

Kings Worthy Parish Council

Minutes of the Parish Council meeting held on Monday, 28 February 2022 at 19:30 held in Kings Worthy Community Centre, Fraser Road

Attendees

Councillors Les Haswell (Chair), Colin Cossburn, Emily Fish, Ian Gordon, Mandy Hallisey, Dorry Lawlor, Matthew Miller-Hall, Stewart Newell and Charlotte Smith.

Clerk(s)

Parish Clerk (Christopher Read)

Assistant Clerk (Louise Daniel)

Apologies

Cllr Sue Cook

County & City Councillor(s)

Cllr Jackie Porter (Hampshire County Council [HCC])

Cllr Steve Cramoysan (Winchester City Council [WCC])

Members of the public

None.

PC/22/015- Public question time

None.

PC/22/016 - To receive written reports from City & County Councillors and Parish Councillors following external meetings

HCC report (see attached) – A copy of Cllr Porter's report had been circulated to members before the meeting.

Cllr Porter reported that there had been another accident at the Cart & Horses junction that day; she will be raising this with HCC.

Cllr Porter gave an update on the Ecogen application.

The case officer for the application has changed but they are being supervised by the previous officer. Cllr Porter also noted that the applicant wishes to discuss the issues raised by HCC but this application may end going before the Secretary of State.

WCC report (see attached) – A copy of the WCC report had been circulated to members before the meeting.

PC/22/017 - Impact of Coronavirus (Covid-19)

It was agreed to keep the current recommendations.

PC/22/018 – Agree and sign the minutes of the Parish Council meeting on 31 January 2022

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

PC/22/019 – Matters arising from the Parish Council meeting on the 31 January 2022

None.

PC/22/020 – To receive the minutes of the committees

Recreation & Amenities (R&A) Committee – Before the meeting all Councillors had received a copy of the minutes for the meeting held on the 10 February 2022.

Cllr Hallisey noted that R&A have been looking at what the Parish Council can do to mark the Queen's Diamond Jubilee. A flagpole had been suggested but having been investigated, it would need planning permission and thus would be very unlikely to be ready in time.

A memorial bench was suggested, a picture of which was shown to the meeting. It was agreed in principal to proceed with this idea.

Finance, Administration & Remuneration (FAR) Committee – Before the meeting all Councillors had received a copy of the minutes for the meeting held on the 16 February 2022.

- Management report for month ending 31st January 2022 (see attached) – It was agreed to review this at the same time as the draft outturn and budget.
- Grant application for Worthy Runners – Cllr Newell reported that following a presentation a £150.00 grant had been agreed for the Worthy Runners.
- Potential new accounting software package – The demonstration went well and the Clerk will be contacting other Councils who use the software as references.

Planning & Highways (P&H) Committee – Before the meeting all Councillors had received a copy of the minutes for the meeting held on the 22 February 2022.

Tudor Way application – Cllr Haswell noted that last year a resident of Springvale Road had tried to have a Tree Preservation Order (TPO) taken out on the trees adjacent to Tudor Way. This application was turned down as the trees were not deemed to be worth preserving. Yet the trees at the Hookpit Farm Lane junction have had TPOs placed on them.

He also noted that a resident of Springvale Road had informed him that the developer for the Tudor Way application does not currently have permission to access the site from Springvale Road. Therefore, the developer is now looking for an exit to the north of the site to allow a one-way access.

Cllr Porter has WCC for clarification as to whether this is through Top Field and will inform the Parish Council.

It was agreed to add that the Parish Council does not support any vehicular access via Top Field.

PC/22/021 – Forecast Outturn 2021/22 & Budget 2022/23

The Clerk gave a presentation of the accounts for the month ending 31 January 2022.

The Clerk also presented the Forecast Outturn 2021/22 and Budget 2022/23; no changes were made.

PC/22/022 – Review of Standing Orders and Risk Register

A copy of the current Standing Order and Risk Register had been sent to all Councillors for comments.

PC/22/023 – Review of Financial Regulations and Investment Policy

Both the Financial Regulations and Investment Policy are being reviewed by the FAR committee. A copy of the draft Financial Regulations and investment policy had been sent to all Councillors for comment before the March FAR committee meeting.

PC/22/024 – Communications (incl. Website / Facebook / Newsletter / Monthly Comms. Etc.)

Cllr Smith noted that the draft newsletter is nearly ready.

PC/22/025 – Update of emergency plan (currently for flooding) including out of hours Parish Council issues

Cllr Haswell stated ~~the~~ [that](#) whilst the current emergency plan covers flooding, it does not cover storms which are far more frequent.

He also noted ~~the~~ [that](#) currently the Clerk deals [with](#) all out of hours emergencies and this needs to be reviewed also.

Cllr Porter stated that HCC are not currently running an out of hours emergency number for these kinds of issues. She is discussing with the officers at the Council.

Action: It was agreed for the current Emergency Plan to be resent to all Councillors.

Cllr Newell asked Cllr Porter if she could investigate the digitisation of landlines which will not function during a power cut.

PC/22/026 – Climate Change

Cllr Smith noted that the review of the emergency plan should help [us address the effects of](#) ~~with~~ weather related to climate change. The R&A committee are current looking [at](#) planting trees on Parish land.

Cllr Porter was asked if she could pass on any County Council information or schemes to the Parish Council.

Cllr Haswell noted the government green deal. Cllr Porter noted that there have been issues with the [solar](#) scheme with only a small portion of people having had their work completed.

Cllr Haswell asked what WCC are doing regarding electric car chargers. Cllr Porter stated the chargers had been installed in both the city and surrounding market towns. The new Vaultex

car park has had solar panels installed as well as car chargers. Cllr Cramoysan noted that there is a County Council trial in Hyde using chargers fitted to existing streetlights.

PC/22/027 – CPR Training

Cllr Miller-Hall has been trained, due to his job, in both CPR and the use of a Defibrillator.

Action: It was agreed for the Clerk to check the CPR pack in the shed is still in good condition.

Cllr Miller-Hall and the Clerk will then come up with a scheme to bring back to the Parish Council.

PC/22/028 – Clerk's Notices

Elections – The Clerk noted that he will be attending a WCC meeting on the election process for this year. He noted that nominations open on the 21st March 2022 and close on the 5th April 2022.

Following discussion with the WCC electoral services department, he had booked an appointment for the 22nd March to take in any completed nomination forms for checking. This service will be open to anybody but any forms received after that date, or that require amendment subsequent to checking will need to be taken in by the applicant.

Emergency tree works – Due to the recent storm the Clerk had to have some leaning trees at both Kim Bishop Walk and Broadview removed. This work was carried out by Tom Fisher Tree Care at a cost of £350.00 and £425.00 respectively. It was unanimously agreed to ratify these works.

Eversley Park tree – There is a Cherry tree at Eversley Park that has developed a split on one of the limbs. The limb is stable and does not pose an immediate safety concern but as a precaution the Clerks have erected barrier fencing to prevent people walking underneath. Plane Arboriculture have been asked to inspect the tree to advise on what works are required and their urgency.

5-Year Electrical Inspection Condition Report (EICR) – Following the recent 5-year EICR test at Tubbs Hall, one non-compliance issue was discovered. This relates to the electrical circuit for the hand dryers in the toilet which now require individual circuits.

This was not included on the previous test as it is a result in changes to legislation after that test had taken place.

A quotation to rectify this issue had been received from Thomas Electrical Engineering Ltd at cost of £280.00.

PC/22/029 – Chair's Notices

6-month absence rule – Cllr Haswell noted that he had emailed Cllr Waters to inform him that if he did not attend this meeting then he would cease to be a member of the Council due to legislation covering lack of attendance for 6 consecutive months.

Date of March Parish Council meeting – It was unanimously agreed to move the next Parish Council meeting to the 29 March due to hall availability.

PC/22/030 – Items for discussion at the next meeting on the 29 March 2022

Council meeting venue.

Meeting Closed at 20:41.

Signed:

Date:

DRAFT

Management Accounts for the period ending 31st January 2022

Income

| Department/committee | Annual Budget | Budget Year to Date | Actual Year to Date | Variance Year to Date | 2021/22 Forecast Outturn | 2022/23 Budget |
|--|--------------------|---------------------|---------------------|-----------------------|--------------------------|--------------------|
| Community Infrastructure Levy | £12,884.51 | £9,663.38 | £50,329.96 | £40,666.58 | £50,329.96 | £0.00 |
| Neighbourhood Plan | £9,000.00 | £0.00 | £0.00 | £0.00 | £0.00 | £9,000.00 |
| Finance, Administration & Remuneration | £173,733.08 | £144,918.96 | £144,136.59 | -£782.37 | £172,795.00 | £175,413.00 |
| Kings Worthy Community Centre | £4,399.44 | £3,666.20 | £1,830.00 | -£1,836.20 | £3,880.63 | £4,022.00 |
| Planning & Highways | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Recreation & Amenities | £5,560.00 | £4,995.72 | £5,475.70 | £479.98 | £6,643.70 | £6,450.00 |
| Totals: | £205,577.03 | £163,244.25 | £201,772.25 | £38,528.00 | £233,649.29 | £194,885.00 |

Expenditure

| Department/committee | Annual Budget | Budget Year to Date | Actual Year to Date | Variance Year to Date | 2021/22 Forecast Outturn | 2022/23 Budget |
|--|--------------------|---------------------|---------------------|-----------------------|--------------------------|--------------------|
| Community Infrastructure Levy | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Neighbourhood Plan | £9,000.00 | £0.00 | £0.00 | £0.00 | £0.00 | £9,000.00 |
| Finance, Administration & Remuneration | £81,705.67 | £69,212.84 | £67,256.04 | £1,956.80 | £85,988.52 | £84,426.00 |
| Kings Worthy Community Centre | £10,315.89 | £8,660.79 | £5,984.47 | £2,676.32 | £7,525.19 | £8,483.00 |
| Planning & Highways | £7,175.00 | £3,289.87 | £3,239.37 | £50.50 | £7,499.29 | £11,405.00 |
| Recreation & Amenities | £81,257.55 | £57,797.11 | £54,351.62 | £3,445.49 | £81,191.93 | £74,425.89 |
| Totals: | £189,454.11 | £138,960.61 | £130,831.50 | £8,129.11 | £182,204.92 | £187,739.89 |

| | Annual Budget | Budget Year to Date | Actual Year to Date | Variance Year to Date | 2021/22 Forecast Outturn | 2022/23 Budget |
|-------------------------------------|-------------------|---------------------|---------------------|-----------------------|--------------------------|------------------|
| Actual Year to Date Position | £16,122.92 | £24,283.64 | £70,940.75 | £46,657.11 | £51,444.36 | £7,145.11 |

Memorandum position - Excluding Community Infrastructure Levy receipts and expenditure

| | Annual Budget | Budget Year to Date | Actual Year to Date | Variance Year to Date | 2021/22 Forecast Outturn | 2022/23 Budget |
|--|------------------|---------------------|---------------------|-----------------------|--------------------------|------------------|
| Memorandum Year to Date Position: | £3,238.41 | £14,620.26 | £20,610.79 | £5,990.53 | £1,114.40 | £7,145.11 |

Memorandum position – including play area transfer reserve

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|--|-----------------------|
| | 2022/23 Budget |
| Memorandum Position (as above): | £7,145.11 |

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|------------------------------------|-------------------|
| Play area reserve transfer: | £10,000.00 |
|------------------------------------|-------------------|

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|--------------------------|-------------------|
| Revised position: | -£2,854.89 |
|--------------------------|-------------------|

Projects/Major Changes in 2022/23 Budget

| Project | Funded From | Cost |
|--|--------------------|-------------------|
| Bus shelter refurbishment | R&A | £4,900.00 |
| Election expenses* | FAR | £3,500.00 |
| Change in sub-lease (estimate) | KWCC | £665.19 |
| Speed Initiatives | P&H | £1,320.00 |
| Streetlights (based on forecast outturn) | P&H | £2,910.00 |
| Total: | | £13,295.19 |

***WCC Electoral Services have verbally confirmed this is a reasonable budget**

Balance Sheet for period ending 31st January 2022

| <u>Bank Accounts</u> | |
|--------------------------------------|-------------------|
| Unity Trust Bank Current Account | £12,811.77 |
| Unity Trust Tailored Deposit Account | £75,555.20 |
| Sub-Total: | £88,366.97 |

| <u>Investments/Deposits</u> | |
|---|--------------------|
| Nationwide variable (35 day notice) | £55,000.00 |
| 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) | £5,260.27 |
| Sub-Total: | £145,260.27 |

| <u>Other</u> | |
|----------------------|----------------|
| B4B Procurement Card | £225.10 |
| Debtors | £634.00 |
| Prepayments | £0.00 |
| Sub-Total: | £859.10 |

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|------------------------------|--------------------|
| Total Current Assets: | £234,486.34 |
|------------------------------|--------------------|

| Current Liabilities | |
|--|-------------------|
| Trade Creditors | £1,522.33 |
| Retentions | £0.00 |
| Received on Account (inc. Precept) | £28,703.00 |
| PAYE Payments Due | £261.60 |
| NI Payments Due | £516.57 |
| Pension Payments Due | £933.26 |
| VAT to be Paid | -£44.40 |
| VAT to be Reclaimed | -£109.26 |
| VAT that has been Reclaimed but not received | -£4,225.62 |
| Total Current Liabilities: | £27,557.48 |

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|--|--------------------|
| Current Assets Minus Liabilities: | £206,928.86 |
|--|--------------------|

| Earmarked Funds in Reserve | |
|-----------------------------------|-------------------|
| Church Green Reserve | £4,679.99 |
| Play area maintenance reserve | £34,053.22 |
| CIL Reserve | £25,179.42 |
| Total Current Liabilities: | £63,912.63 |

| Net Assets | |
|---|--------------------|
| Profit & Loss Accounts Brought Forward | -£8,558.49 |
| General Reserves (inc. £19,297.65 for tree works) | £80,633.97 |
| Profit & Loss Year to Date | £70,940.75 |
| Total Net Assets: | £143,016.23 |