

COLDEN COMMON PARISH COUNCIL
MINUTES OF THE MEETING OF THE FULL PARISH COUNCIL
HELD ON MONDAY 5th FEBRUARY 2018 AT 7.30PM IN THE
BERT STRATTON LOUNGE, COLDEN COMMON COMMUNITY CENTRE

Present Cllr Richard Izard
Cllr Maggie Hill
Cllr Pam Glasspool
Cllr Ann Brown
Cllr Alex Loughran
Cllr Steve Badham
Cllr Barbara Kelly
Cllr Laurence Wilks

Apologies Cllr Ron Hancock

In attendance Debbie Harding (Clerk)
Sophie Thorogood (Asst Clerk)
Cllr Sue Cook (WCC)
Cllr Rob Humby (HCC)
3 Members of the public

FPC **TO RECEIVE APOLOGIES FOR ABSENCE**
174/17

Apologies were noted as above.

FPC **TO RECEIVE ANY DECLARATIONS OF INTEREST RELATED TO**
175/17 **SUBSEQUENT AGENDA ITEMS**

Cllr Loughran is a Trustee of the CCCA.

FPC **PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960**
176/17 **TO RESOLVE TO EXCLUDE THE PUBLIC FROM AGENDA ITEM**
195/17 AS THE BUSINESS BEING DISCUSSED IS LITIGIOUS AND
CONTAINS LEGAL PRIVILEGE.

It was resolved to exclude the public from agenda 195/17 as the business being discussed is litigious and contains legal privilege, as proposed by Cllr Izard, seconded by Cllr Brown and carried.

FPC **TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE**
177/17 **FULL PARISH COUNCIL HELD ON THE 8th JANUARY 2018**

The minutes of the Parish Council Meeting held on 8th January 2018 having been circulated, were considered. They were agreed as an accurate record of the meeting and signed by the Chair. Proposed by Cllr Glasspool, seconded by Cllr Brown and carried with no abstention.

**FPC
178/17**

**TO RECEIVE ANY QUESTIONS FROM MEMBERS OF THE PUBLIC
RELATING TO ANY MATTERS ON THE AGENDA, OR ASK ANY
QUESTIONS TO DISTRICT AND COUNTY COUNCILLORS**

A member of the public expressed concerns about a hole in the fence near the mud kitchen of the Primary School. Cllr Glasspool to follow up.

A member of the public asked for clarification from the Clerk regarding some trees alongside the right of way, but the land does not belong to the CCPC. The Clerk will be able to advise the homeowner concerned about the legalities of potential injury from branches falling.

**FPC
179/17**

**TO RECEIVE UPDATES FROM THE ELECTED DISTRICT AND
COUNTY COUNCILLORS**

Cllr Humby – It has been budget time at both WCC and HCC. Cabinet at County today to discuss the budget (Revenue and Capital Department, with Full Council on 22nd February to set the budget.

The Cabinet will be recommending to the Full Council to implement a 1% increase to Council Tax for 2018-19. This 1% will raise £5.7million for the Council.

The 3 main budget concerns for HCC were Household Waste Recycling Centres (HWRCs), School crossing patrols and bus subsidises. These areas are now secure for next year.

Cllr Humby met with the Secretary of State and Cllr Roy Perry to discuss the need for flexibility to be able to make extra charges at a local level to raise extra revenue

There is a massive capital programme of £850million for Highways. £10m of this has been ear-marked for the Botley By-pass project.

Cllr Glasspool asked Cllr Humby whether he is supporting Mims Davies MP regarding the Chickenhall Link

There is currently a Movement Study taking place. This study is very significant as it will impact what happens to the roads around Winchester for the next 30-40 years.

Cllr Brown asked Cllr Humby regarding horse riding; horse riders use less than 10 minutes of the road in Twyford but are getting pushed off by speeding cars and large lorries going through the village. Cllr Brown asked about the possibility of new traffic signs, however District would have to be asked.

Cllr Glasspool asked Cllr Humby about the brightness of the street lighting, commenting that it is still too bright overnight, and potentially money could be saved by reducing the brightness further. The Clerk reported she receives reports from runners and dog walkers that it is not bright enough. HCC have standards that are controlled centrally. Lighting level must be the same across the village, and the main issue is safety. The Clerk to report through HCC.

Cllr Cook – Attended a meeting 26th January regarding the Boomtown licence; Cllr Izard was part of the Committee. Changes were made a few days before the meeting regarding the increase to numbers, Wednesday opening to improve traffic flow, and a higher percentage of attendees coming by coach with a financial incentive to attend by coach on the Wednesday. The perimeter has been extended, no stages, and the noise levels have been reduced for 9-11pm period. Overall the residents are happy with the proposed changes. Boomtown can appeal within 21 days.

Cllr Cook took part in a Charity dress swap even at the CCCC on 4th Feb. Many people attended who had not previously visited the CCCC before, and £900 was raised. Cllr Cook thanked everyone who took part and also the School for the use of their car park. Some raffle prizes have not claimed so have been donated to the school.

Cllr Wilks asked Cllr Cook if the extension to the Boomtown even will affect the bridleways, will they be sectioned off during the event and if diversions will be in place. Cllr Wilks experienced issues in 2017 festival. There will be a planning application submitted to the SDNP as only the licence has been granted. Cllrs Cook & Izard to follow this up.

Cllr Izard – WCC same night for budget meeting. The WCC precept demand has increased, as well as the Police part.

Cllr Humby left 20.08pm

FPC 180/17 **TO RECEIVE AN UPDATE FROM THE CLERK ON ANY MATTERS (FOR INFORMATION ONLY)**

The Clerk has received two tickets from Twyford Waterworks for a return to steam celebration day on Sunday, 22nd April 2018.

The Grounds and facilities Manager is signed off sick until 12th February.

The Assistant Groundsman has given his resignation and his last day will be Friday 9th February 2017.

Legacy Festival will be held at Highbridge Farm on the weekend of 20th July. They have written to the PC as close neighbours about the arrangements for noise monitoring. The Clerk will put it on the Information Service a few days before.

Negative tree surveys have been commissioned for Bluebell Wood, Triangle, Green, Recreation ground, Whitebeam Close, Church Lane, Allotments, CC Car Park.

A quote has been received to produce a management plan for CP woodland, North Pond and Church Pond for £400. The Clerk will accept this quotation

Thanks to Jenny Gray who is coordinating the year's Great British Spring Clean which will take place from 2nd – 4th March.

The Clerk has submitted a reply to Steve Brines letter regarding local priorities.

Colden Common Shed has submitted their planning application for land at Church Rooms. The trustees have asked the Clerk to circulate some details on the grants they have applying for to fund the project.

The insurance has been amended to remove the fencing and a refund has been received £185.70 pro rata (£256.76 for the year)

It has been communicated that Avondale has been sold to General Estates in Hythe. Cllr Izard is liaising with WCC on the transfer of the licence to this company and information to reassure residents. Cllr Hill asked the Clerk about the possibility of sending an email via the information system to keep the residents informed. Cllr Izard suggested that General Estates could be better placed to inform the residents.

An extra meeting has been called for Thursday 8th February 2017 @ 7.30pm in the Parish Office to discuss short term management of the sports pitches through use of a contractor.

A DRAFT Parish meeting schedule is attached. The May meetings may change if the Parish has a contested election. The Annual Parish Assembly and Finance meeting dates have changed (and may change again)

The Clerk is spending tomorrow cleaning out the tractor store, any help would be appreciated. We have a skip in place.

FPC 181/17 TO RECEIVE AN UPDATE ON THE WORKS TO THE PARISH COUNCIL OFFICE IN THE COMMUNITY CENTRE

The refurbishment is complete, and furniture will be installed on Fri 9th February. The new doors are not yet installed.

The Clerk thanked the Councillors and all the CCCA employees for their work.

FPC 182/17 TO DELEGATE TO TWO COUNCILLORS IN ASSOCIATION WITH THE CLERK TO ENTER INTO A NEW CONTRACT FOR A PHOTOCOPIER FOR THE PARISH OFFICE

The comparison of costs was circulated prior to the meeting and discussed.

It was resolved to enter into a new contract for a photocopier for the Parish Office with Sharp as the provider, and delegate the Clerk to sign the contract, as proposed by Cllr Wilks, seconded by Cllr Badham and carried.

FPC 183/17 TO RECEIVE THE MINUTES FROM THE PLANNING COMMITTEE MEETING HELD ON THE 17th JANUARY 2018

Several applications were discussed:

- Land to south of Freshfields – still waiting to hear. This application has not been refused yet.

- Appeal lodged at Browneaves/170 Main Road

On 16th January, Cllrs Glasspool, Hill, and Izard met with Sarah Lees, and two other HCC Officers regarding the Primary school travel plan in prep for planning application to expansion of the school.

The extension to the car park was not favoured as HCC are trying to discourage travel by car, so WCC would not approve this application nor would HCC fund this. The GP surgery car park is not an official right of way.

HCC did not feel there was a safety issue regarding the cars parked on the road in St Vigor Way.

Sarah has walked footpaths 10,11, 12 and would support improvement to the footpaths in the travel plan, as well as improvements to the park and stride.

£200,000 of the £507,000 S106 monies would be available for the improvements to local infrastructure.

The Clerk will be putting all of the projects into one request, sending to HCC copying in the HCC School Travel Plan department, HCC Rights of Way and Cllr Humby.

The Planning Committee also discussed the draft planning application for boardwalk in Sandyfields Woodland into Stratton Copse.

Update on EBC Local Plan. At this stage, HCC is treating EBC as a client; but when the application is submitted they will act as the Highways Authority. Cllr Hill expressed concerns about parts D&E of the Local Plan being quietly pushed aside, and that the Planning Inspector might not realise that parts D&E even exist. Cllr Horrill would include Cllr Hill's concerns in a letter she was writing to EBC.

Stuart Jarvis, Head of Environment Services at HCC has been invited to attend a meeting on 9th March between the leaders of the Councils involved.

Member of the public arrived at 20.34pm

The committee also discussed road names for the Sandyfields development. Favourites to be sent to the Clerk by members of the Planning and Highways committee.

**FPC
184/17**

TO ASK THE PARISH COUNCIL TO VIRE FUNDS FROM ANOTHER COMMITTEE TO FUND THE PURCHASE OF A NEW NORTH BOUND SLR POST AND SOCKET ALONG MAIN ROAD (NEAR WINCHESTER CARAVANS) TO THE VALUE OF £731.00

As part of initiatives for improvements to pedestrian traffic in the village, the Planning and Highways budget includes for 2 SLRs. one can go on immediately by 40-30mph section of Church Lane and one near Finches Close

The site near Winchester Caravans needs a socket & pole at cost of £731. The Clerk applied to Graze for a grant of £2,000.

It was resolved to purchase a new SLR socket and pole along Main Road at a cost of £731, and vire the funds from savings within the legal fees nominal, as proposed by Cllr Badham, seconded by Cllr Glasspool and carried.

FPC **TO RECEIVE THE MINUTES FROM THE RECREATION COMMITTEE**
185/17 **MEETING HELD ON THE 24th JANUARY 2018**

Cllr Glasspool reported the items discussed during the Recreation Committee meeting:

- There are staffing problems within the grounds team
- The decision regarding the Scouts Fireworks event for 2018 was deferred as issues arising after the 2017 have not yet been resolved. The resident who complained to the CCPC regarding the 2017 did reply to the letter sent but did not make the Recreation meeting.
- Discussed responses to Consultation to Recreation Ground Pavilion. The Clerk to investigate VAT advice as to whether the CCPC or Recreation Ground Charity submits the application.
- During the budget setting, £17,000 was allocated for Recreation projects. The Committee agreed the priorities were to fund wet pour areas on the Green and remove the uneven concrete slabs from the vehicle access to the Green, with the remainder of money to be spent once these 2 projects were completed.
- The Clerk will seek quotes to replace signs at the Recreation Ground and Colden Common Park.
- Hire rates for pitch fees were increased by 2% for 2018-19, Macks Fitness by 50p per hour, and the Colden Common Shed to £25 per month.
- The Clerk is working on a tree management plan following the commissioning of tree surveys in the village.

FPC **TO RECEIVE A RECOMMENDATION FROM THE RECREATION**
186/17 **COMMITTEE TO MOVE THE ADULT FOOTBALL PITCH TO BOYES**
LANE AND THE JUNIOR PITCH (PITCH 2) TO THE RECREATION
GROUND FOR THE 2018-19 SEASON.

It was resolved to accept the recommendation from the Recreation Committee to move the adult football pitch to Boyes Lane, and the junior football pitch (pitch 2) to the Recreation Ground for the 2018-19 season, as proposed by Cllr Glasspool, seconded by Cllr Izard and carried.

FPC **TO RECEIVE A RECOMMENDATION FROM THE RECREATION**
187/17 **COMMITTEE TO AMEND THE BOWLS CLUB INVOICE FOR THE**
2017 SEASON

TO RECOMMEND A NEW LICENCE AGREEMENT FOR THE 2018
SEASON AND DELEGATE AUTHORITY TO TWO COUNCILLORS

TO CONSIDER IN PRINCIPLE THE MERIT OF A FULL REPAIRING

LEASE OF THE BOWLS GREEN TO COLDEN COMMON BOWLS CLUB FOR THE 2019 SEASON AND AUTHORISE INITIAL DISCUSSIONS REGARDING THE SAME.

The Assistant Clerk, Cllrs Hill and Glasspool met with the Bowls Club on 24th January to discuss queries over invoicing for the 2017 season which were preventing payment being made, and to discuss the changes to the lease going forward.

The Bowls Club requested a credit of £300 for contribution to water costs, £75 for contribution towards the pump repairs, and £80 for usage of Neil Smith Suite which was never used.

It was resolved to credit the Bowls Club for a total of £455 as detailed above, as proposed by Cllr Glasspool, seconded by Cllr Izard and carried.

The Councillors then discussed the changes to the lease going forward. A suggestion had been made by the Bowls Club to have a lease going forward at £100 per year, with the Bowls Club taking on full responsibility of all maintenance and repair costs to the bowling green and Green Room.

It was resolved to delegate to the Clerk and Cllrs Glasspool and Hill to negotiate a 1-year lease based on an annual rent of £100 with the Bowls Club taking on full responsibility of maintenance and repair costs, as proposed by Cllr Izard, seconded by Cllr Badham and carried.

The Councillors then discussed giving the Bowls Club a full 10-year lease, which would enable them to apply for grants. Cllr Wilks felt that for this to be granted, the CCPC would want to see a draft business plan, with projections and a draft budget of how this 10-year lease would be financed.

**FPC
188/17** **TO RECEIVE THE REQUEST FROM THE CCCA TO HOLD COMMON HAVE A GO ON THE GREEN ON THE 16TH JUNE 2018.**

The CCCA would not be charged for the event and restrictions on car parking would have to be discussed in advance. The CCPC would ensure the proposed work to the wet pour was not at a conflicting time.

It was resolved to agree to the request from the CCCA to hold “Common Have a Go” on the Green on 16th June 2018, and to delegate to Cllr Izard and the Clerk to agree the details regarding the event, as proposed by Cllr Izard, seconded by Cllr Wilks and carried.

**FPC
189/17** **TO NOTE THE STAFF ABSENCE IN THE GROUNDS TEAM**
TO DISCUSS OPTIONS FOR MANAGING THE HEDGE CUTTING WORKLOAD, THE FINANCIAL IMPLICATIONS AND RESOLVE HOW IT MAY BE FINANCED.

The clerk presented comparison of quotes to hire external contractors to carry out hedge works.

£3,115 remains in the budget, although there will be a potential insurance claim for key-man cover of £1,500 to help towards the financing of the hedge works.

It was resolved to accept quote 1 from Arbor Call and delegate to the Clerk to hire them for 5 days at a daily rate of £650 exc. VAT, as proposed by Cllr Wilks, seconded by Cllr Hill and carried.

FPC **TO AGREE ANY NOMINATIONS FOR A MAYORS AWARD**
190/17

This was removed from agenda as the nomination deadline had passed.

FPC **COUNCILLORS INFORMATION AND QUESTION TIME**
191/17

There were no questions raised.

FPC **TO RAISE ANY ITEMS FOR THE NEXT AGENDA**
192/17

Official office opening. Cllr Wilks believes it should be a joint celebration between CCPC and CCCC.

FPC **TO APPROVE ACCOUNTS FOR PAYMENT BY COLDEN COMMON**
193/17 **PARISH COUNCIL**

The list of payments was circulated. It will be verified as correct against the list of invoices by a Councillor before being released for payment. A copy is attached to these minutes.

It was proposed to authorise the accounts for payment by Colden Common Parish Council, as proposed by Cllr Wilks, seconded by Cllr Hill and carried.

FPC **TO RESOLVE TO ADOPT A GRANT FUNDING POLICY AND**
194/17 **SCORING MATRIX FOR APPLICATIONS.**

The Councillors decided to leave the S214 payment to the Burial Ground separate from the Grant Funding Policy.

The long version of application form was preferred by the Parish Councillors.

It was decided that the Clerk would advertise that there is £3,000 of grant funding left for the 2017-18 financial year and give the Parish Councillors 1 week to score the applications using the new matrix.

It was resolved to adopt a Grant Funding Policy and scoring matrix for applications proposed by the Policy, Procedures and Staffing Committee, as proposed by Cllr Wilks, seconded by Cllr Izard and carried

A Member of public left 21.27pm.

FPC
195/17

**TO CLOSE THE MEETING TO THE PUBLIC FOR THE
CONFIDENTIAL AGENDA ITEM AS RESOLVED IN ITEM [176/17](#)**

**TO CONSIDER AN UPDATE IN RELATION TO AN ONGOING
LITIGATION IN RESPECT OF**

ANY OFFERS RECEIVED

- **MAKING GOOD**
- **ANY FINANCIAL REIMBURSEMENT TO RELEVANT THIRD
PARTIES**

Matters were discussed in relating to an ongoing litigation and contains legal privilege and are contained within a confidential minute.

**COLDEN COMMON PARISH COUNCIL
ACCOUNTS TO BE PRESENTED FOR PAYMENT: Feb 2018**

Accounts certified by the Clerk as correct for payment

Date of Invoice	Payee	Summary of purpose	Cost	Reclaim VAT	Total	Payment Method	* when Paid	Subtotal
25/01/2018	Salaries	January salaries	£5,206.37	£0.00	£5,206.37	BACS	25-Jan	
25/01/2018	Pension	January pensions	£1,569.69	£0.00	£1,569.69	BACS	25-Jan	
25/01/2018	TAX and NI	January Tax and NI	£1,247.39	£0.00	£1,247.39	BACS	25-Jan	
31/01/2018	Allstar	Fuel for grounds van and mowers	£135.09	£27.02	£162.11	DD		
22/01/2018	Vodafone	Vodafone	£108.34	£21.66	£130.00	DD	29-Jan	
22/01/2018	Lloyds Chargecard	Mailchimp	£15.05	£0.00	£15.05	DD	05-Feb	
		Ryman - storage boxes to be refunded	£65.98	£0.00	£65.98			
		Amazon - printer cartridge to be refunded	£53.99	£0.00	£53.99			
		Warren & Sons - storage boxes	£27.92	£0.00	£27.92			£162.94
10/01/2018	Core Design	Redesign of CCPC logo	£200.00	£0.00	£200.00	BACS	29-Jan	
	Warrens	50% costs of new office furniture	£2,789.00	£557.80	£3,346.80	BACS	29-Jan	
12/01/2018	Surrey Hills	Interim invoice for CCPC Office lease	£598.00	£119.60	£717.60	BACS		
31/12/2017	CCCA	Office electricity & car park floodlights Oct-Dec 2017	£128.39	£0.00	£128.39	BACS		
31/12/2017	CCCA	Little collection October-December 2017	£150.00	£0.00	£150.00	BACS		£278.39
04/12/2017	DJ Scott	John Deere annual maintenance	£267.85	£53.55	£321.40	BACS		
23/01/2018	Rigby Taylor	Qualgex - wet pour cleaner	£50.00	£10.00	£60.00	BACS		
09/01/2018	MJT Decorating	Relocate SLR 08/12/2017 + new battery	£80.00	£16.00	£96.00	BACS		
21/11/2017	Southern Ground Care	Verti draining of Cricket Square	£100.00	£20.00	£120.00	BACS		
30/01/2018	Tew Brothers	75% office conversion costs	£9,783.75	1,956.75	£11,740.50	BACS		
18/01/2018	ABP	Asbestos survey for stage store	£250.00	£50.00	£300.00	BACS		
19/01/2018	DWH Glazing	Roofing repairs at Colden Common Park	£523.64	£0.00	£523.64	BACS		
Total			£23,350.45	£2,832.38	£26,182.83			

			Last Month	Change
Fixed Term Deposit - Cop	Matured - Zero balance	£0.00	£0.00	£0.00
Fixed Term Deposit - Lloyds	Matured - Zero balance	£0.00	£0.00	£0.00
	Total Long-term reserves	£0.00	£0.00	£0.00
CCPC -Admin Account	Account Number - 00385887	£23,245.68	£16,111.78	£7,133.90

Deposit Account balance	Account Number - 01213095		£118,143.5 0	£138,137.7 1	£19,994.2 1	-
	Total available funds (excluding long term)	Total	£141,389.1 8	£154,249.4 9	£12,860.3 1	-
	Total available funds after above bill paid					-
	(Some of the above payments marked * have cleared already)		£127,069.5 4	£149,526.7 7	£22,457.2 3	-
	Fidelity Guarantee		£250,000.0 0			
			£122,930.4 6			