains reported by Val Burfield (Sunmead)	Mount Road	09.01.20 Enquiry progressing 14.01.20 E mail sent to Steve Goodall asking who to contact at HCC. No response. 05.03.20 Road inspected no work required.	Closed
29.01.20 27.02.20	Murdoch	E mail to Steve Goodall 21488022	Condition of road – potholes and edge subsidence	Hollington to East End	28.02.20 Enquiry progressing 24.03.20 Work passed to contractor 21.04.20 Contractor has made safe	Closed
11.02.20	Murdoch	21481756	Major flood	Woolton Hill Road between Junior School and Blindmans Gate	12.02.20 Inspected by HCC – no action required. 13.02.20. Flooded again. Reported by telephone. Enquiry reinstated. 15.02.20. Major flood again reported by e mail. 20.02.20 Enquiry progressing	Closed

					24.02.20 sent another photo) 06.04.20 Contractor has made safe	
12.02.20	Sanders	21482291	Pothole	Chalk Pit Hill	19.03.20 Work passed to contractor 09.04.20 Completed any necessary action	Closed
12.02.20	Sanders	21482287	Pothole	Woodhay Downs	12.02.20 Enquiry progressing 15.03.20 Road inspected – no work required	Closed
12.02.20	Sanders	21482298	Pothole	Stargrove Lane	15.02.20 No maintenance required	Closed
12.02.20	Sanders	21482295	Drainage defect	North End Road	12.02.20 Enquiry progressing 28.03.20 Road inspected – no work required	Closed
12.02.20	Sanders	21482302	Drainage defect	Woodhay Downs	12.02.20 Enquiry progressing 26.03.20 Road inspected – no work required	Closed
12.02.20	Sanders	21482292	Sign (Non illuminated ) defect	North End Road	12.02.20 Enquiry progressing 02.04.22 Road inspected – no work required	Closed
12.02.20	Sanders	21482311	Pothole	Hatch House Lane	01.03.20 No maintenance work required	Closed
12.02.20	Sanders	21482305	Pothole	Abbey Wells Road	28.02.20 Work passed to contractor 16.04.20 Contractor has made safe	Closed
12.02.20	Sanders	21482314	Pothole	Hatch House Lane	12.02.20 Enquiry progressing	Closed

					28.03.20 Road inspected – no work required	
12.02.20	Sanders	21482313	Pothole	North End Road	24.03.20 Work passed to contractor 15.04.20 Contractor has made safe	Closed
12.02.20	Sanders	21482317	Pothole	North End Road	24.03.20 Work passed to contractor 15.04.20 Contractor has made safe	Closed
12.02.20	Sanders	21482327	Pothole	Heath End Road	12.02.20 Enquiry progressing 26.03.20 Work passed to contractor	
12.02.20	Sanders	21482330	Pothole	North End Road	12.02.20 Enquiry progressing 28.03.20 Road inspected – no work required	Closed
12.02.20	Sanders	21482323	Pothole	Heath End Road	12.02.20 Enquiry progressing 26.03.20 Work passed to contractor	
13.02.20	Murdoch	21482611 21496585	Drainage Defect	Broad Layings (Nr Blindmans Gate)	26.02.20 Work passed to contractor 21.04.20 Photo sent	
14.02.20	Murdoch	21482771	Pothole	In pavement on Woolton Hill Road at entrance to Tile Barn	15.02.20 Enquiry progressing 21.04.20 Contractor has made safe	Closed
14.02.14	Murdoch	21482787	Sign (Non illuminated) defect Road surface SLOW sign worn out	Woolton Hill Road near Mount Road junction.	15.02.20 Enquiry progressing 06.04.20 Work passed to contractor	

25.02.20	Murdoch	21487147	Inadequate traffic calming signage	C130 Ball Hill Rd nr. bridge.	17.03.20 Enquiry complete (no action)	Closed
10.03.20	Murdoch	21492006	Road edge collapse	Trade Street opp. Surgery	10.03.20 Enquiry progressing 29.03.20 Work passed to contractor	
10.03.20	Lambert	21492014	Pothole	Woolton Hill Road	10.03.20 Enquiry progressing 27.03.20 Contractor has made safe	Closed
10.03.20	Lambert	21492023	Pothole	Woolton Hill Road	10.03.20 Enquiry progressing 12.03.20 Road inspected – no work required	Closed
24..03.20	Mitchell	?	Broken drain cover	Woolton Hill Road		
24.03.20	Mitchell	?	Potholes	Woolton Hill Road		
13.04.20	Lambert	21495955	Pothole	Gore End Road	15.04.20 Work passed to contractor	Closed

**1.2** Members will be pleased to note that a number of the issues listed above have been attended to and closed. This is despite HCC advising that during the pandemic contractors are working only on emergency and safety related issues. Included in the issues resolved are:

The road between Hollington and East End

The flooding of Woolton Hill Road.

## 2. **S106 Highways Improvement Schemes.**

- Scheme 1 - Parking and highway safety improvements on Trade Street, relating to Woolton Hill doctor's surgery (i.e. widening Trade Street with improved parking)
- Scheme 2 - Pedestrian facilities on Tile Barn Row (i.e. installing a pedestrian footpath in Tile Barn Row leading to the Bloor Homes Development (now Meadowbrook))

I have asked for an update on progress with the design feasibility study. A response is awaited

## **Item 8 Finance Report, Cllr Mitchell**

**EAST WOODHAY PARISH COUNCIL  
FINANCE TEAM UPDATE 2020/21  
Presented to EWPC 27<sup>th</sup> April 2020**

**1. SUMMARY**

- FY2019/20 Closed off
  - FY2020/21 Income budget £35,218, Expense budget £36,914
  - Bank Accounts £68,207 (Current £28,207, Redwoods £40k)
- a. INCOME STATEMENT
- £17,053 50% of precept received
  - £489 VAT reclaimed
- b. EXPENSE STATEMENT EXECUTIVE SUMMARY (following list not conclusive)
- Normal monthly expenses
  - £1,476 Insurance premium (same as last year)
  - £324 Footpaths – materials and labour for 3x Hollington FP gates
- c. CAPITAL STATEMENT EXECUTIVE SUMMARY
- Ring Fenced S106 from 2019/20 for spend on Orchard £9,837

**2. FISCAL YEAR TO DATE TRANSACTIONS BY MONTH**

EAST WOODHAY PARISH COUNCIL																
Receipts and Payments - 2020/21																
RECEIPTS	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	BUDGET	% of Budget	
Precept	£ 17,053.50												£ 17,053.50	£ 30,082.86	57%	
Double Taxation													£ -	£ -	#DIV/0!	
Litter Warden Grant													£ -	£ 4,534.40	0%	
Rental Income													£ -	£ 601.00	0%	
CTS Grant													£ -	£ -	#DIV/0!	
S106 Monies													£ -	£ -	#DIV/0!	
Other													£ -	£ -	#DIV/0!	
VAT Recovered	£ 489.09												£ 489.09	£ -	#DIV/0!	
Bank Interest													£ -	£ -	#DIV/0!	
	£ 17,542.59	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 17,542.59	£ 35,218	50%	
PAYMENTS	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	BUDGET	% of Budget	
Clerk's salary	£ 753.53												£ 753.53	£ 9,114.03	8%	
Clerk's expenses	£ 11.99												£ 11.99	£ 274.86	4%	
Litter Warden Salary	£ 339.30												£ 339.30	£ 4,153.03	8%	
Litter Warden Exps	£ 60.00												£ 60.00	£ 750.00	8%	
Admin (inc Courses)													£ -	£ 800.00	0%	
Insurance	£ 1,318.15												£ 1,318.15	£ 1,350.00	98%	
Audit													£ -	£ 450.00	0%	
Subscriptions													£ -	£ 695.64	0%	
Grass Cutting													£ -	£ 1,224.00	0%	
Misc Maintenance													£ -	£ 2,200.00	0%	
Annual Maint Agmnt													£ -	£ 2,886.60	0%	
Footpaths	£ 324.00												£ 324.00	£ 4,000.00	8%	
Highways													£ -	£ 1,000.00	0%	
CCTV													£ -	£ 1,978.80	0%	
Donations & Sec 137													£ -	£ 1,500.00	0%	
Chairmans Allowance													£ -	£ 250.00	0%	
Neighbourhood Plan													£ -	£ 2,500.00	0%	
VAT	£ 223.97												£ 223.97	£ 1,387.03	16%	
PAYE	£ 4.11												£ 4.11	£ 400.00	1%	
Grant Refund													£ -	£ -	#DIV/0!	
Other	£ 32.79												£ 32.79	£ -	#DIV/0!	
	£ 3,002.26	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 3,002.26	£ 36,914	8%	

Printed :

### 3. Forecast for remainder of Financial Year

Only 1 month into FY. No meaningful forecast yet.

EAST WOODHAY PARISH COUNCIL													FORECAST			
Receipts and Payments - 2020/21																
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	BUDGET	% of Budget	
<b>RECEIPTS</b>																
Precept	£ 17,053.50					£ 15,041.43							£ 32,094.93	£ 30,082.86	107%	
Double Taxation													£ -	£ -	#DIV/0!	
Litter Warden Grant													£ -	£ 4,534.40	0%	
Rental Income					£ 600.00		£ 1.00						£ 601.00	£ 601.00	100%	
CTS Grant													£ -	£ -		
S106 Monies													£ -	£ -	#DIV/0!	
Other Grants													£ -	£ -	#DIV/0!	
VAT Recovered	£ 489.09												£ 489.09	£ -	#DIV/0!	
Bank Interest													£ -	£ -	#VALUE!	
	£ 17,542.59	£ -	£ -	£ -	£ -	£ 15,641.43	£ -	£ 1.00	£ -	£ -	£ -	£ -	£ 33,185.02	£ 35,218	94%	
<b>PAYMENTS</b>																
Clerk's salary	£ 753.53	£ 753.53	£ 753.53	£ 753.53	£ 753.53	£ 753.53	£ 753.53	£ 753.53	£ 753.53	£ 753.53	£ 753.53	£ 753.53	£ 9,042.36	£ 9,114.03	99%	
Clerk's expenses	£ 11.99												£ 11.99	£ 274.86	4%	
Litter Warden Salary	£ 339.30	£ 339.30	£ 339.30	£ 339.30	£ 339.30	£ 339.30	£ 339.30	£ 339.30	£ 339.30	£ 339.30	£ 339.30	£ 339.30	£ 4,071.60	£ 4,163.03	98%	
Litter Warden Exps	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 720.00	£ 750.00	96%	
Admin (inc Courses)													£ -	£ 600.00	0%	
Insurance	£ 1,318.15												£ 1,318.15	£ 1,350.00	98%	
Audit			£ 230.00				£ 200.00						£ 430.00	£ 450.00	96%	
Subscriptions													£ -	£ 695.64	0%	
Grass Cutting													£ -	£ 1,224.00	0%	
Misc Maintenance													£ -	£ 2,200.00	0%	
Annual Maint Agmnt													£ -	£ 2,885.60	0%	
Footpaths	£ 324.00												£ 324.00	£ 4,000.00	8%	
Highways													£ -	£ 1,000.00	0%	
CCTV													£ -	£ 1,976.80	0%	
Donations & Sec 137													£ -	£ 1,500.00	0%	
Chairmans Allowance													£ -	£ 250.00		
Neighbourhood Plan													£ -	£ 2,500.00	0%	
VAT	£ 223.97												£ 223.97	£ 1,387.03	16%	
PAYE	£ 4.11		£ 19.53	£ 7.50	£ 7.50	£ 7.50	£ 186.30	£ 7.50	£ 9.16	£ 9.16	£ 9.16	£ 11.76	£ 279.18	£ 400.00	70%	
Grant Refund													£ -	£ -	#DIV/0!	
Other	£ 32.79												£ 32.79	£ 9,837.00		
	£ 3,002.26	£ 1,152.83	£ 1,402.36	£ 1,160.33	£ 1,160.33	£ 1,160.33	£ 1,539.13	£ 1,160.33	£ 1,161.99	£ 1,161.99	£ 1,161.99	£ 11,001.59	£ 26,225.46	£ 36,914	71%	
Printed : 27/04/2020																