

Kings Worthy Parish Council

**Minutes of the Parish Council meeting
held on Monday, 22 February 2021 at 19:30
Due to COVID-19 this meeting was held electronically via Zoom**

Attendees

Councillors Les Haswell (Chair), Signe Biddle, Sue Cook, Colin Cossburn, Emily Fish, Ian Gordon, Mandy Hallisey, Dorry Lawlor, Matthew Miller-Hall, Stewart Newell (Vice-Chair), Charlotte Smith and Steve Waters

Clerk(s)

Parish Clerk (Christopher Read)

Assistant Clerk (Lucia Foster-Found).

County & City Councillor(s)

Cllr Jackie Porter (HCC & WCC)

Cllr Malcolm Prince (WCC)

Apologies

None.

Members of the public

One

PC/21/014 – Public question time

None.

PC/21/015 – To agree and sign the Minutes of the Meeting held on 25 January 2021

The minutes were agreed as a true record of the meeting and will be signed by the Chair via the post.

PC/21/016 – Impact of Coronavirus (COVID-19)

It was noted that the sports facilities can re-open from the 29th March, subject to government confirmation closer to the time.

PC/21/017 – Reports from the County Councillors, City Councillors and Parish Councillors following external meetings

- Cllr Prince gave a brief report to Councillors highlighting the below:

WCC budget – The budget for WCC will be approved shortly. Finances have been impacted hard due to the loss of income due to COVID-19. However, Cllr Prince did note that there are grants available for local organisations.

- Cllr Porter's report had been distributed to Councillors before the meeting (see attached) and added the following:

Cart & Horses junction – There had recently been an accident at the junction, and she has asked for the CCTV footage to be reviewed. Cllr Porter has also asked that the CCTV camera remains, as it was originally intended to be temporary.

Local Plan consultation – The consultation on the local plan has now started. Cllr Porter noted that there were thousands of replies to the government whitepaper, which included changes to the calculation of housing numbers for the district. The government have revised the calculation and the district is currently looking a 692 dwellings per year.

Flooding works on Springvale Road and Lovedon Lane – Cllr Porter stated that this will include catchments pits (including at the bottom of Hookpit Farm Lane), changing of crosspipes, an overflow pipe at Bull Farm and other planned works. These works are likely to take at least 12 weeks, and this will impact on traffic and bus services. HCC are looking to resurface Springvale Road from Nations Hill to Bedfield Lane in May.

- Eversley Park footpath – Cllr Newell had attended a meeting with a contractor to look at the yellow path at Eversley Park. There are early signs of the surface breaking up and he is waiting for the contractor to come back to him on a recommend course of action.

PC/21/018 – Matters arising from the meeting held on 25 January 2021

None.

PC/21/019 – To receive the minutes of the committees:

Recreation & Amenities (R&A) Committee – All Councillors had received a copy of the minutes before the meeting, for both the December and January committee meetings.

Fencing at Eversley Park play area – A retention was still being held as rust had appears on the cut panels and bolt holes. It was agreed that this will not be released until the works are completed.

COVID-19 Marshals – WCC COVID-19 Marshals had attended Eversley Park. Things have improved but they will continue to monitor.

Music Festival at Eversley Park – This has been agreed but is subject to COVID-19 restrictions.

Refuse bin at Eversley Park – Due to the amount of extra litter as a result of COVID-19, it was agreed to continue the contract for a large refuse bin at Eversley Park for another 6-months at an approximate cost of £465.00 (ex. VAT).

Finance, Administration & Remuneration Committee – All Councillors had received a copy of the minutes before the meeting.

- Drainage works at Eversley Park –

Multiple quotations had been sought for changes to the drainage at Eversley Park car park. Only two quotations were received but due to the urgent nature of the works, it was agreed to proceed based on the receipt of two quotations.

A vote was held, and it was agreed to proceed with the recommendation from the R&A and Finance committees, to accept Quotation A at a cost of £2,947.50 (exc. VAT).

11 Councillors voted for, with 1 abstaining.

- Bollards at Church Green –

Two quotations had been received for the installation of 9 bollards at the entrance to Church Green.

Quotation A= £1,424.00 (exc. VAT).

Quotation B= £1,840.00 (exc. VAT).

The cost of the bollards direct from the supplier is £1,430.89 (exc. VAT).

Due to the urgent nature of the works to prevent unauthorized encampments, it was agreed to proceed based on the receipt of two quotations.

A vote was held, and it was agreed to proceed with the recommendation from the R&A and Finance committees, to accept quotation A at a total cost of £2,854.89 (including the bollards which are to be purchased by the Parish Council). 11 Councillors voted for, with 1 abstaining.

4 of the bollards will be placed on adjacent land and both permission and a contribution is being sought from the management company that administer it.

Planning & Highways Committee – All Councillors had received a copy of the minutes before the meeting, for both the December and January committee meetings.

PC/21/020 – To consider the forecast outturn (2020/21) and Budget (2021/22) [See attached]

Councillors reviewed the management report, the forecast outturn (2020/21) and budget (2021/22).

PC/21/021 – Approve the payment listing [see attached]

Councillors reviewed and agreed the listing of payments.

PC/21/022 – Review of Standing Orders and Risk Register

Members had been sent a copy before the meeting and were asked to make their comments to the Chair or Clerk, before the next meeting.

PC/21/023 – Review of Financial Regulations and Investment Policy

Members had been sent a copy before the meeting and were asked to make their comments to the Chair of Finance, or the Clerk, before the Finance meeting.

PC/21/024 – Timing of the Annual Parish and Annual General meeting

Due to the COVID-19 it was agreed to move the Annual Parish Meeting and Annual General Meeting to the 4th May 2021, to allow them to be held electronically.

PC/21/025 – Communications [incl. Website /Facebook / Newsletter / Monthly Comms. etc.] including the protocol for the approval of Council communications.

Cllr Smith had disseminated some policies she had found online to members as examples. A meeting of the Comms group had not yet taken place.

Cllr Haswell noted that he had sought advice from a parishioner as to whether the Parish Council can have a Next-Door account. Unfortunately, with the best of intentions the Parishioner proceeded to set an account up on behalf of the Council, without being asked to do so.

Discussion was held on both the previous procedures and the way forward for communications.

(Cllrs Porter and Price left this meeting)

It was agreed that the comms group consisting of Cllrs Fish, Lawlor, Miller-Hall and Smith will discuss and draft a proposed policy for communications. This will include policies on which types of social media the Council will use and how.

Action – Comms group are to meet to discuss a communications policy.

PC/21/026 – Climate change

Cllr Smith raised the Parish Council's impact on the climate and what we could do to improve this. It was agreed for the committees too look at this including measures that could be taken to reduce the Council's impact on the climate. Communications will also discuss including information for the public in future.

PC/21/027 – Parish plan review

Cllr Newell, Cllr Smith and the Clerk are undertaking an assessment of the plan.

PC/21/028 – Clerk's Notices

None.

PC/21/029 – Chairman’s Notices

None.

PC/21/030 – Items for discussion at the next meeting on the 22 March 2021

None.

Meeting Closed at 21:07.

Signed:

Date:

County Councillor Report for February 2021- *helpline 0333 370 4000 open 7 days a week now.*

Local Transport Plan: towards LTP4

We all grumble about policies that determine speed limits, highways and transport matters, walking and cycling and public transport. The Local Transport plan is being consulted upon now. Deadline for comments is 28th Feb. Please complete either as individuals and as a Parish Council. This will be relevant for your communities. Go to <https://www.hants.gov.uk/transport/localtransportplan>

Revised Minerals and Waste Plan

This is being reviewed (Cabinet 9th Feb 2021) Timetable dates are on pp220,221

I have requested the timetable specific process and how you can respond. James Potter , at HCC, leads the review but Melissa Spriggs is the author of the paper Melissa.Spriggs@hants.gov.uk, 0370 779 7153.

For simplicity, I have attached a copy of the Cabinet report to my emailing of this report.

Several of the your Parish Councils have M&W sites. I will update Parishes myself, but you might like to request local updates direct too. I spoke at the **Inert Waste recycling site at 3 Maids Hill**: it was rejected.

County Council Accounts

Members had notice this week that the County's accounts had been signed off. The County budget will go to Council on the 24th February. HCC had estimated they were £52m out of pocket from Covid-19 expenses, but had recently received £27m . Revising the consideration of monies saved as well as spent, the estimated loss is now just £3.8m, but social care and other pressures remain.

The Budget goes to Cabinet on the 9th February; the agenda can be seen online through the HCC Calendar and the attached paper: you can watch live at 10.30am via hants.gov.uk

As you set your precepts, and to put this in context, the precept for the County is required to raise £707,046,869, (increase of 4.99%, including specifically 3% for social care) resulting in the following charges -for Band A: £900, Band D pays £1350.45, Band H pays £2700

Funding for Broadband: During 20-21 HCC supported the Government Gigabit scheme with a £1m fund; I'll be arguing for a sum for 21-22 too. With the realisation that good broadband matters even more than ever, and so many schemes in my division in progress, it would be disastrous for them to fail just weeks after the current HCC support scheme ends. See more about this scheme on www.hants.gov.uk/broadband

Operation Transmission

A31 Brexit paperwork checking has been frankly underwhelming. Disruption to residents remains high. Many lorries are returning across the Channel empty of loads and Covid-19 crisis has meant that exports aren't happening. I am meeting with Director Tim Lawton to hear the expected plans for this project.

Connect 4 Communities

The County Council has funds for play schemes at half term and future holidays. Schemes must include elements of play, activity and importantly, food at lunchtime. Schemes must include a substantial element of children and families needing free school meals. It is open to individual childminders, groups, sports clubs and schools.

Contact Suzanne.smith2@hants.gov.uk for details

Footpaths and Bridleways

The delivery plan for the Worthy Down to Winchester bridleway has been agreed and it is hoped it will be in place for Sept 21. Point C into Winchester is being worked on as we speak: I have always wanted the route to go through into Winchester, not just end on the Andover Road.

Cllr Jackie Porter, 07973696085, Jackie.porter@hants.gov.uk www.jackieporter.co.uk Twitter: @JackieLibDem



Management Accounts for the period ending 31st January 2021

Income

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2020/21 Forecast Outturn	2021/22 Budget
Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00	£0.00	£9,000.00
Finance, Administration & Remuneration (inc. CIL receipts)	£214,135.02	£139,454.20	£151,585.80	£12,131.60	£205,025.46	£186,617.59
Kings Worthy Community Centre	£4,181.20	£3,484.33	£1,609.54	-£1,874.79	£5,553.91	£4,399.44
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£6,060.00	£5,488.76	£4,646.00	-£842.76	£4,393.33	£5,560.00
Totals:	£233,376.22	£148,427.29	£157,841.34	£9,414.05	£214,972.69	£205,577.03

Expenditure

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2020/21 Forecast Outturn	2021/22 Budget
Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00	£0.00	£9,000.00
Finance, Administration & Remuneration	£73,517.28	£62,338.06	£66,255.32	-£3,917.26	£81,102.88	£81,688.17
Kings Worthy Community Centre	£9,685.00	£8,267.74	£8,578.02	-£310.28	£10,797.85	£10,315.89
Planning & Highways	£6,500.00	£2,980.37	£2,949.38	£30.99	£7,376.95	£7,175.00
Recreation & Amenities	£81,269.00	£51,329.21	£53,621.95	-£2,292.74	£77,393.21	£74,513.29
Totals:	£179,971.28	£124,915.38	£131,404.67	-£6,489.29	£176,670.89	£182,692.35

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2020/21 Forecast Outturn	2021/22 Budget
Actual Year to Date Position:	£53,404.94	£23,511.91	£26,436.67	£2,924.76	£38,301.80	£22,884.68

Memorandum position - Excluding CIL receipts only

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2020/21 Forecast Outturn	2021/22 Budget
Revised Position (excluding CIL receipts):	£6,298.92	£23,511.91	£18,225.02	-£5,286.89	£4,080.30	£10,000.17

Play area reserve transfer	£10,000.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00
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Final memorandum position - Excluding CIL receipts and including play area reserve transfer

Final memorandum position	-£3,701.08	£13,511.91	£8,225.02	-£5,286.89	-£5,919.70	£0.17
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Balance Sheet for period ending 31st January 2021

<u>Bank Accounts</u>	
Unity Trust Bank Current Account	£13,075.03
Unity Trust Tailored Deposit Account	£50,956.34
Sub-Total:	£64,031.37
<u>Investments/Deposits</u>	
Hampshire Trust Bank Variable (45-day notice)	£42,313.17
Hampshire Trust Bank Variable (90-day notice)	£42,686.83
United Trust Bank Variable (100-day notice)	£5,213.92
Sub-Total:	£90,213.92
<u>Other</u>	
B4B Procurement Card	£4.94
Debtors	£1,347.41
Prepayments	£0.00
Sub-Total:	£1,352.35
Total Current Assets:	£155,597.64
Current Liabilities	
Trade Creditors	£2,491.97
Retentions	£377.20
Received on Account (inc. Precept)	£27,429.80
PAYE Payments Due	£251.20
NI Payments Due	£574.87
Pension Payments Due	£938.90
VAT to be Paid	-£27.60
VAT to be Reclaimed	-£703.64
VAT that has been Reclaimed but not received	-£7,510.42
Total Current Liabilities:	£23,822.28
Current Assets Minus Liabilities:	£131,775.36
Earmarked Funds in Reserve	
Church Green Reserve	£8,273.99
Play area maintenance reserve	£24,053.22
CIL Reserve	£16,967.77
Total Current Liabilities:	£49,294.98
Net Assets	
Profit & Loss Accounts Brought Forward	£12,582.28
General Reserves (inc. £7,364.59) for tree works)	£43,461.43
Profit & Loss Year to Date	£26,436.67
Total Net Assets:	£82,480.38

Payment Authorisation Listing – February 2021

Committees:

FAR = Finance, Administration & Remuneration

KWCC = Kings Worthy Community Centre

PC = Parish Council

P&H = Planning & Highways

R&A = Recreation & Amenities

Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
16/01/2021	FAR	Amazon EU (UK Branch)	Double sided tape	Miscellaneous Expenditure	£3.99	£0.00
18/01/2021	FAR	Hampshire Association of Local Councils	Councillors development training course (part 1 & 2) for Cllr Miller-Hall	Staff & Councillor Training	£114.00	£0.00
18/01/2021	FAR	Amazon EU (UK Branch)	Superglue	Miscellaneous Expenditure	£3.20	£0.00
18/01/2021	FAR	Amazon EU (UK Branch)	All purpose glue (pack of 6)	Miscellaneous Expenditure	£12.37	£0.00
18/01/2021	FAR	Amazon EU (UK Branch)	Laminating pouches, paper, card, sticky tape, barrier tape, cable ties and glue	Miscellaneous Expenditure / Printing / Office Stationery	£82.77	£0.00
02/02/2021	R&A	Worthy Plants	Supply and planting of trees at Broadview	Tree Works	£120.00	£0.00
04/02/2021	FAR	Konica Minolta Business Solutions (UK) Ltd	Copier rental charge (07/02/21 - 06/05/2021)	Printing	£76.07	£0.00
				Total (all):	£412.40	£0.00

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
04/01/2021	FAR (KWCC)	EDF Energy	Gas -Tubbs Hall	Gas	£87.00	£0.00
07/01/2021	FAR (KWCC)	Business Stream	Water rates for Kings Worthy Community Centre (monthly)	Water Rates - Tubbs Hall	£21.00	£0.00
11/01/2021	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£87.17	£0.00
14/01/2021	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park	Open Space Maintenance	£74.40	£0.00
15/01/2021	FAR	TLC Online	Website support and maintenance services	Website/Email Expenses	£20.00	£0.00
18/01/2021	FAR	Sage Software Ltd	SAGE accounting software	Computer Software	£26.40	£0.00
20/01/2021	FAR (KWCC)	British Gas Lite	Electricity for Kings Worthy Community Centre	Electricity	£89.27	£0.00
27/01/2021	R&A	Green Smile Ltd	Grounds maintenance service	Grounds maintenance	£3,594.00	£0.00
				Total:	£3,999.24	£0.00

Remuneration costs

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Notes
25/02/2021	FAR	C Read	Salary	Employee Wages and Salaries	£1,847.42	25/02/2021
25/02/2021	FAR	Lucia Foster Found	Salary	Employee Wages and Salaries	£1,250.26	25/02/2021
19/03/2021	FAR	HMRC	National Insurance	NI	£603.77	19/03/2021
19/03/2021	FAR	HMRC	PAYE	PAYE	£251.20	19/03/2021

19/03/2021	FAR	Hampshire County Council	Pensions	Pensions	£966.13	19/03/2021
				Total:	£4,918.78	£0.00

Procurement card payments

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
04/01/2021	FAR	Giffgaff	Goodybag of Minutes, Data and Texts (Office Mobile)	Miscellaneous Expenditure	£6.00	£0.00
04/01/2021	FAR	Giffgaff	Goodybag of Minutes, Data and Texts (Emergency Mobile)	Miscellaneous Expenditure	£6.00	£0.00
04/01/2021	FAR	Microsoft		Computer Software	£18.96	£0.00
04/01/2021	FAR	Zoom Video Communications Inc.	Standard Pro subscription	Computer Software	£11.99	£0.00
				Total:	£42.95	£0.00