

**Goodworth Clatford Parish Council
Annual Council Meeting Minutes 7th May 2024**

Date of Meeting: Tuesday 7th May 2024 at 7pm
Location: held in the main hall at the Village Club

Present:

Councillors	Clerk	TVBC + County Councillors	Others
Roy Struthers (Chairman) Ian Platt Will Walker Fiona Cross Alan Willens Robin Welland Henryk Kwiatkowski	Eveline Attwood	Suzanne Hasselmann David Drew	1

24036.1 Election of Chairman (*officiated by Cllr Walker previous Chairman*)

Cllr Struthers was proposed as Chairman by Cllr Platt seconded by Cllr Willens
All members agreed. **Resolved:** Cllr Struthers was elected as Chairman of the Parish Council and a declaration of office was signed.

24036.2 Election of Vice Chairman

Cllr Platt was proposed as Vice Chairman by Cllr Walker seconded by Cllr Cross
All members agreed. **Resolved:** Cllr Platt was elected as Vice Chairman of the Parish Council.

24036.3 Election of Planning Committee

Resolved: Cllrs Cross (Chair) Platt, Kwiatkowski & Henderson were elected as members of the Planning Committee.

24036.4 Election of Representatives

Allotments	Cllr Welland
Archivist	Cllr Willens
Schools Liaison Officer	Cllr Henderson
Footpaths	Cllr Cross
Finance	Cllr Platt (Chairman), Cllr Walker, Cllr Willens, Cllr Struthers.
GC Estate Management Group	Cllr Walker
New Residents	Cllr Welland
Newsletter	Cllr Willens
Recreation Ground	Cllr Welland
Website	Cllr Struthers
Tree Parish Representatives	Stuart Riley & Nick Shorter
Emergency Resilience Planning	Cllr Henderson
Pan Parish Forum	Cllr Kwiatkowski
Neighbourhood Plan Steering	Planning Committee and Geoff Scard (Parishioner & Co author of original NDP)
Health & Safety areas of responsibility:	Sheep wash - Cllr Kwiatkowski
	Allotments – Cllr Welland
	Riverside Rest – Cllr Walker
	The Park – Cllr Cross
	Play Park – Cllr Welland

Resolved: The above list of representatives was elected to represent the Parish Council.

24036.5 Register of Interests - The Clerk reminded Councillors of their responsibilities to update their Register of Interest forms if required. No Cllrs needed to complete a new form.

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24037 Chairmans remarks – The Chairman thanked Cllr Walker for his contribution and hard work in the role as Chairman of the Parish Council.

24038 Apologies for Absence – Cllr Flood & Cllr Henderson

24039 Public Participation – A Parishioner introduced himself to the council as he is new to the village.

24040 Declarations of Interest – Cllr Cross declared an interest in the planning application 24/00836/FULLN item no **24045.1** Cllr Willens declared an interest in Southern Water items.

24041 To Approve the Minutes of the Council Meeting –

A minor amendment was made to the Borough Councillors item 24027 report to read “Cllr Flood will investigate” **Minutes** of the Council meeting held on the 5th of March 2024 have been circulated to all members prior to the meeting. Proposed Cllr Walker Seconded Cllr Struthers. The Chair asked if all members agreed with the minutes, and all agreed they could be signed.

Resolved: That the minutes of the Council Meeting of the Parish Council held on the 5th March 2024 can be confirmed and signed as a true record of the meeting.

24042 Borough Councillors report - Councillor Hasselmann reported on the following. See appendix A.

The following information was shared with Parish Councillors during the meeting.

- Nelsons Land – Planning approval to resurface land into golf course.
- Landlord Forum 10th June organised by TVBC [Landlords Forum 2024 | Test Valley Borough Council](#).
- Fullerton treatment works proposed investment – wait until June to see how much money invested.
- Donna Jones re-elected as Police and Crime Commissioner.
- A Cllr explained a recurring problem. The dog warden has visited and spoken with a dog owner who lives within the parish. A number of Parishioners have approached the Parish Council about the owner of three dogs who are not in control while off lead. The Cllr asked if the dog warden could take some action. Cllr Hasselmann will investigate.

24043 County Councillor Drew report – Cllr Drew report is in Appendix B which has been circulated. He reported the following.

- Cllr Drew was reminded of the request for a map of the drainage pipes in the village which is HCC’s responsibility.
- Cllr Drew has spoken with HCC officer about flooding in the area and the challenges it brings.
- Cllr Struthers asked about the resurfacing and painting of the white lines along Barrow Hill as residents would prefer the lines were not repainted. Cllr Drew replied that it is usually done to help motorist pay attention.
- Cllr Platt asked why the white spray paint markings for Highways repair work disappears before the job is completed. Cllr Drew said Highways also take a photo, so the planned repair work can be located easily by the contractors.

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24044 Clerks report (This was circulated prior to the meeting)

- End of year accounts reviewed by Internal Auditor
- Internal Audit report successfully signed off By Paul Reynolds
- PAYE and VAT returns completed; VAT credit received.
- Payrise implemented for Clerk at SCP14 as agreed in November minutes (tax also adjusted so looks more in line with HMRC notification)
- Allotment plot holder refunded £29.87, new plot holder paid £29.87 & paperwork issued.
- Lottery licence renewed for Estate Management Group raffle.
- Licence fees now paid up after knock on door with fourth reminder.
- Water tower container enforcement officer advised, no breach.
- Gravel holes filled by Southern Water or Highways unknown who filled.
- Dog bag bins filled.
- Response from football club - Wheelie Bin beside Pavilion is moved by Sports Club for bin emptying regularly.
- Cllr Welland is booked onto his training course on the 11th June with HALC.

24045 Planning

24045.1 24/00836/FULLN Thistledown Cottage Church Lane – Erection 2 bay garage, garden store, attic. Cllr Cross declared an interest and took no part in discussions. Cllr Platt explained to the Council that the applicant had adjusted this second application and was of similar style to the first application. He also reported that the application meets all the policy requirements. Proposal for no objection Cllr Platt Seconded by Cllr Kwiatkowski. All members agreed.

Resolved: The Parish Council have no objection to this application. All members agreed.

24045.2 -24/00977/FULLN Old Rose Cottage- Single Storey Extension

Cllr Platt reported that a previous application has been approved and it is only a small adjustment to the style that requires a new application. Proposed Cllr Platt Seconded Cllr Cross. All members agreed

Resolved: The Parish Council have no objection to this application. All members agreed.

24045.3 Previous applications

23/02105/CMAN Sludge Facility Cowdown – Awaiting decision.

22/03267/FULLN Anaerobic digestion facility – awaiting decision. Highways recommend not granting planning permission until further assessment of traffic off A303 slip road.

23/01672/FULLN 24 The Crescent Awaiting decision nothing since 19th October

24/00285/FULLN Goodworth Lodge Church Lane Goodworth Clatford Permission

24/00343/FULLN West View Longstock Road Goodworth Clatford – Removal of garage. Permission

24045.4 Neighbourhood Plan. Cllr Cross reported on the meeting with the two TVBC officers Tim Goodridge and Sarah Hughes.

- The new NDP needs to take into account the new Local Plan and reflect the National Policy Framework
- Goodworth Clatford Parish will have an allocation of 10 (minimum) new houses within the Parish over the course of the 15 years.
- TVBC will fund a housing needs survey so the Parish can include in the NHP the type of housing that is needed in the Parish.

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- After the housing survey is completed a village referendum will need to be held to take into account Parishioners views.
- Development should also take into account flooding within Goodworth Clatford.

Resolved: The Clerk will write to TVBC and ask them to undertake a “housing needs survey”

24045.5 Planning Infringements – It has been confirmed there is no planning infringement at the tower located at St Peters Close.

24046.1 Finance To approve the Statement of Accounts 1st February 2024 – 31st March 2024. The Clerk had circulated a Financial Statements pack to all members prior to the meeting. Proposed: Cllr Walker Seconded: Cllr Platt

Resolved: That the financial statements between 1st February 2024 until 31st March 2024 be approved and signed by the Chairman.

24046. 2 Payments for approval March 2024

SSE - Pavilion	£23.05
Clatford Shop Assoc	£436.66
W Walker refund	£34.75
GC Club	£4.00
GC Club	£4.00
R Jones Allotment	£29.87
Velcourt Ltd	£300.00
Business Stream	£35.85
SSE	£20.94
Guy Kitchen	£290.00
Bank Charges- HSBC	£12.00
HMRC - Clerk Tax	£40.80
EM Attwood Clerks Pay	£656.48

Payments for approval April 2024

GC Village Club	£45.00
ICO Registration Fee	£35.00
Clatford Shop Assoc	£436.66
Business Stream	£50.35
HALC - Subs	£369.00
Lottery Licence for EMG - Raffle	£20.00
Bank Charges	£8.00
Paul Reynolds- Internal Auditor	£415.00
SSE - Village Clock	£22.43
E Attwood - Salary	£755.42
HMRC - Tax	£14.00

Resolved: Payments for March and April 2024 were approved.

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Bank Reconciliation			
Business	£	1,804.74	
Treasurers	£	14,696.42	
Business reserve	£	9,100.69	
Business	£	5.00	
Closing Balance as at 31st March 2024			
			£ 25,606.85

24046.3 Review of investments and budget 23/24– Cllr Walker explained that the finance committee had met, and it was agreed to continue with the current investments as the yield was good and they were blue chip companies that were considered safe. The income and expenditure of the budget for 23/24 was within the parameters.

24046.4 Approval of end of year accounts

Resolved: Cllrs approved the end of year accounts for signing by the Chairman.

24046.5 Approval of Internal audit – No written comments just reminders that all invoices should be addressed in the name of the Parish Council otherwise VAT cannot be refunded. Cllrs should also not be refunded money without evidence of an invoice.

24046.6 Declaration of conflict of interest with BDO External Auditor -

Resolved: Councillors confirmed that there was no conflict of interest, and the Chairman signed the form.

24046.7 Approval to sign Section 1 of the Annual Governance Accounting Statement.

Section 1: The Clerk reported that copies of the Annual Governance and Accountability Return had been sent to all members by e-mail. All Internal objectives were answered yes.

Resolved: That Goodworth Clatford Parish Council agree that to the best of their knowledge and belief all Section 1 governance statements for the year ending 31st March 2024 are true.

24046.8 Approval to sign Section 2 of the Annual Governance Accounting Statement.

The Clerk reported that copies of the Annual Governance and Accountability Return had been sent to all members by e-mail & the statement was agreed by the Council.

Resolved: That the Parish Council agree that to the best of their knowledge and belief all Section 2 accounting statements for the year ending 31st March 2024 are true.

24046.9 Advertisement of Notice of Public Rights of unaudited accounts

Proposed Cllr Platt Seconded Cllr Walker.

The Clerk will place the notice on Friday 31st May for the period 3rd June- 12th July.

24046.10 Approval to purchase laptop, printer Office 365 and McAfee

Resolved: Councillors approved purchase of laptop £300 approximately, eco tank printer £150.00 Post meeting:(Deal no longer available) Office 365 and McAfee

24047.11 Approval for Hugo Fox Website – Cllrs Struthers has met with the webmaster and a parishioner who is an IT expert to discuss a newer format for a more Parish friendly website.

Resolved: Cllrs approved the expenditure to upgrade the website to include the free trial of the planning tracker.

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24048.1 Policy Approval

- **Standing Orders Proposed:** Cllr Platt, Seconded: Cllr Walker
- **Financial Regulations Proposed:** Cllr Platt, Seconded: Cllr Cross
- **Financial Risk Assessment Proposed:** Cllr Platt, Seconded: Cllr Walker
- **Approval of Health and Safety Policy:** Proposed: Cllr Platt, Seconded: Cllr Willens.
The Clerk will check insurance requirements for carrying out regular checks.
- **Approval of Meeting Dates**

Resolved: Cllrs approved Standing Orders, Financial Regulations, Financial Risk assessment, Health and Safety policy and meeting dates for the next year.

Environment

24049.1 Footpaths & Highways. – The following was reported.

- Cllr Walker suggested photos of problems were reported [Problems on rights of way | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/problems-on-rights-of-way/)
- Cllr Cross reported that most of the Parish footpaths were waterlogged and the condition of the footpath by the pumping station was grim.
- Footpath off Church Lane may require another layer of chippings.

24049.2 Sheepwash- Cllr Kwiatkowski reported that.

- No bins at the Sheepwash and there is minimal rubbish.
- Consider replacing handrail.
- Gate post at allotments has been replaced.
- Four posts have been put in adjacent to the bridge for safety purposes.
- Woodchips required on path which is currently under water.
- Post at top of Sheepwash has damaged by a vehicle.

24049.3 The Park & Estate Management Group – Cllr Walker-- reported the following:

- The EMG had trimmed and cut back bridleway, area by the pumping station. riverside walk
- The stockholder has withdrawn cows from the water meadows.

24049.4 Emergency Resilience Plan – Nothing to report.

24049.5 Allotments - It was reported that the grass has been cut.

24049.6 Recreation Ground & Pavilion - The following was reported.

- Cupboard with sink in Pavilion is drying out.
- The bin was overflowing.
- The wooden benches are starting to warp and just need the rough bits sanded off but were not dangerous, and do not need replacing.

24049.7 Completion of monthly H&S Inspections-

- Sheep wash Verbal report see 24031.2 - *Completed*.
- The Park – Paperwork completed- EGM have been asked to check a trip hazard.
- Riverside Rest – Paperwork completed – no issues
- Play Park – Paperwork completed – no issues.
- Allotments – Paperwork completed no issues.
- Defibrillator – Cllr Kwiatkowski will speak with the Parishioner who looks after the defibrillator and check the maintenance schedule.

24049.8 Flood Action- Cllr Kwiatkowski reported on the following.

- He will represent the PC as part of the Houghton Pan Parish
- Proposed to set up a flood action group which will be open to anyone in the Parish. .

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- It was asked whether it was a good idea to purchase a water monitoring kit.
- It was suggested a set of objectives should be written by the group first.

24050 Annual Parish Meeting Friday 17th May – Cllrs Struthers will send the agenda to the Clerk. Cllrs Cross and Kwiatkowski gave their apologies.

24051 Correspondence – The following correspondence has been received and discussed under allotments.

- Email from resident about ticks at the allotments. The Contractor cut the grass the next day.
- Email from Scout Group asking to use the Sheepwash area for sailing rafts. The Clerk will reply stating that entering the river from Parish Council owned land is not permitted.

24052 Date of next meetings

- The next Parish Council meeting will be held on Tuesday 2nd July 2024 in Goodworth Clatford Village Club open doors at 7.00pm.

Appendix A Borough Councillor Hasselmann and Floods Report:

Community Grants – Green Projects Following a request by the Climate Emergency Working Group, TVBC officers have adapted the community grants document to include those grants that may be applicable to community environmental projects.

Butterfly Monitoring Every year, Test Valley Borough Council takes part in the United Kingdom Butterfly Monitoring Scheme (UKBMS) in conjunction with Butterfly Conservation. There are ten locations in Test Valley with 10 transects in each. The transect walks are for 26 weeks between April and the end of September and consist of a predetermined walk. We would like to hear from you if you would like to walk a transect, record your sightings, provide valuable information for TVBC's conservation work and inform the future management plan for the Borough. All training will be provided. If you would like to be part of this year's Butterfly Monitoring Scheme, please email CitizenScience@testvalley.gov.uk to register your interest.

Caroline Nokes MP visit to Southern Water Pathfinder Project and Fullerton Wastewater Treatment Works On Tuesday 2nd April Caroline Nokes MP spent a day in our area to find out about the Pathfinder project in Kimpton, Thruxton and East Cholderton, and to learn more about the work carried out by the Pan Parish Forum in collaboration with Southern Water down the Pill Hill Brook and Anton. She also visited the Fullerton Treatment Works in the afternoon where she had detailed discussions with Southern Water about the overflows into the Test and Southern Water's future investment plans. Your local County and Borough Councillors, Chris Donnelly, David Drew, Maureen Flood and Susanne Hasselmann, as well as the PPF secretary Janet Wright, PPF chair and members attended some or all of these meetings.

Appendix B Cllr Drew

Primary school place offers confirmed by Hampshire County Council

Parents in Hampshire who applied on time for a school place for children starting school in September 2024 – either in Reception Year or in Year 3 in a junior school – have been sent the outcome of their application by Hampshire County Council today (16 April 2024)

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The County Council has processed more than 20,500 applications for children to start school in reception year (Year R) and to move from infant to their first year of junior education (Year 3).

More than 99 per cent (99.05 per cent) of parents have been offered a reception year place for their child in one of their three preferred schools, with over 93 per cent (93.64 per cent) allocated a place at their first preference school.

Further information about the admissions process, including a set of Frequently Asked Questions, is available on the County Council's [Admissions webpages](#).

For more information about school transport assistance and the eligibility criteria, please visit the County Council's [Travel to School webpages](#). This includes information on school transport assistance which may be available in certain circumstances, where the national eligibility criteria are met (application deadline 31 May).

<https://www.hants.gov.uk/News/20240416primaryadmissions>

Changes announced to Hampshire County Council's Cabinet

The following changes to Hampshire County Council's Cabinet membership have been announced today. Councillor Kirsty North takes on the portfolio of Executive Member for Countryside and Regulatory Services, and also retains her Chairmanship of the Employment in Hampshire County Council Committee (EHCC). Councillor Zoe Huggins has been appointed to the position of Executive Member for Performance, Human Resources, Inclusion and Diversity. The portfolio changes will come into effect from Tuesday 23 April, at which point the Cabinet will comprise of the following Executive Members:

- Councillor Rob Humby
 - Leader and Executive Member for Hampshire 2050 and Corporate Services
- Councillor Roz Chadd
 - Deputy Leader and Executive Member for Hampshire 2050 and Corporate Services
- Councillor Liz Fairhurst
 - Executive Lead Member for Adult Social Care and Public Health
- Councillor Jan Warwick
 - Executive Member for Younger Adults and Health and Wellbeing
- Councillor Edward Heron
 - Executive Lead Member for Children's Services
- Councillor Steve Forster
 - Executive Member for Education
- Councillor Nick Adams-King
 - Executive Lead Member for Universal Services
- Councillor Kirsty North
 - Executive Member for Countryside and Regulatory Services
- Councillor Zoe Huggins
 - Executive Member for Performance, Human Resources, Communications and Inclusion and Diversity

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