

DRAFT MINUTES of the MEETING of WONSTON PARISH COUNCIL (WPC)
Held at 7.50pm on Wednesday 14th May 2025 in the Victoria Hall, Sutton Scotney

Present: Cllr Pauline Maunder (Chairman), Cllr Rob Parker, Cllr Kevin Maunder, Cllr David Price,
 Cllr Matthew Besant-Gore, Cllr Judith Polak, Cllr Georgina Tibbetts.
 In attendance: None.
 Public 2
 Clerk Jocelyn Jenkins

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| 2381 | 1.1 | Apologies for Absence WCCllr Stephen Godfrey, WCCllr Caroline Horrill. | Closed | |
| 2382 | 1.2 | Any Declarations of Interest to be declared/dispensations agreed. Cllr Parker – land adjacent to Brightlands site (PI), Cllr Besant-Gore – Gratton Trust (NPI). | Closed | |
| 2383 | 1.3 | Minutes of the meeting of 9th April 2025 were agreed and signed by the Chairman. | Closed | |
| | 2 | <u>Reports – the meeting adjourned during reports.</u> | | |
| | 2.1 | The Public: <u>Bob Brewer</u> attended the meeting to ask about the legality of caravans being occupied at Molden Farm without planning permission. It was noted that this has already been referred to Planning Enforcement and an update will be sought. | | |
| | | The meeting resumed after reports. | | |
| 2384 | 3 | <u>Correspondence received by the Clerk since the last meeting</u> | | |
| | | The Council discussed and agreed actions for the following issues: | | |
| 2384.1 | 3.1 | Mayor's Sunday Service, 18th May No councillors are available to attend the service this year. | Closed | |
| 2384.2 | 3.2 | Victoria Hall grant request towards the cost of resurfacing the forecourt and adding designated disabled parking spaces. It was agreed to add an additional £1000 to the annual grant of £2000 but to ask that the hall obtain, if possible, three quotes for the work. | Clerk | |
| 2384.3 | 3.3 | WCC Parish Liaison Briefing, 24th June Noted and agenda to be circulated once received. | Clerk | |
| 2384.4 | 3.4 | SSEN Community Funding This is available for physical and environmental resilience or to help fund the purchase of low carbon technologies. | Noted | |
| 2384.5 | 3.5 | Formal thank you requested for resident who has cleared the path from the Norton crossroads to Egypt. It was agreed to write to the resident to thank them. | Clerk | |
| | | <u>Matters arising from the minutes of 9th April 2025.</u> The Council discussed updates and agreed actions for the following issues: | | |
| 2385 | 4 | <u>General Matters</u> | | |
| 2385.1 | 2375.1 | Gratton Trust – <u>Lease and sub-lease</u> The Deed of Surrender (of 2004 lease), Deed of Variation and site plan were signed by the Chairman and Clerk. These will be delivered by hand tomorrow. No response has yet been received to the formal complaint made to Dutton Gregory. <u>Plumbing for washing machine in pavilion</u> It was formally agreed that the new tenant can install a washing machine at the pavilion. | | |
| 2385.2 | 2375.2 | Emergency & Flood Plans – No further flood warning has been issued by the Environment Agency and recent dry weather has made this less likely. The Flood Action Group (FLAG) will be asked where the flood equipment is to be stored. | | |
| 2385.3 | 2375.3 | Village Greening Campaign/WeCan/Declaration of a Climate Emergency – <u>Air Quality Monitoring</u> A date for the meeting at South Wonston is awaited. | | |
| 2385.4 | 2375.4 | Devolution & Local Government Re-organisation The city councillors will make a short presentation about devolution and local government reorganisation at the Parish Assembly. | | |
| 2386 | 5 | <u>PLAY AREAS</u> Council discussed and agreed actions for the following: | | |
| 2386.1 | 2376.1 | Stoke Charity/Hunton Play Area (STCH&H) – The annual inspection report has noted that trees overhanging the pull-up station present a moderate risk. The Lengthsman will be asked to cut these on his 26 th May visit. The stepping posts to the slide also present a moderate risk. A quote has now been received to replace the stepping posts with metal posts and a rope but this is £985. It was therefore agreed to accept the quote of £320 from AVA to replace the stepping posts (this will be with slightly smaller posts). All other equipment was assessed as low or very low risk. <u>Boundary of the play area</u> Following a site visit, it was noted that the Parish Council fence follows the boundary when viewed from the entrance gate. The area behind the three pairs of semi-detached houses on Old Stoke Road is assumed to have been created to allow access to the rear of the properties before the play area existed. It was noted that | Clerk | |

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| | | four of these properties have absorbed this area into their gardens, The Clerk will respond to the resident. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2386.2 | 2376.2 | Pigeonhouse Yard (PHY) Play Area – The annual inspection report has noted all items as low or very low risk. Cllr Kevin Maunder noted in his own report that there is splintering on the slide handrail and he will sand and re-varnish this. Soakaway – No further communications have been received from the agent. | | | Clerk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2387 | 6 | HIGHWAYS ISSUES - FOOTPATHS, GRIT BINS etc Council discussed updates and agreed actions for the following: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2387.1 | 2377.1 | Footpath 7 Access – HCCllr Porter is seeking clarification on the grant refusal for the new accessible gate. A resident has supplied images of the previous gate and stile. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2387.2 | 2377.2 | Footpaths & Bridleways – Despite a second request via the West Dever News, no volunteers have come forward to assist with surveying the footpaths. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2387.3 | 2377.3 | Noticeboards – Cllr Kevin Maunder has assessed the work required on each of the noticeboards and has volunteered to carry out as much of the work as he is able. A request will also be made via the West Dever News for any volunteer able to assist. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2387.4 | 2377.4 | SID – The data for April was reviewed. A meeting to review potential additional SID sites will not be arranged by HCC until an extensive form is completed in respect of each of the current sites. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2387.5 | 2377.5 | Oxford Road Gateways – Work on the gateways is due to start on 4 th July. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2388 | 7 | PLANNING | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | New applications detailed below were considered and agreed as follows: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2388.1 | 741 | Plantation Cottage, Winchester Hill, Sutton Scotney. | Demolish existing garage and carport & erect new triple garage with games room over. | 25/00824/HOU No comment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2388.2 | 742 | Northolt Cottage, Oxford Road, Sutton Scotney. | Garden room outbuilding to rear garden. (Lawful development application). | 25/00966/LDP No comment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2388.3 | 2378.6 | Winchester Local Plan – The councillors thanked the Clerk for speaking on behalf of the Parish at the Local Plan inspection. The inspection will continue into June. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2388.4 | 2378.7 | Village Design Statement – The draft text is now being reviewed. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2388.5 | 2378.8 | CIL and Infrastructure Spend Plan – Carried forward to the June meeting. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2389 | 8 | ACCOUNTS/AUDIT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2389.1 | 2379.1 | Balances: As at 30/04/25 General Reserves are £74,816.68 but after Earmarked Reserves of £73,190 are £1626.68. Payments for May (detailed below) totalling £10,660.22 were agreed by the Council. | | | Closed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | <table><tr><td>Gratton Trust</td><td>Annual grant</td><td>6000.00</td></tr><tr><td>Holy Trinity Wonston</td><td>Annual grant</td><td>900.00</td></tr><tr><td>St.Charity with Hunton</td><td>Annual grant</td><td>500.00</td></tr><tr><td>Bullington Lunch Club</td><td>Annual grant</td><td>300.00</td></tr><tr><td>Dever Stores</td><td>Parish Assembly refreshments</td><td>60.70</td></tr><tr><td>Lightatouch</td><td>Internal audit fee</td><td>450.00</td></tr><tr><td>HALC</td><td>25/26 Affiliation fees & NALC levy</td><td>570.00</td></tr><tr><td>HALC</td><td>LCPD membership 25/26</td><td>216.00</td></tr><tr><td>WCC</td><td>Dog bins (Jan-March '25)</td><td>130.00</td></tr><tr><td>Hants Pension Fund</td><td>April pension contributions</td><td>290.32</td></tr><tr><td>Jocelyn Jenkins</td><td>April expenses</td><td>96.20</td></tr><tr><td>Jocelyn Jenkins</td><td>Litter picker vouchers</td><td>250.00</td></tr><tr><td>Jocelyn Jenkins</td><td>May salary</td><td>897.00</td></tr><tr><td></td><td></td><td><u>10660.22</u></td></tr></table> | | | Gratton Trust | Annual grant | 6000.00 | Holy Trinity Wonston | Annual grant | 900.00 | St.Charity with Hunton | Annual grant | 500.00 | Bullington Lunch Club | Annual grant | 300.00 | Dever Stores | Parish Assembly refreshments | 60.70 | Lightatouch | Internal audit fee | 450.00 | HALC | 25/26 Affiliation fees & NALC levy | 570.00 | HALC | LCPD membership 25/26 | 216.00 | WCC | Dog bins (Jan-March '25) | 130.00 | Hants Pension Fund | April pension contributions | 290.32 | Jocelyn Jenkins | April expenses | 96.20 | Jocelyn Jenkins | Litter picker vouchers | 250.00 | Jocelyn Jenkins | May salary | 897.00 | | | <u>10660.22</u> | | |
| Gratton Trust | Annual grant | 6000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Bullington Lunch Club | Annual grant | 300.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dever Stores | Parish Assembly refreshments | 60.70 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lightatouch | Internal audit fee | 450.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HALC | 25/26 Affiliation fees & NALC levy | 570.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Hants Pension Fund | April pension contributions | 290.32 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Jocelyn Jenkins | April expenses | 96.20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Jocelyn Jenkins | Litter picker vouchers | 250.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Jocelyn Jenkins | May salary | 897.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | <u>10660.22</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2389.2 | 2379.2 | NALC Model Financial Regulations 2024 – Carried forward to the June meeting. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2389.3 | 2379.3 | 2024/25 End of Year & Audit The internal audit was completed on 16 th April and page 3 of the AGAR signed. Comments in the internal audit report letter were as follows: <ul style="list-style-type: none">• The risk assessment should be signed in the year it relates to.• The review of the asset register should be minuted.• Each page of the minutes should be initialled.• A website accessibility statement should be added to the website.• In accordance with the Transparency Code, additional documents need to be added to the website.• From April 2025 an IT Policy should be adopted. <p>The points were discussed and it was agreed to adopt each of these changes as soon as practicable.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | | It was further agreed to ask Tim Light, of Lightatouch, to carry out the internal audit for 2025/26. | | |
| 2389.4 | New | BDO Conflict of Interest Form The form was signed confirming that none of the councillors, or the Clerk, had a conflict of interest with BDO, the external auditors. | | |
| 2389.5 | New | Annual Return 2024/25 – Section 1 Annual Governance Statement It was agreed to accept the Annual Governance Statement and this was signed by the Chairman and Clerk. | | |
| 2389.6 | New | Annual Return 2024/25 – Section 2 Accounting Statements It was agreed to accept the Accounting Statements and these were signed by the Chairman. | | |
| 2389.7 | New | Exercise of Public Rights The Clerk proposed that the period for the Exercise of Public Rights be from Tuesday 3 rd June to Monday 14 th July 2025 and this was agreed . | | |
| 2389.8 | New | IT Policy It was agreed to adopt the draft IT policy prepared by Cllr Parker. | | |
| 2390 | 9 | <u>Other Council Matters</u> | | |
| 2390.1 | 2380.1 | Publicity & Communications – West Dever News item – Parish assembly review, volunteer for DIY repairs to assist KM. | | |
| 2390.2 | 2380.2 | Risk Management – No new issues have been identified. | | |
| 2390.3 | 2380.3 | Parish Assembly, Thursday 15th May 2025 Final arrangements were discussed. | | |
| 9.15pm | | Next meeting – Wednesday 11th June 2025 at 7.30pm in the meeting room of the Victoria Hall, Sutton Scotney. | | |
| Signed: Chairman dated..... | | | | |