

## Kings Worthy Parish Council

**Minutes of the Parish Council Meeting  
held on Monday, 27 April 2020 at 19:30 in  
Kings Worthy Community Centre, Fraser Road, Kings Worthy**

<b>Chair of the meeting:</b>	Cllr Les Haswell	<b>Clerk to the meeting:</b>	Christopher Read Lucia Foster-Found
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Attendees:		Apologies given:
Cllr Sue Cook	Cllr Mandy Hallisey	Cllr Ian Gordon
Cllr Colin Cossburn	Cllr Stewart Newell	Cllr Dorry Lawlor
Cllr Emily Fish	Cllr Charlotte Smith	

<b>Winchester City Council (WCC)</b>	Cllr Jackie Porter
<b>Hampshire County Council (HCC)</b>	Cllr Jackie Porter

<b>Members of the public:</b>	0
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The Chair welcomed Councillors Cook and Cossburn to the Parish Council.

### PC/20/050 – Public Question Time

None.

### PC/20/051 – Signing of new Councillor forms for Cllrs Cook & Cossburn

Due to COVID-19, it was agreed that Cllrs Cook and Cossburn can sign their declaration of acceptance of office and register of interest forms before the next meeting, witnessed by the Clerk remotely.

### PC/20/052 – Appointment of Councillor(s) to committee(s)

The following appointment were agreed:

- Cllr Cook – Recreation & Amenities committee
- Cllr Cossburn – Planning & Highways committee

### PC/20/053 – Vacancies on the Parish Council

It was reported to members that Cllr Anderson had resigned from the Council and members expressed their thanks for her hard work.

It was agreed to formally advertise the vacancy on the Council and re-advertise the remaining two vacancies all for filling via co-option.

## PC/20/054 – Impact of Coronavirus (COVID-19)

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It was agreed that due to the recent legislation changes, the Annual General Meeting would be deferred until 2021 to allow the meeting to take place in person and hopefully with a full complement of Councillors.

As the Annual Parish Meeting cannot be held electronically, it was agreed to include an annual report in the next newsletter.

Action	To be actioned by:	Target date:
Prepare a newsletter including the annual reports as above.	Comms / Clerks	30/06/2020

## PC/20/055 - Agree and sign the Minutes of the Meeting held on 23 March 2020

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The minutes of the meeting held on 23 March 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/20/056 – Reports from the County Councillor (inc. report on Barton Farm, City Councillors, School Governor and Parish Councillors following external meetings)

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Cllr Porter gave a report on the Winchester City Council and Hampshire County Council COVID-19 response, highlighting the following:

- COVID-19 - A postcard had been sent by the Worthys Councillors including all the numbers for residents to access help if they require it during COVID-19. The County and City Council have also been advising members of the public on domestic abuse, financial abuse and childcare issues. WCC have given out £7.7m in £10,000 loans to business to provide assistance.
- Bonfires – Issues with people having inappropriate bonfires during this period. Targeted letters have been sent to hot spots where issues have been reported. HCC are also being pushed to get Waste Recycling Centres to re-open.
- Winchester City Council staffing –80% of staff are currently still in place at WCC.
- Food deliveries – WCC have a procedure in place to purchase and deliver food for the vulnerable and recharging them for the cost.

Cllr Haswell asked the Clerks how the Parish Council hotline was working. The Assistant Clerk noted that the majority of the calls were now being made to the HCC helpline number.

The Council and Clerk expressed their thanks to the Assistant Clerk for her hard work.

## PC/20/057 – Matters arising from the meetings held on 23 March 2020

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None.

**PC/20/058 – To agree the accounts for month ending the 31st March 2020 and the draft annual accounts for 2019/20 (see attached)**

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The Clerk/RFO gave a presentation of the accounts for the month ending the 31st March 2020 and the draft annual accounts for 2019/20. A copy of the accounts had also been distributed to all members before the meeting.

**PC/20/059 – Approve the payment listing for March 2020**

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A copy of the payment listing had been distributed to all members before the meeting and all payments were agreed.

**PC/20/060 – Items deferred from the committees**

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**Planning and Highways Committee** – Following recent correspondence with HCC regarding a streetlight that had stopped working, it transpired that this light had not been correctly passed into the Parish Council's control when it was installed some year ago. It was agreed to adopt this streetlight going forward, subject to the light being returned to full working order before being passed to the Parish Council.

Action	To be actioned by:	Target date:
Inform HCC of our decision and condition for adoption.	Clerks	ASAP

**PC/20/061 – Review of policies**

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A copy of the revised CCTV policy had been distributed to members and it was agreed to adopt this revised policy.

**PC/20/062 - Communications [incl. Website /Facebook / Newsletter / Monthly Comms. etc.]**

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Councillor vacancies, new Councillors and bonfires.

**PC/20/063 - Clerk's Notices**

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None.

**PC/20/064 – Chairman's Notices**

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None.

**PC/20/065 – Items for discussion at the next meeting (Parish Council Meeting) on the 18 May 2020**

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None.

**Meeting Closed:** 20:07.

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Signed:

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Date:

## Management Accounts for the period ending 31st March 2020

Income	Current Month			2019/20 Financial Year				2019/20	2020/21
	Budget	Actual	Variance	Annual Budget	Budget YTD	Actual YTD	Variance YTD	Income Outturn	Income Budget
Finance, Administration & Remuneration (inc. CIL receipts)	£32,073.31	£12,970.03	-£19,103.28	£195,011.90	£195,011.90	£158,075.05	-£36,936.85	£165,676.24	£214,135.02
Kings Worthy Community Centre	£1,121.93	£3,056.93	£3,812.86	£6,086.71	£6,086.71	£5,069.93	-£1,016.78	£5,366.10	£4,181.20
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£701.01	£546.00	-£155.01	£7,100.00	£7,099.99	£7,110.87	£10.88	£6,679.87	£6,060.00
<b>Totals:</b>	<b>£33,896.25</b>	<b>£16,572.96</b>	<b>-£15,445.43</b>	<b>£208,198.61</b>	<b>£208,198.60</b>	<b>£170,255.85</b>	<b>-£37,942.75</b>	<b>£177,722.20</b>	<b>£224,376.22</b>
<b>Revised Totals (excluding CIL receipts):</b>	<b>£14,896.25</b>	<b>£16,572.96</b>	<b>£1,676.71</b>	<b>£170,198.61</b>	<b>£170,198.60</b>	<b>£168,989.00</b>	<b>-£1,209.60</b>	<b>£169,505.56</b>	<b>£177,270.20</b>
Expenditure	Current Month			2019/20 Financial Year				2019/20	2020-21
	Budget	Actual	Variance	Annual Budget	Budget YTD	Actual YTD	Variance YTD	Expenditure Outturn	Expenditure Budget
Finance, Administration & Remuneration	£4,743.98	£6,266.16	-£1,522.18	£67,328.76	£67,328.76	£71,257.48	-£3,928.72	£71,001.13	£73,517.28
Kings Worthy Community Centre	£789.65	£918.41	-£128.76	£15,680.45	£15,207.78	£10,803.23	£4,404.55	£10,956.81	£9,685.00
Planning & Highways	£3,721.21	£3,368.52	£352.69	£6,750.00	£6,750.00	£6,220.93	£529.07	£6,352.32	£6,500.00
Recreation & Amenities	£13,181.46	£11,223.15	£1,958.31	£88,300.00	£88,300.00	£68,190.96	£20,109.04	£80,007.56	£81,269.00
<b>Totals:</b>	<b>£22,436.30</b>	<b>£21,776.24</b>	<b>£660.06</b>	<b>£178,059.21</b>	<b>£177,586.53</b>	<b>£156,472.60</b>	<b>£21,113.93</b>	<b>£168,317.81</b>	<b>£170,971.28</b>
Current Position									
<b>Net Surplus / Deficit</b>	<b>£11,459.95</b>	<b>-£5,203.28</b>	<b>-£16,663.23</b>	<b>-£7,860.60</b>	<b>-£7,387.94</b>	<b>£12,516.40</b>	<b>£19,904.34</b>	<b>£1,187.75</b>	<b>£6,298.92</b>
								<b>£7,860.00</b>	<b>£10,000.00</b>
<b>Revised position (including transfers above)</b>								<b>-£6,672.25</b>	<b>-£3,701.08</b>

Variance analysis (above 1%)	
-£36,936.85	FAR - Main reason is that £36,733.15 of CIL has not yet been paid from WCC
-£1,016.78	KWCC - Variance is due to the need to calculate the 2018/19 and 2019/20 bills following the VAT advice received. These have now been completed.
-£3,928.72	FAR - Due to baliffs bill for removal of travellers from Eversley Park. I have chased a payment from the insurers for this.
£4,404.55	KWCC - £3,000 contingency for replacement boiler not spend; underspends on toilets and kitchen.
£529.07	P&H - Savings on energy costs for street lights
£20,109.04	R&A - Underspends on trees (due to the timing of works around the nesting season) and play area maintenance (this underspend was expected and will be transferred into the 15 year play area fund)

<b>Balance Sheet - 31st March 2020</b>	
<b>Current Assets</b>	
<u>Bank Accounts</u>	
Unity Trust Bank Current Account	£7,800.24
Unity Trust Tailored Deposit Account	£69,248.25
<b>Sub-Total:</b>	<b>£77,048.49</b>
<u>Investments/Deposits</u>	
Hampshire Trust Bank Variable (90 day notice)	£42,686.83
United Trust Bank Variable (100 day notice)	£5,000.00
<b>Sub-Total:</b>	<b>£47,686.83</b>
<u>Other</u>	
B4B Procurement Card	£177.04
Debtors	£3,734.51
Prepayments	£0.00
<b>Sub-Total:</b>	<b>£3,911.55</b>
<b>Total Current Assets:</b>	<b>£128,646.87</b>
<b>Current Liabilities</b>	
Trade Creditors	£12,272.12
Retentions	£377.20
Received on Account (inc. Precept)	£0.00
PAYE Payments Due	£181.00
NI Payments Due	£394.94
Pension Payments Due	£920.10
VAT to be Paid	£298.39
VAT to be Reclaimed	(£5,454.95)
VAT that has been Reclaimed but not received	£0.00
<b>Total Current Liabilities:</b>	<b>£8,988.80</b>
<b>Current Assets Minus Liabilities:</b>	<b>£119,658.07</b>
<b>Earmarked Funds in Reserve</b>	
Church Green Reserve	£11,268.99
CIL Reserve	£31,746.75
<b>Total Current Liabilities:</b>	<b>£43,015.74</b>
<b>Net Assets</b>	
Profit & Loss Accounts Brought Forward	£20,284.40
General Reserves (inc. £8,500.00 for tree works)	£43,841.53
Profit & Loss Year to Date	<b>£12,516.40</b>
<b>Total Net Assets:</b>	<b>£76,642.33</b>

## Payment Authorisation Listing - April 2020

### Payments previously authorised

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT	
					<b>Total:</b>	£ -	£ -

### Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
06/03/2020	FAR (KWCC)	Hampshire County Council	Toilet rolls, gloves, disinfectant, sign, clothes and bleach	Cleaning Supplies	£ 168.05	£ -
07/03/2020	FAR / FAR (KWCC)	Hydra International Ltd	Hand sanitiser	Cleaning Supplies / Miscellaneous Expenditure	£ 136.90	£ -
09/03/2020	R&A	Plane Arboriculture Ltd	Site investigation and report for Broadview/Legion Lane	Tree Works	£ 360.00	£ -
10/03/2020	R&A	Ashridge Nurseries	Plants for the burial ground	Planting	£ 93.24	£ -
12/03/2020	FAR	Konica Minolta Business Solutions (UK) Ltd	Copier rental (February - May 2020)	Office Equipment rental	£ 76.07	£ -
17/03/2020	FAR	Computer Risk Management Ltd	A3 HP Printer	Office Capital Expenditure	£ 119.99	£ -
18/03/2020	R&A	Winchester City Council	Annual play area inspections	Playground Maintenance (5004)	£ 179.80	£ -
18/03/2020	FAR (KWCC)	Hampshire County Council	Gloves and disinfectant	Cleaning Supplies	£ 22.27	£ -
19/03/2020	FAR	Amazon EU	2x Replacement keyboards	Small Office Equipment (under £100)	£ 88.42	£ -
20/03/2020	R&A	Tom Fisher Tree Care	Completion of Hinton Park tree works	Tree Works	£ 720.00	£ -
20/03/2020	R&A	RP Gardening	Dig out, top soil and seed mount at Kings Worthy Green	Open Spaces Maintenance	£ 785.00	£ -
20/03/2020	FAR	Hampshire County Council	Labels and envelopes	Office Stationery	£ 99.08	£ -
20/03/2020	FAR	Hampshire County Council	A4 Card	Office Stationery	£ 105.12	£ -
22/03/2020	FAR	Amazon EU	A3 printer paper	Printing	£ 13.19	£ -
22/03/2020	FAR	memoryking	CAT 6 Network socket	Miscellaneous Expenditure	£ 7.95	£ -
22/03/2020	FAR	Amazon EU	Wall plugs	Miscellaneous Expenditure	£ 4.08	£ -
22/03/2020	FAR	shenzhenshibeiersiqikejiyouxiangongsi	Laptop backpack	Miscellaneous Expenditure	£ 19.99	£ -
23/03/2020	FAR	HP Inc. UK Ltd	HP 470 Laptop	Office - Capital Expenditure	£ 864.00	£ -
24/03/2020	R&A	ID Verde Ltd	Dog bin emptying (x12 bins) from Jan - Mar 2020	Dog Bins	£ 1,276.63	£ -
24/03/2020	FAR	Christopher Read	Milk (Dec 19 - March 20)	Travel and Subsistence	£ 10.31	£ -
24/03/2020	FAR	Christopher Read	New desk to allow home working during COVID-19	Miscellaneous Expenditure	£ 153.95	£ -
25/03/2020	FAR	Hook Parish Council	Councillors finance training session	Staff and Councillors Training	£ 40.00	£ -
27/03/2020	R&A	Worthy Plants	Supply and plant trees at Broadview + Maintenance of fruit trees at Hinton Park	Tree Works	£ 1,196.07	£ -
30/03/2020	R&A	M.R.S. Services	Remove over hanging branches at Kim Bishop Walk	Tree Works	£ 200.00	£ -
30/03/2020	P&H	M.R.S. Services	Supply and fit an additional post next to the Churchill Close Pedestrian Gates	CIL Projects (P&H)	£ 179.91	£ -
30/03/2020	R&A	M.R.S. Services	Dig out and fit 6 new wooden 'crocodile' posts	Open Spaces Maintenance	£ 352.50	£ -
30/03/2020	R&A	M.R.S. Services	Replace and repair of parts on Basket Swing, Amazon Eco Basin and Rope Tunnel	Playground Maintenance (5004)	£ 864.31	£ -
30/03/2020	FAR / FAR (KWCC)	M.R.S. Services	Monthly inspections January 2020, Change speed sign batteries, replace AED pads, take down Christmas lights & arrange access into the meeting room	Maintenance Technician - General repairs / Other premises costs - Tubbs Hall	£ 310.75	£ -
30/03/2020	FAR / R&A	M.R.S. Services	Monthly inspections February 2020, take down broken sign, site meeting with Clerks re. temporary fencing on Broadview, Erection of key safe and fit new shelf and door stop	7802 - Maintenance Technician - General repairs / Signs / Tree Works	£ 393.25	£ -
31/03/2020	R&A	M.R.S. Services	Removal of rubbish from Broadview following tree works	Tree Works	£ 289.84	£ -
31/03/2020	R&A	M.R.S. Services	Monthly inspections March 2020, check gate at Eversley Park was secure, Close off and lock gates of the MUGA due to COVID-19, redo barrier tape at MUGA	Maintenance Technician - General repairs / Open Spaces Maintenance	£ 291.50	£ -
31/03/2020	P&H	Hampshire County Council	Street light charges (Oct 19 - March 2020)	Street lighting	£ 4,042.22	£ -
31/03/2020	FAR	EKS Accounting	Payroll services (Jan, Feb & March 2020)	Accountancy, book keeping and Payroll	£ 61.20	£ -
31/03/2020	FAR	The Parkinson Partnership	VAT advice regarding Tubbs Hall	Legal and Professional Fees	£ 600.00	£ -
31/03/2020	FAR	Lucia Foster Found	Expenses (Jan - March 2020)	Travel and Subsistence	£ 27.07	£ -
31/03/2020	FAR	Box-it UK Ltd	Document storage (01/04/20 - 30/06/2020)	Document Storage	£ 40.34	£ -
<b>Total (all):</b>					<b>£ 14,193.00</b>	<b>£ -</b>

**Direct Debits & Standing Orders**

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT	
02/03/2020	FAR (KWCC)	EDF Energy	Gas -Tubbs Hall	Gas	£ 66.00	£ -	
05/03/2020	FAR( KWCC)	Business Stream Ltd	Water -Tubbs Hall	Water -Tubbs Hall	£ 21.00	£ -	
12/03/2020	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£ 57.77	£ -	
16/03/2020	FAR	TLC Online	Website support and maintenance services	Website/Email Expenses	£ 20.00	£ -	
17/02/2020	FAR (KWCC)	British Gas Lite	Electricity for Kings Worthy Community Centre	Electricity	£ 84.42	£ -	
17/02/2020	FAR	Lloyds Bank Plc	Monthly card charges	Bank Charges and Interest	£ 58.81	£ -	
17/02/2020	FAR	Sage Software Ltd	SAGE accounting software	Computer Software	£ 26.40	£ -	
23/03/2020	FAR (KWCC)	Biffa Municipal limited	Bin emptying at Tubbs Hall	Waste Collection charges	£ 196.88	£ -	
24/03/2020	FAR (KWCC)	Bentokil Pest Control	Pest control services for Tubbs Hall	Pest Control	£ 87.96	£ -	
27/03/2020	FAR (KWCC)	PHS Group plc	Sanitary disposal for Tubbs Hall	Sanitary Disposal	£ 323.09	£ -	
31/03/2020	FAR	Unity Trust Bank Plc	Manual credit handling charge	Bank Charges and Interest	£ 1.20	£ -	
31/03/2020	FAR	Unity Trust Bank Plc	Bank charges	Bank Charges and Interest	£ 31.65	£ -	
27/01/2020	R&A	Green Smile Ltd	Grounds maintenance service	Grounds maintenance	£ 3,594.00	£ -	
					<b>Total:</b>	<b>£ 4,569.18</b>	<b>£ -</b>

**Remuneration Costs**

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT	
25/03/2020	FAR	C Read	Salary	Employee Wages and Salaries	£ 1,603.35	£ -	
25/03/2020	FAR	Lucia Foster Found	Salary	Employee Wages and Salaries	£ 815.34	£ -	
19/04/2020	FAR	HMRC	National Insurance	NI	£ 394.94	£ -	
19/04/2020	FAR	HMRC	PAYE	PAYE	£ 181.00	£ -	
19/04/2020	FAR	Hampshire County Council	Pensions	Pensions	£ 920.10	£ -	
					<b>Total:</b>	<b>£ 3,914.73</b>	<b>£ -</b>

**Procurement Card Payments (Total includes transaction fees)**

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT	
02/03/2020	FAR	Lloyds Bank	Monthly card fees	Bank Charges and Interest	£ 6.00	£ -	
02/03/2020	FAR	Post Office	20x 1st Class Stamps	Postage	£ 14.00	£ -	
02/03/2020	FAR (KWCC)	Croma Security Solutions	2x Keys cuts for new key box	Miscellaneous Expenditure	£ 10.01	£ -	
02/03/2020	FAR	Stagecoach Bus	Return bus ticket to Winchester	Travel and Subsistence	£ 4.30	£ -	
02/03/2020	FAR	Post Office	35x 1st Class Stamps	Postage	£ 24.50	£ -	
03/03/2020	FAR	Microsoft	Annual Office 365 subscription	Computer Software	£ 115.26	£ -	
12/03/2020	FAR	Freeola Ltd	Purchase of an annual SSL security certificate for the website	Website/Email Expenses	£ 19.57	£ -	
					<b>Total:</b>	<b>£ 193.64</b>	<b>£ -</b>

  

<b>Committees:</b>	FAR	Finance, Administration & Remuneration (KWCC= Kings Worthy Community Centre)
	PC	Parish Council
	P&H	Planning & Highways
	R&A	Recreation & Amenities