

Kings Worthy Parish Council

**Minutes of the Parish Council Meeting
held on Monday, 22 June 2020 at 19:30 in
Kings Worthy Community Centre, Fraser Road, Kings Worthy**

| | | | |
|------------------------------|------------------|------------------------------|--|
| Chair of the meeting: | Cllr Les Haswell | Clerk to the meeting: | Christopher Read Lucia Foster-Found |
|------------------------------|------------------|------------------------------|--|

| Attendees: | | Apologies given: |
|---------------------|----------------------|------------------------|
| Cllr Sue Cook | Cllr Mandy Hallisey | Cllr Jane Rutter (WCC) |
| Cllr Colin Cossburn | Cllr Dorry Lawlor | |
| Cllr Emily Fish | Cllr Stewart Newell | |
| Cllr Ian Gordon | Cllr Charlotte Smith | |

| | |
|--|---------------------|
| Winchester City Council (WCC): | Cllr Malcolm Prince |
| Hampshire County Council (HCC): | Cllr Jackie Porter |

| | |
|-------------------------------|---|
| Members of the public: | 0 |
|-------------------------------|---|

PC/20/077 – Co-option of Councillors

Five candidates had submitted applications to fill the three vacancies. Three candidates made brief presentation on why they wished to become a Councillors. Two of the candidates could attend the meeting and a written representation was read out by the Clerk. Written information from all candidates had been sent to Councillors before the meeting.

Due to the nature of voting in Zoom, members of the public and City/County Councillors were placed in the waiting room at this point to allow only the electronic vote itself to be taken. They returned to the meeting once the votes had been cast.

The following candidates were co-opted:

Signe Biddle – 6 votes out of 9.

Matthew Miller-Hall – 6 votes out of 9.

Steve Waters – 9 votes out of 9.

The Council expressed their thanks to all the candidates that applied.

PC/20/078 – Signing of acceptance of office forms

Signe Biddle signed her declaration of acceptance of office. It was agreed for Matthew Miller-Hall and Steve Waters to sign theirs before or at the next full Parish Council meeting.

(A member of the public left at this point)

PC/20/079 – Appointment to committees

Signe Biddle was appointed onto the Finance, Administration & Remuneration and Planning & Highways committees.

Steve Waters was appointed onto the Planning & Highways committee.

PC/20/080 – Public Question Time

None.

PC/20/081 – Impact of Coronavirus (COVID-19)

None.

PC/20/082 - Agree and sign the Minutes of the Meeting held on 18 May 2020

The minutes of the meeting held on 18 May 2020 were agreed as a true record of the meeting and it was agreed for the Chair to sign these as a true record after meeting, via the post.

PC/20/083 – Reports from the County Councillor (inc. report on Barton Farm, City Councillors, School Governor and Parish Councillors following external meetings)

Cllr Porter gave a report for Hampshire County Council (see attached).

Cllr Prince gave a report for Winchester City Council highlighting issues they have faced with regards to COVID-19 and the progress of the new leisure centre.

[Meeting to discuss 41 Ramsay Road boundary](#) – Cllr Newell and the Clerk met with the owners of the property. Subsequently a revised final boundary has been agreed by members of the FAR committee.

(A member of the public left at this point)

Cllr Haswell highlighted that the Caravan and rainbow are still in Mountbatten Place and he has received a number of complaints relating to both issues. Cllr Porter noted that Cllr Rutter is dealing with this.

PC/20/084 – Matters arising from the meetings held on 18 May 2020

None.

PC/20/085 – To receive the minutes of the committees

[Recreation & Amenities \(R&A\) Committee](#) – All Councillors had received a copy of the minutes before the meeting.

[Finance, Administration & Remuneration \(FAR\) Committee](#) – All Councillors had received a copy of the minutes before the meeting, including the monthly management report (see attached).

Cllr Smith asked how long we will be holding the retention against Carroway given that they have gone into Administration. Cllr Gordon noted that there was an attempt to recover it by their administrators but some time ago, but we have not heard anything since. The retention will be held until such a time that repairs are needed to the path, at which point it will be spent.

Agreement of Annual Governance and Accountability Return (year ending 31st March 2020) – Finance, Administration & Remuneration had approved annual governance statement and annual accounting statements.

A copy (see attached) had been circulated to all Council members before this meeting and Councillors agreed to answer yes to all questions in section 1 (excluding question 9 which wasn't applicable) and agreed all the figures in the annual accounting statements (section 2).

Planning and Highways (P&H) Committee – All Councillors had received a copy before the meeting of the minutes for the both the May and June meetings.

Cllr Gordon noted that Winchester City Council had approved the application to develop 5 Boyne Rise at their recent planning committee meeting.

Cllr Newell asked what the average speed was recorded on Lovedon Lane (between 22/11/19 – 24/05/20). The average speed recorded in that period was 35.4 mph. In total 19.5% cars were exceeding 40mph.

PC/20/086 - Communications [incl. Website /Facebook / Newsletter / Monthly Comms. etc.]

It was agreed that the cut off for items for the next newsletter will be the July Parish Council meeting.

PC/20/087 - Clerk's Notices

Lengthsman retention – An email had been received from Itchen Valley Parish Council (the administrator of our Lengthsman scheme) regarding a reserve they hold on behalf of members. Their internal auditor had queried why they were holding a reserve created from funding received before the Lengthsman was appointed. This as being held as a contingency to fund visits for the remainder of the calendar year if HCC pull the funding for scheme. HCC can do this with 2-months notice. It was agreed that the funds should continue to be held in reserve on our behalf.

PC/20/088 – Chairman's Notices

None.

PC/20/089 – Items for discussion at the next meeting (Parish Council Meeting) on the 27 July 2020

None.

Meeting Closed: 20:36.

Signed:

Date:

County Councillor's Report to Parish and Town Councils June 2020

So this is the view we have all had of each other for the last few weeks! Meanwhile, Councils at all levels have had to change standing orders and adapt to online meetings. I have to say that in many cases, attendance has improved, meetings have been more focused but the simplest things can become complicated for those not able to cope with the technology. If your council is not fully up to speed with this, I can put you in touch with another who may be able to help?



Thank you again to everyone who has been helping to keep their community informed and supported in the last three months

New online services such as Dance classes for young people, Compassion Calls, Hand in Hand etc are being developed and advertised. Meanwhile, for those recently out of shielding, there may be new challenges. Please continue to refer any requests for help that your local group cannot cover to the County's number from 9am to 5pm daily : 0333 370 4000 to be signposted to help for yourself or someone else you are concerned about.

Hampshire Together: Health Services in this area. : I recently attended a presentation about the new proposals for delivery of the HHFT's Health Trust services. The Engagement Team are happy to lead presentations to support the consultation which is online or they can send out paper copies. There are several strands of the work currently progressing, starting with initial engagement in June /July 2020, an options Analysis in Oct 2020, aiming to present a planning application in the Spring of 2021, with a view to building in 2025 or earlier. If you'd like a presentation to your Council and residents please contact the team on engagement@hhft.nhs.uk This is available to other groups in your area too, so please pass this on to anyone who may be interested.

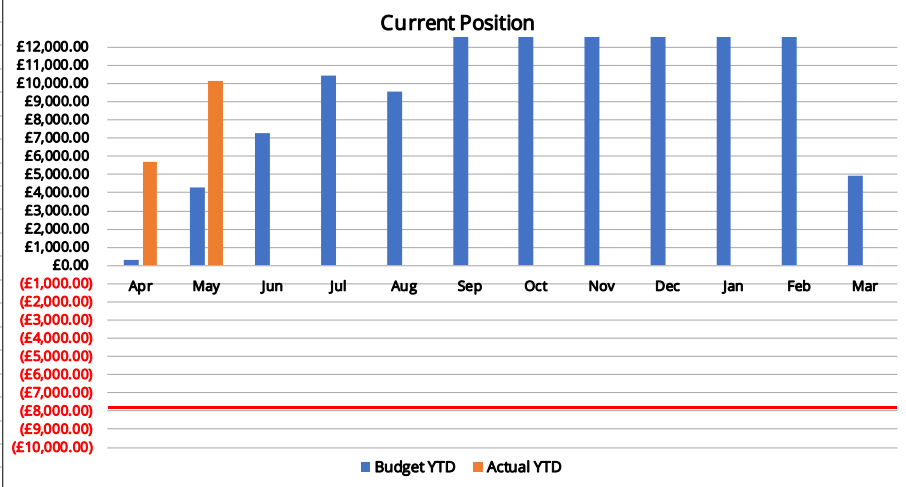
Footpaths are getting more use: you will have been asked if there are paths that need more attention. Contact Elliott.rowe@hants.gov.uk or Anny.sullivan@hants.gov.uk for direct HCC attention to cutting etc. **County Care Homes** :There has been a great deal reported about deaths in care homes. The County council owns and runs several including Westholme which includes Nursing facility for severely ill but stable patients who require 24 hour nursing care. The numbers of deaths per home are not being reported, despite several FOI requests, but it is estimated that care home deaths are almost double the usual rate (194 versus 100 at the time of asking).

Schools have been open during lockdown but are now welcoming back pupils from non vulnerable families and non key workers. Early years settings are back too, but without the financial support that schools receive. Please be aware of this- Voluntary Aided pre -chools are charities and cannot risk debt: they may be asking for a grant to stay open!

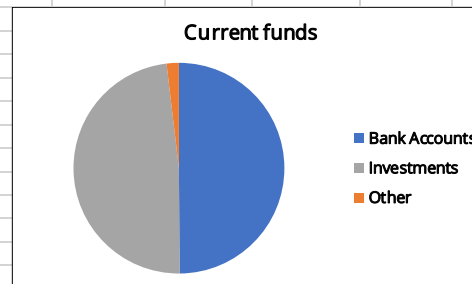
Road closures and road problems are still prominent in my inbox. I am happy to receive copies of all of your complaints to follow through later in June , but currently most of the teams seem to be actively involved in re configuring town centres ready for the 15th June re-opening of the High Streets. **Please keep your play areas closed:** despite requests from some councils, these cannot be opened yet.

Cllr Jackie Porter

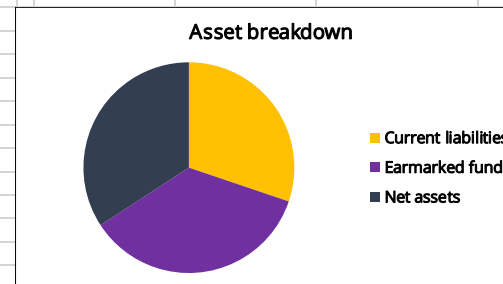
Tel/text: 07973 696 085. jackie.porter@hants.gov.uk twitter: @JackieLibDem



Note - Values above £0.00 constitute a surplus, those below £0.00 constitute a deficit.

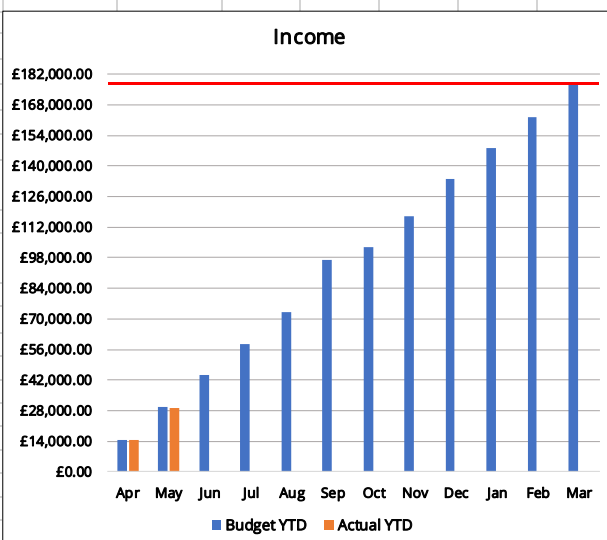


| | |
|----------------------|--|
| Bank Accounts | Money held in our current & direct access reserve accounts. |
| Investments | Money held in fixed term deposits with restricted access. |
| Other | Money held on our procurement card, owed to us or we have prepaid. |

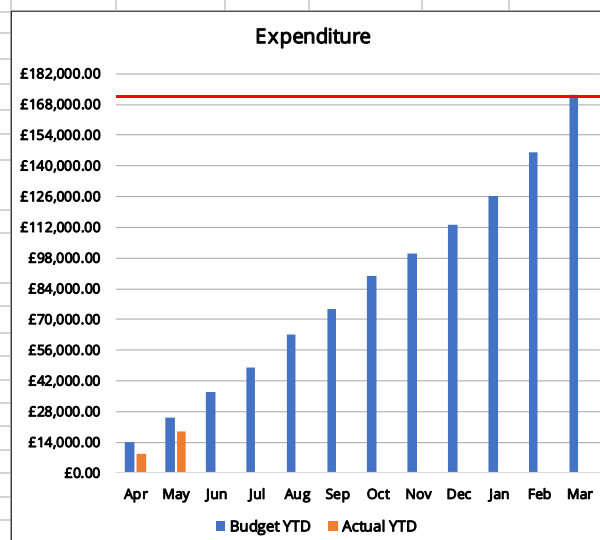


| | |
|----------------------------|---|
| Current Liabilities | Money that has been allocated for example income received on account. |
| Earmarked funds | Pots of money that is earmarked for a specific purpose such as CIL. |
| Net Assets | Remaining assets after the liabilities and earmarked funds are removed. |

| | |
|-------------------|--|
| Budget YTD | This is the budgeted target for variance by that date. |
| Actual YTD | This is the actual variance accumulated by that date. |
| Red Line | Annual budget for variance |



| | |
|-------------------|---|
| Budget YTD | This is the budgeted target for total income by that date |
| Actual YTD | This is the actual total income received by that date |
| Red Line | Annual budget for income |



| | |
|-------------------|---|
| Budget YTD | This is the budgeted target for total income by that date |
| Actual YTD | This is the actual total income received by that date |
| Red Line | Annual budget for expenditure |

Management Accounts for the period ending 31st May 2020

| Income | | | | | Balance Sheet | |
|--|--------------------|-------------------|-------------------|-------------------|---|--------------------|
| 2020/21 Financial Year | | | | | Bank Accounts | |
| | Annual Budget | Budget YTD | Actual YTD | Variance YTD | | |
| Neighbourhood Plan | £9,000.00 | £0.00 | £0.00 | £0.00 | Unity Trust Bank Current Account | £10,762.37 |
| Finance, Administration & Remuneration (inc. CIL receipts) | £214,135.02 | £28,422.37 | £28,317.38 | -£104.99 | Unity Trust Tailored Deposit Account | £82,385.08 |
| Kings Worthy Community Centre | £4,181.20 | £696.87 | £145.54 | -£551.33 | Sub-Total: | £93,147.45 |
| Planning & Highways | £0.00 | £0.00 | £0.00 | £0.00 | Investments/Deposits | |
| Recreation & Amenities | £6,060.00 | £496.87 | £746.00 | £249.13 | Hampshire Trust Bank Variable (45 day notice) | £42,313.17 |
| | £233,376.22 | £29,616.11 | £29,208.92 | -£407.19 | Hampshire Trust Bank Variable (90 day notice) | £42,686.83 |
| | | | | | United Trust Bank Variable (100 day notice) | £5,000.00 |
| | £186,270.20 | £29,616.11 | £29,208.92 | -£407.19 | Sub-Total: | £90,000.00 |
| Expenditure | | | | | Other | |
| 2020/21 Financial Year | | | | | | |
| | Annual Budget | Budget YTD | Actual YTD | Variance YTD | | |
| Neighbourhood Plan | £9,000.00 | £0.00 | £0.00 | £0.00 | B4B Procurement Card | £177.04 |
| Finance, Administration & Remuneration | £73,517.28 | £14,475.68 | £10,852.79 | £3,622.89 | Debtors | £3,334.15 |
| Kings Worthy Community Centre | £9,685.00 | £2,392.77 | £1,206.89 | £1,185.88 | Prepayments | £0.00 |
| Planning & Highways | £6,500.00 | £0.00 | £0.00 | £0.00 | Sub-Total: | £3,511.19 |
| Recreation & Amenities | £81,269.00 | £8,481.20 | £6,981.28 | £1,499.92 | | |
| | £179,971.28 | £25,349.65 | £19,040.96 | £6,308.69 | Total Current Assets: | £186,658.64 |
| Position - Actual (excluding transfer to play area reserve) | | | | | Current Liabilities | |
| Net Surplus / Deficit | £6,298.92 | £4,266.45 | £10,167.96 | £5,901.51 | Trade Creditors | £1,019.02 |
| | | | | | Retentions | £377.20 |
| Transfer to play area maintenance reserve at 30/04/2020 | | | | £10,000.00 | Received on Account (inc. Precept) | £54,859.66 |
| Memorandum - Revised Position (including transfer to play area) | | | | | PAYE Payments Due | £299.80 |
| Net Surplus / Deficit | -£3,701.08 | -£5,733.55 | £167.96 | £5,901.51 | NI Payments Due | £509.86 |
| | | | | | Pension Payments Due | £839.09 |
| | | | | | VAT to be Paid | (£1.58) |
| | | | | | VAT to be Reclaimed | (£1,530.05) |
| | | | | | VAT that has been Reclaimed but not received | £0.00 |
| | | | | | Total Current Liabilities: | £56,373.00 |
| | | | | | Current Assets Minus Liabilities: | £130,285.64 |
| | | | | | Earmarked Funds in Reserve | |
| | | | | | Church Green Reserve | £10,669.99 |
| | | | | | Play area maintenance reserve | £24,053.22 |
| | | | | | CIL Reserve | £31,746.75 |
| | | | | | Total Current Liabilities: | £66,469.96 |
| | | | | | Net Assets | |
| | | | | | Profit & Loss Accounts Brought Forward | £12,582.28 |
| | | | | | General Reserves (inc. £7,364.59) for tree works) | £41,065.43 |
| | | | | | Profit & Loss Year to Date | £10,167.96 |
| | | | | | Total Net Assets: | £63,815.67 |

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

| | Agreed | | | 'Yes' means that this authority: |
|---|--------|-----|-----|--|
| | Yes | No* | | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | | | | <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i> |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | | | | <i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i> |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | | | | <i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i> |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | | | | <i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i> |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | | | | <i>considered and documented the financial and other risks it faces and dealt with them properly.</i> |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | | | | <i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i> |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | | | | <i>responded to matters brought to its attention by internal and external audit.</i> |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | | | | <i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i> |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes | No | N/A | <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i> |

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2019/20 for

Kings Worthy Parish Council

| | Year ending | | Notes and guidance |
|---|--------------------|--------------------|---|
| | 31 March 2019 £ | 31 March 2020 £ | |
| | | | <i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> |
| 1. Balances brought forward | 141,796 | 124,120 | <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i> |
| 2. (+) Precept or Rates and Levies | 132,579 | 154,315 | <i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i> |
| 3. (+) Total other receipts | 24,091 | 15,858 | <i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i> |
| 4. (-) Staff costs | 44,932 | 47,701 | <i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i> |
| 5. (-) Loan interest/capital repayments | 0 | 0 | <i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i> |
| 6. (-) All other payments | 129,414 | 126,474 | <i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i> |
| 7. (=) Balances carried forward | 124,120 | 120,118 | <i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i> |
| 8. Total value of cash and short term investments | 129,729 | 124,912 | <i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i> |
| 9. Total fixed assets plus long term investments and assets | 769,929 | 782,790 | <i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i> |
| 10. Total borrowings | 0 | 0 | <i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i> |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes | No | <i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.</i> |
| | | ✓ | |

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

[Redacted Signature]

Date

08/06/2020

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED