

**Minutes of the Meeting held on  
Monday 20 September 2021**

**Present:** Councillors Anderson, Fratter, Boucher

**In attendance:** Nicky Breen (Clerk and RFO)

**Members of the Public:** One

- 21/22 – 34 Apologies: To receive apologies and approve reasons for absence**  
Apologies had been received from Cllr Hall, Cllr Warwick and Alison Carey.
- 21/22 - 35 To receive Declarations of Pecuniary Interests (DPI's) and Other Significant Interests (OSI's) from members concerning specific items on the agenda**  
No interests were declared relating to the meeting.
- 21/22 – 36 Public Session**  
The caravan that has been fly tipped on the outskirts of the village was reported to WCC four weeks ago by Alison Carey. As it is still there this will be followed up by the Parish Council.  
**Action: Clerk**
- 21/22 - 37 Minutes of the meeting of 19 July 2021**  
**To approve and sign the minutes**  
The minutes were approved and were signed.  
**To deal with any matters not on the agenda**  
None
- 21/22 - 38 Reports from City and County Councillors**  
Cllrs Warwick and Horrill's reports had been circulated prior to the meeting and are attached. Cllr Horrill arrived at the meeting at minute reference 21/22-42 and added:
- There are two applications for two concrete crusher sites, at Three Maids Hill and Down Farm, Headbourne Worthy.
  - Councillors were urged to look at the updated SHELAA sites for the parish as comments will need to be supplied to WCC.
- Action: Councillors**
- 21/22 - 39 Report from Neighbourhood Watch**  
The report had been received and circulated prior to the meeting and is attached.
- 21/22 - 40 Reports from Wardens and Representatives**
- a. Trees**  
Nothing specific to report
  - b. Pond**  
Pond plants are still to be purchased and planted, and the pond warden is to be asked to provide ideas.  
**Action: Clerk**  
A parishioner who has regularly been feeding the ducks has informed the parish council that they are no longer doing so. Councillors agreed that this is the best way forward considering the large number of ducks that now frequent the pond.
  - c. Burial and Memorial Ground**  
Michelle Price has stepped down from her role as the Burial and Memorial Ground warden. Councillors are grateful for the assistance and help that she has provided. A parishioner has been asked to lay the wreath at the Memorial Ground on Remembrance Day.
  - d. Mowing**  
Cllr Fratter has met with the new contractors and confirmed that the work is going well. Trimming of the far hedge in the burial ground will be added to the list of duties when the contract for next year is drawn up.
  - e. Footpaths**  
The Lengthsmen are to be asked to trim the footpath adjacent to Greenways at their next visit.  
**Action: Clerk**

Signed.....Date.....

**f. Highways**

The gateways have now been repainted. It was noted that the mowing either side of the gateways needs to be addressed.

The parish council is keen to support a young parishioner who has approached them regarding their Duke of Edinburgh award and will ask for their assistance in the design, purchase and planting of native bulbs around the gateways, with a budget of £100-£120 for the bulbs. **Action: Cllr Anderson**

**g. Biodiversity**

The current mowing initiative, with areas in the recreation ground left uncut over the spring and summer, is deemed to have been a success. A parishioner is to be asked if they might be able to provide a biodiversity update that can be included in the newsletter.

**Action: Cllr Boucher**

**h. Church Yard**

Nothing specific to report.

**21/22 - 41**

**Councillor Vacancy**

Winchester City Council had confirmed that there had been no request from electors to hold a by election to fill the vacancy created by the departure of Steve Collins and that the Parish Council could co-opt. Paul Whiteley had previously attended an informal meeting where he met all councillors and gave an overview of his skills and experience relevant to the role, and reasons for wishing to become a councillor. Cllr Anderson proposed that Paul was co-opted and this was unanimously seconded. The Clerk is to arrange completion of the Declaration of Acceptance of Office and send further documents including disclosable interests form and an introductory pack.

**Action: Clerk**

**21/22 – 42**

**To prepare worksheet for lengthsman**

The next visit is 29 September. The strimming of the footpath adjacent to Greeways will be added to the tasks.

**Action: Clerk**

**21/22 - 43**

**To prepare for the Open Parish Meeting on 18 October 7pm to be held in the village hall**

The format of the evening was discussed and an agenda will be published and displayed on the website and noticeboard. Patrick Hendra will be giving a presentation regarding the Young Engineer Club that he runs.

**Action: Clerk**

**21/22 – 44**

**Planning**

Annex B below was discussed with no outstanding comments.

**New applications**

Date Rec'd	Number	Address	Description	Status
02/08/2021	21/02055/HOU	Greystones Littleton Road Crawley SO21 2QD	Two storey extension and single storey additions to the rear to provide open plan kitchen/living space, with additional bedroom and bathroom facilities to the first floor	Current
<i>No comment</i>				
09/08/2021	21/02118/DIC	The Homestead Peach Hill Lane	Discharge of condition 3 (insulation) of planning application 16/02425/LI	Permitted
<i>Since publication of the agenda this has been permitted</i>				
13/06/2021	21/01890/HOU 21/01891/LIS	The Dower House Peach Hill Lane Crawley	Proposed alterations and additions to the Dower House, including alterations to the roof space above the central wing (addition of conservation rooflights) and addition of single storey boot room with external door located to the east of the north wing.	Current

Signed.....Date.....

**CRAWLEY PARISH COUNCIL – MINUTES 20 September 2021**

No comment				
30/06/2021	21/01774/HOU	1 Winsley Cottages Northwood Park Sparsholt SO21 2LX	Careful demolition of existing asbestos cement clad garage and external store and construction of new external store and covered car port	Current
No comment				

**Current Applications**

Date Rec'd	Number	Address	Description	Status
05/05/2021	21/01202/HOU 21/01203/LIS	Pear Tree Cottage Peach Hill Lane	Alterations and rear extensions	Current
23/08/2019	19/01603/TPO	Crawley Court Peach Hill	T1 Dead tree - Fell G1 - Crown lift by 1m	Current
04/06/2019	19/01231/TPO	Crawley Court Peach Hill Lane	T1: Fir - Fell. Poor condition T2: Fir - Fell. Benefit the long-term development of adjacent better-quality trees	Current

**Recent Decisions**

Date Rec'd	Number	Address	Description	Decision
23/06/2021	21/01723/HOU	Manor Lodge Peach Hill Lane Crawley SO21 2PL	Single storey sunken mansard extension	Permitted
09/06/2021	21/01607/HOU	Skirrows Littleton Road	TWO STREY REAR EXTENSION - NEW ATTACHED GARAGE - REMODELLING OF FRONT ELEVATION	Permitted
10/06/2021	21/01617/TPO	Pear Tree Cottage Peach Hill Lane Crawley SO21 2PU	T1 - T4 Yew - Remove at ground level and replant with alternative specimens. Some are of suppressed and of poor form. Trees have caused damage to roof, floor and basement of house, outbuilding and garden wall, all of which are of 'Listed' status. Images attached to this application.	Permitted
03/06/2021	21/01545/HOU	3 Manor Cottages	Proposed single story ground floor extension beneath existing covered walkway. To create new toilet and enlarged Ensuite.	Permitted
23/02/2021	21/00469/DIC	2 Winsley Cottage Northwood Park Sparsholt SO21 2LX	3. Bricks - Terca Renaissance , Roof Tiles - Traditional Clay Tile Company, Manor Range - medium colour 4. Details of Hard and Soft Landscaping - see attached 101 DProposed Landscape Plan & Proposed Winsley WD3 Landscaping 5. Plans and Cross Sections of Existing and Proposed - see attached Proposed Landscape Plans and Existing Winsley Site Sections 6. Mud Measures - see attached WDs V4 (dragged) 7. Parking Provisions see attached WDs V4 (dragged) 8. TER/ Energy info - see attached Compliance information Winsley, Dwelling Sign Off Winsley and full SAP Calculation Winsley and SEES Part G Water Efficiency Calcs 9. Protective measures inc fencing and ground protection - See P15 of the TS AIA 10. Underground service plan - see attached All WDs V4 (dragged) 2 and All WDs V4 (dragged) 3 11. Arbo Method Statement - see attached TS AIA 12. Bats Method Statement - see attached BEMP	Permitted

Signed.....Date.....

21/22 – 45

**Finance**

**a. Recent transactions – to approve income and expenditure since last meeting**

	<b>Payments</b>	<b>Description</b>	<b>Total £</b>
PV27	HMRC	PAYE June 2021	14.40
PV28	Nicola Breen	Salary June 2021	356.38
PV29	Winchester City Council	Pavillion Rates (DD)	23.52
PV30	Winchester City Council	Pavillion Sewerage 21/22	343.98
PV31	Uni-Guard Fire Protection	Pavillion extinguisher service	33.60
PV32	Business Stream	Pond 15.04-26.07	13.74
PV33	Green Smile LTD	July 2021	369.00
PV34	HMRC	PAYE July	71.60
PV35	Nicola Breen	Salary July	298.18
PV36	Scandor Landscape Contractors Limited	June 2021 (cuts 8-11)	381.60
PV37	Business Stream	Rec Ground 15.04-28.07	46.61
PV38	George Philippi Memorial Sports Ground	Playground Reserve Transfer	1587.80
PV39	George Philippi Memorial Sports Ground	Grant transfer	9105.00
PV40	Green Smile LTD	August 2021	369.00
PV41	HMRC	PAYE August	71.60
PV42	Nicola Breen	Salary August	298.18
PV43	Hampshire County Council	Newsletter refund	-27.20
PV44	Winchester Citizens Advice	Donation	100.00
PV45	Southern Electric	Cricket Club 19.5-10.8	50.38
PV46	George Philippi Memorial Sports Ground	Funds Transfer	9200.00
PV47	Green Smile LTD	September 2021	369.00
PV48	PKF Littlejohn LLP	External Audit	240.00
PV49	JRB Enterprise	Dog waste bags	63.96
	<b>Receipts</b>		
RV08	Igas Star Energy	Grant for burial ground	1620.00
RV09	HMRC VTR	VAT return Oct20-Mar21	1337.73
RV10	Winchester City Council	Precept	8750.00

Payments PV27 – PV49 were approved and receipts noted.

**b. To review budget year to date**

The budget sheets had been circulated prior to the meeting. There has been no change to the budget.

**c. Approval and acceptance of Notice of Conclusion of Audit and Annual Return to 31 March 2021**

The notice of conclusion of audit and annual return to 31 March 2021 were approved and accepted. This and the external auditor report and certificate have been posted on the website.

**d. Review and approve annual insurance payment**

The Ecclesiastical policy is a three-year long-term agreement until September 2023. The invoice of £948.12 represents a 3% index linked increase on the sums insured plus a £19.21 increase for the additional cover for the gateways. It was agreed to make this payment.

21/22 – 46

**Review of Governing Documents and Policies**

**Code of Conduct**

This had been circulated prior to the meeting. Councillors reviewed it and no changes were recommended.

**Risk assessments**

Signed.....Date.....

The visual risk assessments for the playground and pond are to be carried out weekly, and bi-monthly for the burial ground, memorial ground, churchyard, recreation ground and cricket pavillion. The clerk is to be informed when the checks have been done via email, as well and any observations that may have been noted.

**Action: Clerk**

The financial risk assessment requires updating. This will be done by Cllr Fratter and the Clerk.

**Action: Cllr Fratter, Clerk**

**Health and Safety Policy**

The health and safety risk assessment schedule had been circulated prior to the meeting. No changes were recommended.

**21/22 – 47**

**Discuss and approve content of the September parish newsletter**

The following would be included:

HCC refugee fund

Shelaa Sites

Open parish meeting

Biodiversity update

**There being no other business the meeting closed at 9.20pm. the date for the next meeting is 15 November.**