

Curdridge Parish Council

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**MINUTES OF FULL COUNCIL MEETING OF CURDRIDGE PARISH
COUNCIL HELD AT 7.00 PM ON THURSDAY 22 JUNE 2023
IN THE BILLIARD ROOM AT CURDRIDGE READING ROOM CURDRIDGE**

Present:

Cllr Paul Haskins (acting as Chair)

Cllr Larry Burden

Cllr Jonathan Carkeet (arrived for item 23.165)

Cllr Philip Hedger

Cllr Lynne Newton

In attendance:

Jenny Whittle (Parish Council Manager - PCM)

Cllr Vivian Achwal (District Councillor)

Cllr Sudhakar Achwal (District Councillor)

Cllr Anne Small (District Councillor)

4 members of the public

Public Session

There were no matters arising.

23.157 Apologies for Absence

Apologies had been received from Cllr Eric Bodger and Cllr Sian Townsend, as well as from County Councillor Lumby.

23.158 Declarations of Interest

There were no declarations of interest.

23.159 To receive reports from the County Councillor, District Councillors and Hampshire Constabulary Representative, if applicable (usually given at the end of each month)

District Councillor Anne Small confirm that they sent their usual written report. She advised

23.160 Land at Gordon Road (Potential Affordable Housing Scheme) - presentation by applicant's planning representative

Cllr Haskins introduced this item. The PCM made it clear that there was no decision making process being undertaken this evening. Alice Drew from Southern Planning Practice introduced this item and advised that her client had reviewed his planning application process following public objections to his previous proposed scheme.

He was now considering two different schemes, one for Affordable Housing, which would consist of 2x 2 bedroom properties; 1x 4 bedroom detached property and 4x 1 bedroom in one block. There would be 12 car parking space for the whole scheme (in line with Government guidance). The second option would be to building 3x 4 bedroom properties as market dwellings, where the parking provision would be far better with two houses having 3 parking spaces and one house having four parking spaces; each property would also have a double garage, which could provide more parking.

The Chair asked which scheme the applicant prefers and he advised that he would prefer the market scheme, as it would be more suited to the neighbouring area and would provide far more off road parking.

Alice advised that once they have updated their plans it is their intention to put out a flyer and hold a public consultation event.

Members thanked them for their time.

23.161 To approve the Minutes of Full Council Meeting on 1 June 2023
Resolved to approve the Minutes of 1 June 2023. ACTION: CHAIR/PCM.

23.162 Planning Applications received from Winchester City Council, Hampshire County Council, Eastleigh Borough Council or River Hamble Harbour Authority for decision/response

23.162.1 Herons Wood Lockhams Road Curdridge Southampton Hampshire SO32 2BD - Application to extend existing garage to the front of property at Herons Wood. Case Officer: Cameron Finch. Case No: 23/00945/HOU.

Members discussed this application.

Resolved DO NOT OBJECT. ACTION: PCM.

23.163 Planning Decisions and Appeals notified by Winchester City Council/HCC - to be noted

23.163.1 Lawful Development Certificate - Merrion Gordon Road Curdridge Southampton Hampshire SO32 2BE - Proposed garden room to end of garden. Case Officer: Cameron Finch. Case No: 23/00567/LDP. **PERMIT. Noted.**

23.163.2 Acorn Cottage Kitnocks Hill Curdridge Southampton Hampshire SO32 2HJ - Proposed ground floor extensions (central porch and south east elevation); proposed first floor terrace (south east elevation) with external staircase; other internal alterations including an incidental annexe. Case Officer: Marge Ballinger. Case No: 23/00717/HOU. **PERMIT. Noted.**

23.164 Finance

23.164.1 To approve Finance Report dated 22 June 2023 and cheque signing & payments.

Resolved to approve the Finance Report dated 22 June 2023 and cheque signing & payments, subject to the addition of a cheque for Dave Thorne in the sum of £27.98.

ACTION: PCM.

23.164.2 To discuss and approve Council responses to Section 1 of the Annual Governance and Accountability Return 2022/23 Form 3 (Local Councils, Internal Drainage Boards and other Small Authorities in England).

Council went through the responses in Section 1.

Resolved to approve Council responses to Section 1 of the Annual Governance and Accountability Return 2022-2023 Form 3. ACTION: PCM.

23.164.3 To discuss and approve the Annual Governance and Accountability Return 2022/23 Form 3 (Local Councils, Internal Drainage Boards and other Small Authorities in England) and Conflict of Interest with BDO LLP Form.

Council went through the draft figures in the Return and confirmed that no Members has a conflict of interest relating to BDO LLP.

Resolved to approve the Annual Governance and Accountability Return 2022/23 Form 3 (Local Councils, Internal Drainage Boards and other Small Authorities in England) and to sign the Conflict of Interest Form with BDO LLP. The PCM will now forward these documents to BDO LLP and will upload copies to the parish website and circulate them to the parish notice boards. ACTION: PCM.

23.164.4 Former Curdridge Minibus (sale proceeds) – to receive update and consider action. Cllr Newton updated everyone present on the legal advice response received from Hampshire ALC's solicitor, i.e. that Council could consider whether to put the funds in trust and have a separate bank account. However, Council's interest auditor had advised that he felt it would be sufficient for Council to receive a statement from the last remaining members of the volunteer group when the minibus was sold advising that they are happy for Curdridge Parish Council to take ownership of the sale proceeds on the grounds that these funds are earmarked for community transport projects within Curdridge. Cllr Newton advised that she is organising statements and Marianne Small (who was one of the original volunteers and was present) said that she would also be happy to do such a statement if required by Cllr Newton.

Cllr Newton explained that Council has made a temporary arrangement to provide emergency transport to elderly/vulnerable residents within the parish who have no means of transport whatsoever, but Council is hoping that HCC will increase the 49 bus service in accordance with her discussion with County Councillor Hugh Lumby.

Resolved that Cllr Newton will arrange to prepare brief statements on behalf of the minibus volunteers and will provide these to Council, to allow the sales proceeds to remain in Curdridge Parish Council's main bank account, but to continue being ear-marked for public transport projects. ACTION: CLLR NEWTON.

23.164.5 North Whiteley Boundary Review – to receive update email from Cllr Bodger and consider action required.

Members requested this item to be deferred until Cllr Bodger can attend a future meeting.

23.164.6 Curdridge Parish Council Assets Register – to receive update and consider action required (if applicable).

Members had requested the internal auditor to provide advice on their suggestion of having valuations carried out on all property assets and revising these in the Assets Register and updating insurance. The PCM confirmed that the internal auditor had advised that it is not possible for Council to increase the value of land inherited from a value of £1; he also strongly recommended against having valuations carried out for these assets or assets purchased historically where there is a purchase price, unless Council resolves to sell any land, in which case he strongly recommends on consulting the public prior to making any such decision as they generally look unfavourably on land disposal. Council can and should re-evaluate land/property assets if a new building or an extension to a building is carried out. Valuations for play equipment can include installation costs on the Assets Register.

He advised that parish council assets do not depreciate for Asset Register/insurance purposes and this relates to parish councils only. However, they do need to ear-mark funds (annually) to replace equipment when it breaks down or comes to the end of its life expectancy. Council can also include an additional column in their Assets Register and include the insurance value (for each group of items) provided by the insurance company.

Resolved that the PCM will send the updated Assets Register to Council's insurance company and ask them to provide a breakdown of their insured sums for inclusion in an additional column on the Assets Register. ACTION: PCM.

23.165 Correspondence & Telecommunications

23.165.1 HCC – invite to Passenger Transport Online Meeting – 4 or 5 July 2023. **Noted.**

23.165.2 HCC - Hampshire PFI Street Lighting Contract - Notification of Changes to Street Lighting Energy and Maintenance Charges 23/24. **Noted.**

23.165.3 Fareham Borough Council - Self and Custom Build Housing Supplementary Planning Consultation. **Noted.**

23.165.4 Police & Crime Commissioner newsletter. **Noted.**

23.165.5 Scottish & Southern Electric – grant funding update. **Noted.**

23.165.6 HCC – three newsletters. **Noted.**

23.165.7 Hampshire & Isle of Wight Wildlife Trust – enewsletter. **Noted.**

23.165.8 WeCAN Newsletter. **Noted.**

23.165.9 WCC – Parish Connect June 2023. **Noted.**

23.165.10 HomeStart Hampshire – thank you for grant donation. **Noted.**

23.166 To receive and approve final draft of Curdridge Parish Council Local Plan Guide document

Resolved to:

- i) formally approve and adopt this document. PCM to upload this document to the website on “Policy Documents” page. ACTION: PCM.**
- ii) instruct Steve Tilbury Planning Consultant to provide a two hour training session (as originally agreed) to present this document and provide planning advice, with**

Members of the public being invited to attend should they so wish. ACTION: PCM.

- iii) Cllr Bodger to include an article in the Parish Magazine advising that this document can be obtained on the parish website and provides information about planning policies specific to Curdridge Parish Council. If the above training with Steve Tilbury can also be arranged in time, Cllr Bodger will also include an invite to parishioners for this event in the Parish Magazine. ACTION: CLLR BODGER.**
- iv) PCM to print off a few paper copies to be referred to at parish council meetings. ACTION: PCM.**

23.167 Curdridge Parish Council (Cyber) Insurance – to review Council decision not to pursue insurance

The PCM advised that the Internal Auditor suggested it is good practice to review Council's decision each year if not take out insurance. Members discussed this insurance and felt that because Curdridge Parish Council has very little personal data stored on the parish computer and only has letters and documents that can be easily backed up, as well as an email server that it is not necessary to incur additional costs of approximately £300 for this insurance at this time.

23.168 Curdridge Parish Council Cemetery (Burial Plots) to receive an update and decide upon action (if applicable)

Cllr Newton updated Members following the joint site meeting at St Peters Churchyard. It became apparent at the meeting that parts of St Peters churchyard had been identified (historically) as too boggy for burials and the small piece of lawned area to the front (alongside Botley Road) was required for memorial ceremonies, church events and wedding photos and suffers the same problems encountered in the lower half of the Curdridge Parish Council Cemetery, i.e. high water table and boundary trees. The church were also not prepared to enter into the cost of re-using old graves, as many of the graves were still being visited by family members and in most instances they had no updated contact information to enable them to contact family members and give notice of this, to allow them to comment/appeal.

St Peters Church reps had explained that the church was under the impression that they had sold their land (including Glebe Field) to the parish council to accommodate cemetery/burial plots. Cllrs Carkeet queried whether Glebe Field could be used as both a cemetery and a SINC, as records show it was bought for cemetery land. Cllr Newton said that had been the case, but the Glebe is now registered with Hampshire County Council as a Site of Importance for Nature Conservation.

Members queried whether it was necessary to provide burial plots, as Council had enough cremation interment plots for parishioners to last for quite a while. However, they were also concerned that the registration process for land to be used as a cemetery takes quite a bit of time, by which the remaining burial plots would be gone and parishioners might start to complain.

Resolved that:

- i) all Members will go away and consider if there is any alternative land within the parish for sale that Council might consider purchasing for burials in the future should it have sufficient funds. ACTION: ALL MEMBERS.**
- ii) PCM will write to Winchester City Council to establish what responsibility WCC have to provide burial plots within the district and what responsibility they believe Curdridge Parish Council has to provide burial plots for its parishioners. ACTION: PCM.**

23.169 To formally approve the revised Schedule of Meeting Dates for 2023

Resolved to formally approve the revised Schedule of Meeting Dates for 2023. The PCM confirmed she has circulated this to the Reading Room Co-Ordinator (for room booking revision), County and District Councillors and the parish notice boards.

23.170 Curdridge Parish Council Communication and Forward Planning Strategy – to receive update and decide upon action

Cllr Carkeet introduced this item and explained that in trying to obtain quotations, he had only been able to obtain one formal quotation, as one other company had provided a quote, but had later retracted it and one company had not been able to quote.

The Parish Council Manager explained that where it is possible Council must obtain three quotations. However, if the project is very specialised and it is not physically possible to obtain three quotations then Council should explain why it has not been able to obtain three quotations.

Cllr Carkeet explained to Members that he had not been able to obtain three quotations as this project is specialised and tailored to local councils. However, he had liaised with Smart Marketing who had provided the quote and they had confirmed that they have worked with several other parish councils within Hampshire to provide the service recommended in their community engagement proposal. However, the level of spend is very dependent on the outcome of the public consultation and whether any residents are committed to preparing a Neighbourhood Plan on behalf of the parish. Cllr Burden raised concerns regarding the amount of this proposed spend. The Parish Council Manager highlighted that some residents may also raise concerns about the level of the proposed spend and recommended that Council should include Smart Marketing's proposal within these Minutes as an Appendix, so that residents can see clearly what Council is aiming to achieve and associated costings. The Parish Council Manager thanked Cllrs Carkeet, Haskins and Hedger for all their hard work to date.

Resolved that Council will:-

i) instruct Smart Marketing to carry out the services quoted for in the sum of £8,636.64 as follows:-

Smart Marketing: £1,745.00

Expenses (Postage/collateral/room hire): £2,952.20

Contingency: £2,500.00

VAT on the above: £1,439.44

TOTAL: £8,636.64

to be spent in accordance with the stages identified in the Appendix below, with a target completion of an agreed Vision Statement by the end of December 2023;

iii) review this item following the formalisation of the Vision Statement (quoted for in item 23.170(i) above), to decide whether Council will proceed to obtain further quotations to produce either a Village Design Statement or Neighbourhood Plan.

ACTION: CLLRS CARKEET/HASKINS/HEDGER.

23.171 Planning, Highways & Licensing Committee – to review Terms of Reference

The Parish Council Manager explained that as Council has resolved to only have Planning, Highways & Licensing Meetings when there were urgent/controversial Planning Applications it could take too long to wait for that committee to approve the Minutes. As all Councillors were Members of that Committee and Full Council the PCM recommended a clause be incorporated into the Terms of Reference to state that Planning, Highways & Licensing Committee Minutes would be approved by Full Council. She said that Councillors also needed to agree a clause to establish how voting would be carried out on non-urgent/non-contentious Planning Applications where a Planning, Highways & Licensing Meeting could not be justified.

Resolved to:

i) include in the relevant clause within the Terms of Reference “all Minutes of the Planning, Highways & Licensing Committee will be approved at the following Full Council Meeting (as all Parish Councillors are on both committees);

ii) include a clause within the Terms of Reference stating “A Planning, Highways & Licensing Committee Meeting will be held when any Planning Application appears controversial, or a meeting may be called by any Members of the committee (if required). Urgent, non-contentious Planning Applications (where an extension of the consultation period date cannot be agreed by WCC) will be considered by Members via email and the decision notified to WCC.

ACTION: PCM.

23.172 To note Parish Clerk's Update Report (previously circulated to Members) – noted.

23.173 To receive reports from Parish Councillors

Lockhams Road (road traffic accident) – another accident has occurred at the crossroads junction at Lockhams Road/Chapel Lane, due to a car going straight across Lockhams Road without stopping. Cllr Newton had identified that the road sign on Chapel Lane was not visible due to trees overgrowing it. The PCM had written to HCC requesting them to cut this back and check all hedges at this junction.

Curdrige Lane (Speed Limit Reminder Socket opposite Curdrige Grange) – Cllr Newton said that this socket has been damaged and knocked over into a slanted position. Members asked the PCM to email HCC Roads to request that this socket be straightened up. **ACTION: PCM.**

North Whiteley (Boundary Review – Ear Marked Funds) – Members requested the PCM to write to Nicki at Whiteley Town Council to enquire whether Whiteley Town Council had considered Council's request to divide the £10,514 of ear marked funds equally between both councils as a gesture of goodwill. **ACTION: PCM.**

23.174 To move Exempt Business

To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 in respect of the following items of business on the grounds that it is likely to involve the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act

23.175 To receive WCC's update reports on Enforcement cases (if applicable) and decide upon any action required.

23.176 To formally adopt CPC Team Behaviour Policy & – deferred to Full Council Meeting of 20 July 2023. ACTION: PCM.

MEETING CLOSED 9.05 PM.



APPENDIX (TO FULL COUNCIL MINUTES DATED 22 JUNE 2023)

Stage	Objective	Proposed Actions	Our Costs(+ VAT)	Potential Third Party Costs(+ VAT)
Initial Stakeholder Engagement:	Identify and invite the key stakeholders from the village (Businesses, School, Church, Pubs, Key Organisations) to attend an initial meeting to raise support for the idea of a Community Consultation Exercise. The outcome of the meeting would be to agree to appoint a Chair, agree the date for a village wide meeting (along with agree "promotion" of such a meeting) and potentially seek financial support from those stakeholders.	<p>(a) Create a list of all stakeholders, using community websites, business directories, Google/LinkedIn, local knowledge from Councillors.</p> <p>(b) For each stakeholder, identify decision maker name/email address via Google/LinkedIn, organisation's website, or local knowledge. Where the information cannot be found online, a phone call would be made to the organisation to identify contact details.</p> <p>(c) Send an invite to the meeting (via email) to each stakeholder. Where a response is not received, consider following up with a mailed letter, and/or a phone call.</p> <p>(d) Attend the meeting and document the outcome so that we have a record of the engagement process. Produce a summary document for stakeholders, detailing the outcome of the meeting and next steps.</p>	£295	Potential third party costs may include: - cost of a mailed letter. We use iMail, where the cost to print and post a letter (full colour) is c.80p per item.
Wider Village Engagement:	To actively engage with all residents in the village and promote a meeting at which all are invited to discuss a shared vision for the Village. Identify individuals willing to be involved and canvas opinion on how best to communicate with the Villages and Key Stakeholders. Appoint a "team" to be involved with the project. Build a website to allow comments on the vision / aspirations for the village. Host managed workshops (say 2 or 3) to explore what the vision / aspirations for the village are. Provide a conduit through which villagers and stakeholders can communicate with the the "team"	<p>(a) Agree key messaging for the community engagement process - i.e., how will it benefit the village? What are the key objectives? Why should people get involved?</p> <p>(b) Create a set of branded collateral to publicise the meeting, including social posts, posters for noticeboards, and possibly a postcard to be hand-delivered to residents (we have found postcards to be quite impactful in similar community campaigns).</p> <p>(c) Publicise the meeting online (via PC's website and social media) and offline (noticeboards, community news, postcards, parish magazine).</p> <p>(d) Provide an online form where residents can register their interest in becoming involved in the project. Also provide an offline 'signup' option to ensure all members of the community can become involved, regardless of any online access limitations.</p> <p>(e) Create a 3 - 4 page Wordpress website which outlines the objectives of the project, and allows residents to provide feedback on plans.</p> <p>(f) Create and distribute a short survey to canvas opinion on how best to communicate with residents and stakeholders. We would recommend online and offline versions of this survey to ensure inclusivity. Collate results of survey to feed back to project team and community.</p> <p>(g) Prepare workshop structure and activities to explore vision/aspirations. Some of these activities will be discussion based, whereas others could include more interactive/action-based methods, such as idea boards. It would be useful to run one of these workshops before communicating more widely with residents to identify the range of questions to ask, with one or two follow-up workshops run after the results of the community survey have been received.</p> <p>(h) Serve as a central point for community feedback, and summarise this feedback in regular updates to the project team.</p>	£685	Potential third party costs may include: - purchase of domain name for website (c.£7) - website hosting (£50 for a year) - cost to print postcards (c.£40/500 x A6 cards) - cost to hand-deliver postcards - costs would vary, depending on how you wanted to achieve this. It could be done via volunteers/members, or via students/local people. Alternatively, the postcard could be distributed as an insert in another publication (although this would be less successful in terms of visibility/engagement). I would suggest allocating a distribution budget of £200 - £300 per mailing.



Draft Vision Statement:	Prepare a draft vision statement for the village based upon the wider village engagement activities.	(a) Meet with the project team to discuss the outcome of the community engagement activities, and to identify the key elements of the vision statement. (b) Draft vision statement based on the outcome of this meeting.	£145	
Community Consultation & Communication:	Seek feedback and consultation on the plans Post copies to all villagers 2 Nr community events	(a) Share vision statement with residents via website, social media, hand-delivered leaflet, posters on noticeboards around villages, parish magazine. (b) Provide online (form) and offline (hard copy survey) means by which residents can provide feedback. We will then collate this feedback and present to the project team. (c) Organise and promote community events to gather feedback. In other community projects we have had some success with drop in clinics (i.e., during an evening or at a weekend) and online meetings (via Teams) in addition to more structured public meetings. It may also be beneficial to dovetail a feedback 'event' with an existing community event (such as the Curdridge Country Show) - it can often be more successful to go to residents, rather than expect them to come to you. A manned stall at an event like this would work well.	£275	Potential third party costs may include: - cost to print leaflets (c.£35 for 500) - cost to hand-deliver leaflets (please see above) - cost for a stall at a community event
Agreed Vision Statement:	Formalise the Vision Statement and circulate to all villagers.	(a) Finalise the vision statement in light of community feedback. (b) Publish online (website, social media), on noticeboards and in the parish magazine, and if budget allows, via hard-copy (maildrop to residents).	£95	Printing/hand-delivery of vision statement (please see above)
A "Village Plan":	If there is enough support, work towards a formal Village Plan that can inform the planning process.	(a) Work with project team to develop Village Plan from Vision Statement. At this stage, I am assuming that several meetings may be required to discuss content and formalise the plan, and 3 - 4 drafts will be required. A further community engagement project will be needed to gather feedback on the Plan and to identify funding/local support.	Costs would depend on level of community engagement required, but would probably be in the region of £500 - £800	