

**Minutes of the Meeting of South Warnborough Parish Council
The Ridley Hall
Monday 16th September 2019**

Present Cllr Lady Belinda Hall
Cllr Chris Preston
Cllr Stephen Spreadborough
Cllr Ed Clark

Mrs Elizabeth Ford (Clerk)
Cllr Chris Dorn (HDC Ward Member)
Cllr Ken Crookes (HDC Ward Member)
5 members of the public

1. Apologies for absence

Apologies were accepted from Cllr Michelle Brown. Apologies were also received from County Councillor Jonathan Glen and District Councillor John Kennett.

2. Declaration of interests - None.

3. Approval of minutes from the Parish Council meetings of 10th June and 8th July 2019

It was resolved to approve the minutes of the Parish Council meeting on 10th June. Approval of the minutes of the meeting on 8th July was deferred.

4. Financial Reports – See Appendix A

a) Bank reconciliation

The bank reconciliation was checked against the bank statements and all signed. Bank balances on 16th September 2019 were:

SWPC Treasurers (current) account	£ 24,101.49
SWPC Burial Ground Account	£ 2,928.01
SWPC Recreation Area Trust Account	£ 9,758.70
SWPC - SWAGA CMM Account	£ 2,459.14
NS&I Savings Account	£ 6,058.07

b) Minute agreement to payments

It was resolved to approve the payments listed below (total £1,555.74)

Retrospective Payments to be Authorised 16th Sept

30/07/2019 Clerk salary (July)	£ 273.00
31/07/2019 Swadling Garden Services	£ 438.00
30/08/2019 Clerk salary (Aug)	£ 273.00
02/09/2019 Swadling Garden Services	£ 438.00
	<u>£ 1,422.00</u>

Payments to be Authorised 16th Sept

11/09/2019 Lawnmaster (Sept)	£ 24.00
16/09/2019 Clerk expenses	£ 109.74
	<u>£ 133.74</u>

c) To approve and accept the Annual Return (AGAR) and Notice of Conclusion of Audit

The external audit had been completed and the external audit report certified that there were no issues arising. A Notice of Conclusion of Audit would therefore be issued and would be available on the Parish Council website.

5. Reports from Representatives

It was resolved that Colin Hersey would be the new Highways Representative. David Hand was thanked again for his long service in this role. There would be a SWAGA committee meeting in September. The new floor had been installed in The Ridley Hall and was admired at the meeting. Volunteers were needed to help with a morning of tidying up the Village Green in late November. The date of the 2020 Village Fete would be Saturday 13th June. The Parish Lengthsman would be requested to repair a barrier on Footpath 1 with HC Highways to supply the barrier. District Councillor Chris Dorn advised that consultants would be required for the production of a Neighbourhood Plan and that grants to fund such plans were still available.

6. To consider a new South Warnborough Parish Council Planning Protocol

It was resolved to approve the update to the South Warnborough Parish Council Planning Protocol. A copy of the document is included as Appendix B and would be available on the Parish Council website.

7. To consider the following planning applications:

- a) **19/01417/PRIOR, 1 Ridleys Piece.** Notification of a Proposed Larger Home Extension for a proposed single storey extension to rear and the re-position of the existing rear facing bedroom window to the side elevation.
The application was discussed and **it was resolved** to submit the comment of no objection.
- b) **19/01138/FUL, New Farm, Froyle Lane.** Permanent change of use of the land for the siting of temporary mobile homes as defined by Caravan Sites and Control Act 1960 as amended, to accommodate agricultural workers (retrospective).
The application was discussed and **it was resolved** to submit the comment of no objection.

8. Update on other previous applications

This was deferred.

9. Update from County Councillor

County Councillor Jonathan Glen had sent apologies that he could not attend the meeting.

10. Update from District Councillor

The latest round of consultation on the Hart Local Plan would close on 19th August. Hart District Council had received a £150K government grant for a Garden Village in the area of the proposed new settlement originally included in the new Local Plan. This development, the Shapley Heath Garden Village would be one of 19 Garden Villages which were to provide a total of 300K new houses nationally.

11. To consider the 2019 Housing Need Survey and recommendations

The draft report on the 2019 Housing Need Survey had been received and its recommendations included that a development of 5 to 6 affordable homes should be provided in the village. Hart District Council had confirmed that the new Local Plan would allow for rural exception housing to be part of a larger development of market housing. It was agreed that the Council would meet with HARA and the Hart District Council Housing Officer to discuss the report.

12. To decide an Action Plan for improvements to the Parish Council playground

District Cllr Chris Dorn reported on the process for the installation of the new playground at Crondall. A resident noted that the SWAGA had been funded in part by a community grant from Veolia. The form and funding for improvements to the playground was discussed. **It was resolved** to try and secure longer term access to the recreation ground for the Parish by the extension of the lease or transfer of the freehold to the Parish Council. The Clerk would draft a letter to landowner regarding this.

13. To consider the registration of The Poachers Inn PH as an Asset of Community Value

It was resolved to register The Poachers Inn PH as an Asset of Community Value

14. To consider the Winchfield PC letter to the Secretary of State for Housing, Communities and Local Government regarding the Shapley Heath Garden Village

It was resolved to support the Winchfield Parish Council letter to the Secretary of State for Housing, Communities and Local Government regarding the Shapley Heath Garden Village.

15. To arrange an Autumn Clean-up of the Parish Council Burial Ground

It was agreed to carry out an autumn clean-up of the Parish Council Burial Ground on the afternoon of Saturday 2nd November. A clean-up of St Andrews church yard would also be carried out that morning.

16. Questions and answers from the floor

Acting in his role as Chairman of Crondall Parish Council, District Cllr Chris Dorn advised on the EHDC large development site consultation and **it was resolved** that South Warnborough Parish Council would submit a comment on the Northbrook site due to its potential negative traffic impacts in the local area.

17. To confirm date of next meeting

The date of the next meeting would be Monday 11th November 2019 at 7.30pm in The Ridley Hall

The meeting finished at 9.25pm.

Signed Chairman _____ Date _____

Parish Clerk Elizabeth Ford

Appendix A- Financial Summary for September 2019

<u>BANK BALANCES AS AT 16th September 2019</u>		
	SWPC Treasurers Account	£ 24,101.49
	SWPC Burial Ground Account	£ 2,928.01
	SWPC Recreation Area Trust	£ 9,758.70
30-Aug-19	SWPC - SWAGA CMM	£ 2,459.14
01-Jan-19	NS&I Savings Account	£ 6,058.07
		£ 45,305.41

<u>SWPC TREASURERS ACCOUNT</u>		
	BALANCE CARRIED FORWARD 7th July	£ 25,781.49
	<u>Receipts to 16th Sept</u>	£ -
		£ -
		£ 25,781.49
	<u>Authorised Payments to 16 Sept</u>	
959	08/07/2019 Do the Numbers Ltd, internal audit	£ 190.00
961	18/06/2019 GK Benford, PL waste disposal	£ 45.00
962	20/06/2019 Lawnmaster	£ 23.00
		£ 258.00
		£ 25,523.49
	<u>Retrospective Payments to be Authorised 16th Sept</u>	
SO	30/07/2019 Clerk salary (July)	£ 273.00
SO	31/07/2019 Swadling Garden Services	£ 438.00
SO	30/08/2019 Clerk salary (Aug)	£ 273.00
SO	02/09/2019 Swadling Garden Services	£ 438.00
		£ 1,422.00
		£ 24,101.49
	<u>Payments to be Authorised 16th Sept</u>	
964	11/09/2019 Lawnmaster (Sept)	£ 24.00
965	16/09/2019 Clerk expenses	£ 109.74
		£ 133.74
		£ 23,967.75
	<u>Outstanding Payments</u>	
963	07/07/2019 E Ford July expenses	£ 42.79
		£ 23,924.96

Introduction

The aim of this planning protocol is to:

- Confirm the Parish Council's role in the planning process
- Enable pre-planning meetings to be conducted without compromising the position of the Parish Council
- Enable the Parish Council to be lawful in its role in responding to planning applications, supporting the Planning Authority (primarily Hart District Council, but also others e.g. Hampshire County Council in the case of county matters) with local knowledge and representing the parish
- Confirm the Parish Council's role in agreements on any planning obligations entered into as part of a development

South Warnborough Parish Council's role in the planning process

The Parish Council is a statutory body which can only act with the powers invested in it by law, is democratically elected and the closest tier of local government to the community it serves. This status gives the Parish Council increased access to information and increases the influence of the Parish Council in the planning process, but this has limits.

The Parish Council is a statutory consultee in the planning application process. There is therefore a requirement in law that the Planning Authority must consult with the Parish Council on planning applications. The Parish Council can then comment on an application and must do this by the end of the consultation period, normally 21 days, **but the decision on the application rests solely with the Planning Authority, which is in most cases Hart District Council.**

Publicity to let the public know when a planning application has been submitted is also the responsibility of the Planning Authority.

The Parish Council routinely receives notification from Hart District Council of all planning applications in the parish for new development (and for the occasional "county matters" applications from Hampshire County Council). The Parish Council also monitors the Hart DC website online planning information for other applications (e.g. pre-app, condition, listed building and tree works applications).

The planning consultation letters received by the Parish Council are posted on the Parish Council notice-board outside the Village Shop and all planning applications to be considered are listed on the agenda of the Parish Council meeting.

Pre-planning meetings

The Parish Council welcomes the opportunity to raise issues which are important to the community with a developer at the early stages of a project to try and achieve the best option for the local community.

Such a "pre planning meeting" will be arranged and attended by the Clerk, will include at least two Councillors and will be entered into in a careful and considered manner.

The meeting will be to learn about a proposal and its implications and communicate local information which is of value to the project design but, importantly, such meetings are not to form or communicate the Parish Council opinion. The Parish Council decision to object, not object or support a proposal will not be made until an application has been submitted to the Planning Authority and the lawful response to the planning application made (see below).

Lawful Response to Planning Applications

The lawful process for the Parish Council to determine its comment on a planning application is that:

- the comment is decided at a Parish Council meeting with the application as a specified item of business on the agenda;
- Councillors will comply with the Code of Conduct and note the requirements regarding any prejudicial interest in the application (i.e. declaration of interest, request for dispensation or removal themselves from taking part in the discussion or decision on the response);
- Councillors will enter the discussion of the application with an open mind and there will be no Parish Council predetermination of the decision on the application;
- On those occasions when a meeting cannot be called in time for a comment to be submitted before the end of the consultation period, the Clerk as Proper Officer of the Council submits the planning comment following written comments received from individual Councillors. The Parish Council comment is then reported to the next meeting of the Parish Council.

South Warnborough Parish Council's role in planning obligations

The Parish Council will not discuss or enter into agreements with a developer independently of the Planning Authority regarding planning obligations, including financial or other benefits to the parish, prior to the granting of any planning permission.

The Parish Council will maintain an up to date list of parish projects with Hart District Council which complies with the regulatory and HDC policy limitations on the types of projects which can be supported by planning obligations. This list will be in the public domain and may be copied to a developer.

The Parish Council may request Hart District Council to consider planning obligations for specific developments and to include the Parish Council in its discussions on planning obligations prior to their agreement.