



# New Alresford Town Council

Alresford Recreation Centre, The Avenue, Alresford, Hants, SO24 9EP  
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**Minutes of the meeting of the Town Council of New Alresford Town Council held at Alresford Recreation Centre, The Avenue, Alresford, SO24 9EP, on Tuesday 9 July 2019 commencing at 7.30pm**

Name	Present	Apologies	Absent
Cllr Divall (Chair)	✓		
Cllr Sprott (Vice-Chair)	✓		
Cllr Gordon-Smith	✓		
Cllr Bean	✓		
Cllr Byrne	✓		
Cllr Cavell		✓	
Cllr Evans	✓		
Cllr Griffiths		✓	
Cllr Holmes	✓		
Cllr Jeffs		✓	
Cllr Witchard		✓	

**ALSO PRESENT:** Marcia Phillibert – Town Clerk, Sarah Johnson – Deputy Clerk,

The Chair welcomed all present to the meeting.

**19/097 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE.**

Apologies received from Councillors Witchard and Jeffs.  
All apologies accepted.

**19/098 TO RECEIVE DECLARATIONS OF DISCLOSABLE PECUNIARY AND NON-PECUNIARY INTERESTS ON ITEMS ON THE AGENDA.**

Councillor Sprott - Non-Pecuniary – Tree quote – Agenda item 19/108  
Chair Divall – Non-Pecuniary – Town Trust – Agenda item 19/113

**19/099 TO APPROVE DISPENSATIONS FOR DISCLOSABLE PECUNIARY INTERESTS UNDER SECTION 33 OF THE LOCALISM ACT 2011.**

The Clerk advised nothing received for this meeting.

**19/100 PUBLIC PARTICIPATION FOR FIFTEEN MINUTES TO ALLOW MEMBERS OF THE PUBLIC PRESENT TO RAISE QUESTIONS TO ASK QUESTIONS OF, AND MAKE COMMENTS, REGARDING THE TOWN COUNCIL. QUESTIONS NOT ANSWERED AT THIS MEETING WILL BE ANSWERED IN WRITING TO THE PERSON ASKING THE QUESTION OR MAY APPEAR AS AN AGENDA ITEM FOR THE NEXT MEETING. EACH PERSON WISHING TO SPEAK WILL BE ALLOWED A MAXIMUM OF THREE MINUTES.**

*(Public Bodies (Admission to Meetings) Act 1960, Section 1)*

Three residents of The Dean spoke on the restrictions to residents parking on The Dean and the fact that the new housing developments are now causing parking concerns for the residents in particular at the bottom of The Dean. There have been meetings with

ward councillors and would like to know the outcome of the visits and discussions regarding The Dean and the parking strategy including the Traffic Regulation Order. The residents of The Dean would like to progress this project and take the appropriate next steps

Members of the public spoke in relation to the Eel House. The Eel House is subject to major wear and tear, it is of historic importance and in need of major repair work. The initial restoration works cost in the region of £38,000.00 and a further £2,000.00 spent to maintain the building. There are three culverts which are collapsing and require repairs to ensure the footpaths remain safe. The current estimated costs for repairs are in the region of £23,500 and the Town Trust have raised approximately £14,000.00, Hampshire County have agreed to contribute £4,000. The works can commence once the Environment Agency have received all the reports from English Nature and issue the license, possibly in September 2019.

Representatives from the New Alresford and Cheriton Scouts delivered a presentation in respect of the need for a new Scouts HQ due to the dilapidation of the current building in Bridge Road. There is an opportunity to rebuild a new Scout HQ at Sun Hill development. The location is close to the town with open space and would also provide a community facility. The Scouts request Town Council support to achieve their aims.

**19/101 (i) City Councillors Report**

Councillors Power and Russell-Smith reports were both noted.

**(ii) County Councillors Report**

Councillor Porter sent apologies; Specific requests to Council in relation to CIL project West Street, seat at Bus Stop at Salisbury Road/Jacklyn Lane, improvements to Millennium trail footpaths and the A31 signage improvements have been approved and will be put in place as soon as possible.

**Recommendation 1:** To be referred to the appropriate Committees, that is CIL project West Street to Planning Committee. Seat at Bus Stop at Salisbury Road/Jacklyn Lane to Recreation and Environment Committee. Improvements to Millennium trail footpaths to remain Town Council.

**19/102 TO RECEIVE AND APPROVE MINUTES AND RECOMMENDATIONS OF THE ANNUAL MEETING OF THE COUNCIL MEETING HELD ON 20 MAY 2019 (CIRCULATED)**

*(LGA 1972 Sch 12 para 41(1))*

A proposal was received, seconded and voted in favour of accepting the minutes as a true and accurate record of the meeting on 18 June 2019.

**RESOLVED: That the minutes of the meeting held on 18 June 2019 be accepted and approved as a true and accurate record.**

**19/103 TRAINING FOR STAFF AND COUNCILLORS**

The training courses attended by councilors were discussed and the findings listed below.

Knowledge and Core Skills Course - Recommended

Chairman Course – Recommended

Financial Course – Recommended

**19/104 CHAIRS ANNOUNCEMENTS – TOWN COUNCIL**

The Chair shared data depicting that the over 65's population has expanded whilst the under 5's age group has reduced in New Alresford.

Sun Hill – Winchester City Council, Hampshire County Council and the developers are in the final stages of negotiating the master plan.

The Clerks report will be reinstated which will monitor all Town Council Actions Nicola Waight of Hampshire County Council is the principle transport officer and has offered to meet with regards to West Street project.

A proposal was received, seconded and voted in favour of the Chair of Planning Councillor Gordon-Smith meet with Nicola Waight to progress the project.

**RESOLVED: Chair of Planning Councillor Gordon-Smith meet with Nicola Waight to progress the West Street project**

Winchester City Council have offered to complete a parking strategy for New Alresford Town Council. A proposal was received, seconded and voted in favour of engaging with Winchester City Council in respect of the parking strategy.

**RESOLVED: That New Alresford Town Council engage with Winchester City Council to conduct a parking strategy.**

Councillor Bill Witchard has resigned and the Notices have been placed on the Notice Boards that there is currently a vacancy on the Council

**(i) Staffing Committee**

To be held in confidential session

**(ii) Finance Committee**

The Chair shared details of how the precept is calculated and collected by Winchester.

All Committees to submit a five-year plan for budget purposes to include Short and long goals. To be submitted preferably by the next Finance Committee

**(iii) Planning Committee**

Longbarn planning variation to be more specific. It will be heard at Winchester City Council on 18 July 2019.

**(iv) Facilities Committee**

The Facilities Committee was not held

**19/105 TO RECEIVE AND APPROVE DETAILED BALANCE SHEET, BANK RECONCILIATION, BANK STATEMENTS AND INCOME AND EXPENDITURE REPORT AS AT 30 JUNE 2019**

*(Internal Audit Accounts & Audit Regulations 2003 Reg 2)*

<b>Ledger</b>	<b>Balance</b>
Balance Sheet (Asset – Liabilities)	372,989
Income - Expenditure YTD	89,460
Current Account	69,427.11
32 Day Notice	300,901.42
Petty Cash	30.66

A proposal was received, seconded and voted in favour of accepting the Detailed Balance Sheet, Bank Reconciliation, Bank Statements and Income and Expenditure Report as at 30 June 2019.

**RESOLVED: That the Detailed balance sheet, Bank reconciliation, Bank statements and Income and Expenditure report as at 30 June 2019 be accepted and approved.**

**19/106 TO RECEIVE AND APPROVE PAYMENTS UP TO 30 JUNE 2019.**

Receive and review of Purchase ledger payments to the net value of £14,420.29, £12.99 and £2,622.36, also a refund of £5.00 from Information Commissioners Office. Schedule of additional Payments to the value of £9,895.81

A proposal was received, seconded and voted in favour of accepting and approving the purchase ledger and schedule of payments up to 30 June 2019.

**RESOLVED: That the purchase ledger and schedule of payments up to 30 June 2019 be accepted and approved.**

**19/107 To receive and approve payments for Technique – IT support.**

The quote approved by the Facilities Committee for IT protection did not include the protection for the server and therefore there is an additional £19.50 to be approved. Installed with the new computers was a new server and software so that backup is now fully automated to the value of £1256.34

The new telephone support contract is due for renewal to the value of £1296.00 paid monthly by direct debit

A proposal was received, seconded and voted in favour of approving all IT support payments

**RESOLVED: That the additional payment of £19.50 for IT protection, backup support to the value of £1256.34 and IT telephone support to the value of £1296.00 be approved.**

**19/108 To receive and approve quotes for tree works – Memorial Gardens.**

Ash die back is an issue in Memorial Gardens and a number of trees need to be removed. Quotes include to cut back the Laurel hedge

Two quotes reviewed and a proposal was received, seconded and voted in favour of approving Ropley Trees at a value of £2700.00

**RESOLVED: That the tree works at Memorial Gardens by Ropley Trees to the value of £2700.00 be approved.**

**19/109 To receive and approve quote for Skate Park - Arlebury Park.**

Referred from the Recreation and Environment Committee a quote regarding the extension to the skate park from Complete Garden Construction to the value of £11,800.00

A proposal was received, seconded and voted in favour of approving the quote received from Complete Garden Construction to the value of £11800.00

**RESOLVED: That the quote received from Complete Garden Construction to the value of £11,800 be approved.**

**19/110 To receive and approve Risk Assessment - Speed Limit Reminder.**

The Speed Limit Reminder Risk Assessment was reviewed.

A proposal was received, seconded and voted in favour of approving the Speed Limit Reminder Risk Assessment

**RESOLVED: That the Speed Limit Reminder Risk Assessment be approved**

**19/111 To receive and approve Code of Conduct.**

The Code of Conduct reviewed

A proposal was received, seconded and voted in favour approving the Code of Conduct

**RESOLVED: That the Code of Conduct be approved**

**19/112 To increase and approve the Grant Budget for year 2019/20.**

To increase the current Grant Budget by £2000.00 to £10,000 and that the £2450 also be added, therefore the Grant budget will be £12450.

A proposal was received, seconded and voted in favour approving the increase the Grants budget to £12450.

**RESOLVED: That the Grant Budget be increased to £12450 is approved**

**19/113 To receive Grant applications for consideration**

**(i) Victim Support**

Victim Support request the sum of £100.00. Previously applied for grant funding in 2017/18 and 2014/15

A proposal was received, seconded and voted in favour approving the Grant request to the value of £100.00

**RESOLVED: That Victim Support is awarded grant request to the value of £100.00**

**(ii) New Alresford Town Trust – Eel House.**

New Alresford Town Trust request the sum of £2000.00. Previously applied for a Grant in 2012

Considered an exception due to the fact it is a tourist attraction, heritage asset and a known benefit to the Town. The building is in need of repair and the amount requested is a small percentage of the total amount required to complete the works.

A proposal was received, seconded and voted in favour approving the Grant request to the value of £2000.00

**RESOLVED: That New Alresford Town Trust is awarded grant request to the value of £2000.00**

**(iii) New Alresford Town Trust - The Avenue – Grass cutting**

Policy states only one organization per year to be considered for Grant funding and therefore this application is not to be considered

A proposal was received, seconded and voted in favour of not considering this grant application.

**RESOLVED: That New Alresford Town Trust - The Avenue – Grass cutting is not considered.**

**19/114 To consider and approve New Alresford Town Council led town activities.**

Council considered possibilities for New Alresford Town Council Led activities

A proposal was received, seconded and voted in favour of hosting a talk regarding recycling and a photo competition which councillors are not to enter.

**RESOLVED: That the Town Council host a talk relating to Recycling and hold a Photo Competition that councillors are not allowed to enter**

**19/115 TO REVIEW AND APPROVE THE RESTRUCTURING OF COMMITTEE MEETINGS AND TIMETABLE.**

The current structure of the committees be revised.

Economy and Tourism to become Community and Economy and include community projects to be held the 1<sup>st</sup> Tuesday of the month.

Planning to include Sun Lane project, Highways, Parking and Pavements to be held the 1<sup>st</sup> Tuesday of the month.

Finance to include Facilities, Health and Safety and Policies to be held on the 2<sup>nd</sup> Tuesday of the month.

Town Council to be held on the 3<sup>rd</sup> Tuesday of the month.

Recreation and Environment to be held on the 4<sup>th</sup> Tuesday of the month.

Staffing to be held as required.

A proposal was received, seconded and voted in favour of accepting the restructure excluding Recreation and Environment Committee which will continue to meet every two months.

**RESOLVED: That the restructuring of the Committees take place, so all Committee except for Recreation and Environment meet monthly. That Economy and Tourism change to Community and Tourism, Facilities merge with Finance to be Facilities and Finance. To commence from September onwards.**

A proposal was received, seconded and voted in favour of New Alresford Town Council work with Winchester City Council in respect of the Parking Strategy and that this is led by the Planning Committee

**RESOLVED: That New Alresford Town Council work with Winchester City Council in respect of the Parking Strategy and that this is led by the Planning Committee.**

**19/116 REPORTS AND ISSUES - FOR INFORMATION ONLY**

**(i) Internal Audit Report**

The Internal Audit was received and noted

**(ii) Room Hire Rates – Arlesford Recreation Centre**

The room rates remain the same but exclude VAT - Noted

**(iii) Winchester Green Week 29 September – 6 October 2019**

Noted

**(iv) Lord Lieutenant of Hampshire visiting the Museum 13 July 2019**

Noted

**19/117 Items for consideration on forthcoming committee agendas**

The phone box in West Street

Happy to Chat bench – Recreation and Environment Committee

- 19/118 The Town Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature of the business about to be transacted.**

*(Public Bodies (Admission to Meetings) Act 1960 section 1(2))*

A proposal was received, seconded and voted in favour of excluding members of the public.

**RESOLVED: That members of the public be excluded from the meeting.**

- 19/119 To receive and approve minutes and recommendations of the Staffing Committee meeting held on 25 June 2019.**

*(LGA 1972 Sch 12 para 41(1))*

A proposal was received, seconded and voted of approving the minutes of the Staffing Committee meeting held on 25 June 2019

**RESOLVED: That minutes of the Staffing Committee meeting held on 25 June 2019 be approved.**

The meeting concluded at 9:32pm

**DATE OF NEXT MEETING TUESDAY 17 SEPTEMBER 2019 AT ALRESFORD RECREATION CENTRE, THE AVENUE, ALRESFORD, SO24 9EP, COMMENCING AT 7.30PM**