



**MINUTES OF THE MEETING OF THE FULL PARISH COUNCIL  
HELD ON MONDAY 4<sup>TH</sup> JULY 2022 AT 19:45  
BERT STRATTON LOUNGE, COLDEN COMMON COMMUNITY CENTRE  
ST VIGOR WAY, SO21 1UU**

**Present:** Cllr Richard Izard (Chairman)  
Cllr John Boyes  
Cllr Shaun Byrne  
Cllr Hazel Crosthwaite  
Cllr Jacqui Hadley  
Cllr Maggie Hill  
Cllr Brian O'Neill  
Cllr Rob Veck

**Apologies:** Cllr Mick Pothecary  
Sophie Thorogood (Asst. Parish Clerk)  
Cllr Rob Humby

**In attendance:** Cllr Tony Bronk  
Cllr Sue Cook  
Debbie Harding (Clerk)  
Approx. 5 members of the public

**FPC35/22 To receive apologies for absence**

Apologies were received from Cllr Pothecary, Cllr Humby and the Assistant Clerk.

**FPC36/22 To receive any declarations of interest related to subsequent agenda items**

No declarations of interest were declared.

**FPC37/22 To approve and sign the minutes of the meeting of the Full Parish Council held on the 16<sup>th</sup> May 2022 and 24<sup>th</sup> May 2022 as an accurate record of the meeting**

*It was resolved that the minutes on the 16<sup>th</sup> May were an accurate record of the meetings, as proposed by Cllr Izard, seconded by Cllr Byrne and carried. Cllrs Veck and Crosthwaite abstained.*

*The minutes of the meeting on the 24<sup>th</sup> May were discussed and revisions were made. It was resolved that the revised version was agreed as a record of the meeting, but a note added that a recording of the full account of the meeting is available. Proposed by Cllr Izard, seconded by Cllr Hill and carried with Cllrs Hadley, Byrne and O'Neill voting in favour, Cllrs Veck and Crosthwaite abstained and Cllr Boyes voting against.*

## **FPC38/22 To receive updates from the elected District and County Councillors**

In view of the District Councillors being made aware of actual or potential complaints to WCC about alleged breaches of the Code of Conduct for Colden Common Parish Councillors, they provided some information about the process and possible timeframe for resolution of such complaints.

Handling of Code of Conduct complaints by the WCC Monitoring Officer is overseen by the Audit and Governance Committee which met last week.

See WCC [Agenda Audit and Governance Committee on Wednesday, 29th June, 2022](#). Pages 39 and 40 which form Appendix 2 of paper AG077 (Q4 Governance Monitoring) refers to a total of 11 complaints in the Winchester District pending resolution as of 31st March. The oldest dates from 30th September 2020 the second is 5th October 2020. Four are dated 2021 and five 2022. Information provided on each is minimal but includes whether external advice and a report from an Independent Person has been sought.

Complainants and those subject to complaints against them should therefore be aware that all Code of Conduct complaints are subject to formal legal procedures that can take a considerable amount of time and resource before they are determined. During this time strict confidentiality requirements exist.

Cllr Cook provided an update on Ukrainian families in Winchester  
In Hampshire, the number of visas allocated as of 15<sup>th</sup> June were 2,314 for Hampshire, of which 1,431 have arrived. There are 141 families just in Winchester: 20 families in Colden Common and 4 families in Twyford.

Cllr Veck commented that some of the village Ukrainian refugees are struggling to get into Winchester early enough for the jobs that have been offered to them due to poor public transport.

## **FPC39/22 To receive any questions from members of the public relating to any matters on the agenda**

A member of the public asked a question to District Councillors in relation to brown bin collection. Cllr Bronk confirmed that staff shortages were preventing the brown bins being collected the first week of July. The Clerk commented that she had not been informed that the village collections would be disrupted and does normally receive prior notification.

A member of the public asked about the condition of roads in the village, especially Spring Lane. Cllr Cook offered to follow this up with the member of public.

The member of public was pleased to see that a report in support of protecting the River Itchen, in particular that phosphates are just as important as nitrates. Mitigations that are put into large housing developments in the village, and that future developments will have to take these into account.

The member of public also gave an update on Colden Common Care Group. There is a lack of appointments at Colden Common Surgery which has increased demand for requests for volunteers to drive to Twyford Surgery. Cllr Izard asked Cllr Crosthwaite to take up with the PPG in her position as liaison with the PPG.

The member of public commented that the permission given for the building of the houses on the corner of Upper Moors and Spring included planting of a native hedgerow, which has now died. Cllr Cook agreed to liaise with the member of public about any potential reporting to WCC planning enforcement.

## **FPC40/22 To receive an update from the Clerk on any matters (for information only)**

### **Grants**

Both Cil applications to Winchester City Council are recommended by officers to be approved by WCC Cabinet. Application 1 was for £10K towards the installation of the boardwalk on footpath 15, the second was £65K for installation of a pump track at Colden Common Park.

The tender documents for the pump track are live on contracts finder in accordance with financial and contract regulations.

### **Projects**

**Rising Bollards.** The installation of the rising bollards was completed on Wednesday 29<sup>th</sup> June and were working well. After a downpour of rain on Thursday 30<sup>th</sup>, the Clerk was called at 9.20pm when the bollards failed to lower to a sufficient level to exit the park. The emergency drop procedures were used and the site was secured via padlocking gates. The contractors cannot come out to site to fix the fault before Tuesday 5<sup>th</sup> July. The gates will be locked manually until the bollards are working again.

**Footpath 15.** The Clerk met with Aquascience, Hampshire Rights of Way, and members of the Ramblers Association to run through the installation of the boardwalk. The start date is to be confirmed by likely to be August.

The route of the boardwalk was agreed. The Clerk walked the route to Hensting Lane with the two representatives from the Ramblers Association. It is planned to replace all 6 wooden stiles with metal kissing gates. It will be a joint project. The Clerk will obtain finance through grant applications, obtain the necessary permissions, and provide general administration. Volunteers from the Ramblers Association will install the gates. Works will be completed in stages with the gates which are least accessible completed first.

### **Open space matters**

All tree work required in the recent tree condition surveys has either been ordered or planning applications have been submitted for those trees protected by Tree Preservation Orders.

The wildflower sowing on Church Lane has been a great success with many positive comments from residents.

The Clerk is working on producing the grounds maintenance tender document which will be published in August and will close on the 30<sup>th</sup> of November 2022. The new contract will start on the 1<sup>st</sup> July 2023 until 31<sup>st</sup> March 2024, with a further extension of 5 years based on performance.

### **Tennis Club Licence**

The Clerk would like to issue the Licence. The Tennis Club are concerned over a particular clause that states alcohol is not allowed on the premises. The Tennis Club do not sell alcohol, it is just some members bring their own to consume and they would like to do so within the Club room.

It was agreed that written permission will be given in a letter separate to the Licence, to be able to consume alcohol on the premises, but it must not be stored or sold on the premises, the permission can be withdrawn at any time if this is abused.

**Water for Life** - the pipeline route to be announced on Tuesday 5<sup>th</sup> July. The Drop in session is being held in the village

The Clerk has given permission to the CCCA to hold a picnic on the Green on 3<sup>rd</sup> September. It was proposed to give permission to the CCCA to hold a picnic on the Green on 3<sup>rd</sup> September, as proposed by Cllr Izard, seconded by Cllr Veck and carried.

### **FPC41/22 To consider the request for a mobile coffee van to operate on Parish Council land.**

The Clerk gave a brief background on the Fountain Café. They originally operated from Wyvern School and are linked to St Thomas' Church. During Covid, the café was no longer permitted within the School grounds so they purchased a mobile coffee van. Fair Oak & Horton Heath Parish Council gave them permission to place the coffee van at Shorts Road Park and outside the library in the interim whilst the new café is built on the site of the old Scouts hut on Shorts Road. They also have permission to serve refreshments during any Parish event held in the village. The Fountain Café is operated as a community interest organisation, not as a for-profit organisation.

Cllr Veck read out a statement with results from the Common Voices interviews where the majority identified a need for a village café. Cllr Veck felt this is feedback should be listened to. Home working is more common, and more workers are feeling isolated. This facility should be supported.

Councillors debated the request. Concerns were raised over issues such as whether enough people would use the mobile coffee van if the weather was too cold or too wet, would access to the Recreation Pavilion building be required, especially in the light of not knowing how much use the building will have once the refurbishment is complete. The van would be parked there permanently; this could take up room in the car park when things are busy.

The Clerk indicated that at present, demand for the new building will likely be mornings and evenings.

Councillors also felt that if the café owner used the pavilion, they should pay for use. The Clerk to clarify that if the pavilion was booked there would be charge.

***It was resolved to give permission for a mobile coffee van to use the Recreation Ground to operate from, as proposed by Cllr Veck, seconded by Cllr Izard, and carried. Other areas of Parish Council land may be available in consultation with the Clerk, and any costs will be recovered.***

**FPC42/22 To update and approve new signatories for Redwood, Nationwide and Lloyds bank and sign the mandates.**

***It was agreed to remove Laurence Wilks on the mandate for Nationwide and add Cllr Crosthwaite to the mandate. It was also agreed for Cllr Byrne to be added to the Redwood mandate; these changes were proposed by Cllr Izard, seconded by Cllr Byrne and carried.***

**FPC43/22 To update on the Recreation Pavilion project**

The delays to the completion of the Pavilion were discussed.

The decision was taken to create a terrace which would provide disabled access and be a benefit to those using the pavilion and social room. A material for the terrace was selected as durable (plastic) and fire retardant, but on arrival it was deemed not fit for purpose.

The material was sent back, and a £2,000 restocking fee was charged which is now under dispute with the contractor. An alternative is being sourced which is challenging as the material must be fire retardant.

The Project Manager has a total of 5 weeks holidays from holidays delayed during the pandemic which is unfortunate but unavoidable. There is a site meeting on Monday 11<sup>th</sup> July.

**FPC44/22 To approve accounts for payment by Colden Common Parish Council for June (retrospectively) and July**

***It was resolved to approve the accounts for payment for June (retrospectively) and July 2022, as proposed by Cllr Izard, seconded by Cllr Crosthwaite and carried.***

**FPC45/22 Councillors' information and question time**

Cllr Hill – gave a brief update on items discussed at the recent WDALC meeting.

Cllr Izard – has attended both a virtual and in-person meeting for the Southampton Airport and gave a verbal update on the airspace change proposals and noise abatement draft document.

Cllr Crosthwaite – gave a verbal update on a recent PPG meeting and offered to ask at the next PPG meeting if the surgery could consider installing a handrail on the footpath from the CCCC Car park down to the surgery

Cllr Boyes reported a new dropped kerb has been installed on New Road and Lower Moors Road.

Cllr Veck – asked Cllr Cook about references for Ukrainian residents applying for jobs at WCC. The website refuses to accept references not in English, yet those Ukrainians' references are in Ukrainian. Cllr Cook offered to help follow this up

**FPC46/22** The meeting closed.

**COLDEN COMMON PARISH COUNCIL**  
**ACCOUNTS TO BE PRESENTED FOR PAYMENT: June 2022**

**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
25/05/2022	Salaries	May salaries	3,155.81	0.00	3,155.81	BACS	25-May	
25/05/2022	Pension	May pensions	1,007.97	0.00	1,007.97	BACS	25-May	
25/05/2022	TAX and NI	May Tax and NI	1,010.47	0.00	1,010.47	BACS	25-May	
20/05/2022	Vodafone	Vodafone	47.82	9.56	57.38	DD	06-Jun	
01/06/2022	Sage	Sage 50 Cloud Accounts - June 2022	55.00	11.00	66.00	DD	16-Jun	
22/05/2022	Lloyds Chargecard	Amazon - storage units for Cllr papers	97.98	0.00	97.98	DD	06-Jun	
		Land Registry	6.00	0.00	6.00			
		Land Registry	6.00	0.00	6.00			
		Land Registry	6.00	0.00	6.00			
		mailchimp	23.48	0.00	23.48			
		Adobe - Acrobat Pro May 22	12.64	2.53	15.17			
		Amazon - padlocks	19.16	3.83	22.99			
		Land Registry	3.00	0.00	3.00			
		Mint Signs - magnetic signs for handyman + banners for Local Plan consultation	159.48	31.90	191.38			
		Amazon - 24 badge clips	5.21	1.04	6.25			
		Brambridge Garden Centre - wildflower seed	19.98	0.00	19.98			
		Ebay - battery for SLR	34.10	0.00	34.10			432.33
05/06/2022	Green Smile	Monthly Grounds Maintenance - June	2,567.00	513.40	3,080.40	SO	25-Jun	
25/03/2022	BHIB	Credit for insurance on building revaluations	(1,039.70)	0.00	(1,039.70)	BACS	31-May	
31/05/2022	Tony Nelson	Handyman tasks during May - SLR, weekly play inspections, play area maintenance, graffiti removal	482.50	0.00	482.50	BACS	10-Jun	482.50
19/02/2022	BT	Office landline & broadband Dec 21 - Apr 22	(12.67)	(2.53)	(15.20)	DD		
19/05/2022	BT	Office landline & broadband Apr - Jul 22	84.36	16.87	101.23	DD	06-Jun	86.03
29/05/2022	Seagrave Inspection Services	5 annual playground/gym inspections	454.00		454.00	BACS	10-Jun	
31/05/2022	CCCA	Room hire for Local Plan meetings/consultation	163.38	0.00	163.38	BACS	10-Jun	
31/05/2022	Datacenta Hosting	New Councillor email addresses	50.00	10.00	60.00	BACS	10-Jun	
03/06/2022	Premer Grounds & Garden Maintenance	Green waste from L'man visit 01/06/22	24.00	4.80	28.80	BACS	10-Jun	
08/06/2022	Edge IT Systems Ltd	Purchase of Edge Finance & Facilities modules	1,592.00	318.40	1,910.40	BACS		
18/05/2022	Arbor-Eco Consultancy	Tree Surveys May 2022	1,500.00	0.00	1,500.00	BACS		
10/06/2022	Luminance Pro	Sub-main works at Colden Common Tennis Club	225.00	45.00	270.00	BACS		
15/06/2022	Holy Trinity Church	Churchyard maintenance grant	1,000.00	0.00	1,000.00	BACS		
15/06/2022	Geoff Edwards	Fuel for cricket mower	26.61	5.32	31.93	BACS		
25/05/2022	CCCA	Summer newsletter grant	795.00	0.00	795.00	BACS		
20/06/2022	CCCA	Office rent 2022/23	420.00	0.00	420.00	BACS		1,215.00
17/06/2022	ALW Plumbing	Fault diagnosis CCP	50.00	10.00	60.00	BACS		
25/04/2022	Surrey Hills Solicitors	Legal work for Strattons Copse 106	302.50	60.50	363.00	BACS		
14/06/2022	Abacus	4th interim invoice Rec Pavilion refurbishment	30,400.00	6,080.00	36,480.00	BACS		
06/05/2022	Green Smile	Cutting around tennis court for new light installation	30.00	6.00	36.00	BACS		
17/05/2022	Winchester City Council	Rent of land adjacent to Orchard Close	57.77	0.00	57.77	BACS		
13/05/2022	Hampshire County Council	Toilet roll holders for Rec Pavilion	106.18	21.24	127.42	BACS		

To be paid from Lengthsmen Bank account

25/05/2022	Premier Grounds & Garden Maintenance	May Lengthsmen visits as agreed	1,200.00	240.00	1,440.00	BACS	10-Jun
<b>Total</b>			<b>£46,148.03</b>	<b>£7,388.86</b>	<b>£53,536.89</b>		

				<b>Last Month</b>	<b>Change</b>
Nationwide - Instant Access	Account Number - 90130064		£35,000.01	£35,000.01	£0.00
Nationwide - 95 Day Saver	Account Number - 90130072		£50,000.02	£50,000.02	£0.00
Redwood - 1yr bond	Account Number - 80016896		£85,000.00	£85,000.00	£0.00
<b>Total Long term reserves</b>			<b>£170,000.03</b>	<b>£170,000.03</b>	<b>£0.00</b>
CCPC -Admin Account	Account Number - 00385887		£32,350.38	£79,698.69	-£47,348.31
Deposit Account balance	Account Number - 01213095		£104,367.81	£104,366.00	£1.81
CCPC - Lengthsmen Account	Account Number - 22798668		£14,181.09	£15,295.35	-£1,114.26
<b>Total available funds (excluding long term)</b>			<b>Total</b>	<b>£320,899.31</b>	<b>£369,360.07</b>
<b>Total available funds after above bill paid</b>					
(Some of the above payments marked * have cleared already)				<b>£274,701.39</b>	<b>£315,172.03</b>
<b>Fidelity Guarantee</b>					
				<b>£500,000.00</b>	
				£225,298.61	



**COLDEN COMMON PARISH COUNCIL**  
**ACCOUNTS TO BE PRESENTED FOR PAYMENT: July 2022**

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
25/06/2022	Salaries	June salaries	3,155.81	0.00	3,155.81	BACS	25-Jun	
25/06/2022	Pension	June pensions	1,007.97	0.00	1,007.97	BACS	25-Jun	
25/06/2022	TAX and NI	June Tax and NI	1,010.47	0.00	1,010.47	BACS	25-Jun	
20/06/2022	Vodafone	Vodafone	48.28	9.65	57.93	DD	30-Jun	
22/06/2022	Lloyds Chargecard	mailchimp	23.25	0.00	23.25	DD	06-Jul	
		Amazon - wide angle security mirror	27.42	5.48	32.90			
		Post Office - stamps	3.95	0.00	3.95			
		Land Registry	3.00	0.00	3.00			
		Land Registry	3.00	0.00	3.00			
		Local Toilet Hire Ltd - Common have a go toilet hire	350.00	70.00	420.00			
		Post Office - stamps	11.40		11.40			
		John Lewis - clerk new laptop	833.32	166.67	999.99			
		Adobe - Acrobat Pro June 22	12.64	2.53	15.17			
		Start Safety - 4 x road signs	111.60	22.32	133.92			
		Amazon - granite cricket bell	14.97	2.99	17.96			
		Amazon - heavy duty tape	19.16	3.83	22.99			
		Co-op - cards	3.98	0.00	3.98			
		Post Office - stamps	5.70	0.00	5.70			
		Land Registry	6.00	0.00	6.00			
		Land Registry	6.00	0.00	6.00			
05/07/2022	Green Smile	Monthly Grounds Maintenance - July	2,567.00	513.40	3,080.40	SO	25-Jul	1,709.21
20/06/2022	Streetmaster	Brompton bench for memorial	686.39	137.28	823.67	BACS	23-Jun	
21/06/2022	Winchester City Council	Dog bin emptying Apr-Jun 22	210.00	0.00	210.00	BACS	23-Jun	
19/05/2022	British Gas	Rec Pavilion gas final bill to Mar 22	7.47	0.37	7.84	DD	06-Jun	
17/06/2022	Green Smile	Strimming of village footpaths	40.00	8.00	48.00	BACS		
30/03/2022	Business Stream	CCP Pavilion water 20.12.21-28.03.22	(22.23)	0.00	(22.23)	BACS		
21/06/2022	Business Stream	CCP Pavilion water 28.03.22-20.06.22	178.37	0.00	178.37	BACS		156.14
24/06/2022	ALW Plumbing & Heating	Install new expansion tanks and shower buttons CCP Pavilion	938.67	187.73	1,126.40	BACS		
27/06/2022	C&D Trees	Tree pruning to skate park, clear willow Vears Lane	200.00	40.00	240.00	BACS		
30/06/2022	Tony Nelson	Handyman services June 2022 - SLR work, weekly play area inspections, refurb CCP benches	430.00	0.00	430.00	BACS		
30/06/2022	Tony Nelson	Expenses & mileage	30.75	0.00	30.75	BACS		460.75
30/06/2022	Barker & Geary Limited	Balance of works to install rising bollards CCP	15,135.85	3,027.17	18,163.02	BACS		
<b>To be paid from Lengthsmen Bank account</b>								
01/07/2022	Premier Grounds & Garden Maintenance	June Lengthsmen visits as agreed	1,400.00	280.00	1,680.00	BACS		
<b>Total</b>			<b>£28,460.19</b>	<b>£4,477.42</b>	<b>£32,937.61</b>			

			Last Month	Change
Nationwide - Instant Access	Account Number - 90130064	£35,000.01	£35,000.01	£0.00
Nationwide - 95 Day Saver	Account Number - 90130072	£50,000.02	£50,000.02	£0.00

Redwood - 1yr bond	Account Number - 80016896	£85,000.00	£85,000.00	£0.00
	<b>Total Long term reserves</b>	<b>£170,000.03</b>	<b>£170,000.03</b>	<b>£0.00</b>
CCPC -Admin Account	Account Number - 00385887	£33,231.96	£32,350.38	£881.58
Deposit Account balance	Account Number - 01213095	£64,367.81	£104,367.81	-£40,000.00
CCPC - Lengthsmen Account	Account Number - 22798668	£12,632.76	£14,181.09	-£1,548.33
	<b>Total available funds (excluding long term)</b>	<b>Total</b>	<b>£280,232.56</b>	<b>£320,899.31</b>
	<b>Total available funds after above bill paid</b>			<b>-£40,666.75</b>
	(Some of the above payments marked * have cleared already)		<b>£253,568.64</b>	<b>£274,701.39</b>
	<b>Fidelity Guarantee</b>		<b>£500,000.00</b>	<b>-£21,132.75</b>
			£246,431.36	