



## **Kings Worthy Parish Council**

### **Minutes of the Parish Council meeting held on Tuesday, 29 March 2022 at 19:30 held in Kings Worthy Community Centre, Fraser Road**

#### **Attendees**

Councillors Les Haswell (Chair), Signe Biddle, Colin Cossburn, 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

Cllr Emily Fish

Cllr Steve Cramoysan (Winchester city Council [WCC])

Cllr Jane Rutter (Winchester city Council [WCC])

#### **County & City Councillor(s)**

Cllr Jackie Porter (Hampshire County Council [HCC])

#### **Members of the public**

None.

#### **PC/22/031- Public question time**

None.

#### **PC/22/032 - 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 had looked at recent accidents at the A33/B3047 junction and it appears to mostly be cars coming out onto the A33. National Highways and HCC Highways have agreed that work needs to be carried out but they are currently in discussions regarding funding.

#### **PC/22/033 - Impact of Coronavirus (Covid-19) - including Council meeting venue**

A quotation for £2,750.00 had been received to create a shared office and meeting space.

This would involve removal of a party wall in the office, blocking up one door and levelling the floor. The cost of using Tubbs Hall for meeting is approximately £80.00 per month.

The Finance committee had asked that this proposal be brought before the Council for discussion in principal before taking this proposal forward.

Cllr Porter (as Chair of Tubbs Hall Management Committee) noted that they have just agreed to increase their hiring charges.

Cllr Lawlor stated that she was not in favour of this proposal.

Cllr Gordon stated that the proposal was his idea and that it allows for more space for both meeting and officers in lieu of COVID-19.

Members discussed the proposal and it was agreed in principal to proceed with a full plan and costings for this project.

It was agreed to keep the current meeting recommendations.

### **PC/22/034 – Agreed minutes of the Parish Council meeting on the 31<sup>st</sup> January 2022 – correction of errors relating to date and attached accounts**

The Clerk stated that there are some minor errors in the January Parish Council minutes as listed below:

- R&A meeting should state 13<sup>th</sup> January not February.
- Attached accounts – should be dated 31<sup>st</sup> December not October.
- Attached accounts – Precept for balanced budgeted figure is incorrect but the correct agreed figure was minuted correctly.

As the minutes have been agreed further amendments are not permitted but having taken advice from the Hampshire Association of Local Councils (HALC), the amendments will be listed on the April agenda and minutes as corrections in those minutes.

**Action:** Include amendments on April meeting agenda.

### **PC/22/035 – Agree and sign the minutes of the Parish Council meeting on 28 February 2022**

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

### **PC/22/036 – Matters arising from the Parish Council meeting on the 28 February 2022**

None.

### **PC/22/037 – Parish Council elections**

The Clerk noted that the closing date for nominations was the 5 April 2022 at 4pm. He also noted that the Parish Office was closed on Thursday & Friday due to annual leave.

**Action:** It was agreed to put another post on our Facebook page to advertise the elections.

### **PC/22/038 – Council vacancy**

The Clerk had taken advice from the WCC elections department and due to the imminent election, we do not have to advertise this vacancy.

### **PC/22/039 – Discussion of items during purdah**

The Clerk has received advice from WCC's Monitoring Officer on purdah (pre-election period).

- HAB development – The Parish Council had received request relating to the S106 agreement for the Lovedon Fields development and the Clerk had obtained legal advice relating to this and purdah.

It was agreed that this will be discussed once purdah is over.

- Local plan meeting – Planning & Highways committee members attended a virtual meeting at the request of WCC to discuss the emerging Local Plan. The Parish Council was asked to provide potential sites by the end of April 2022.

It was explained to the WCC attendees that we would need to consult with the public and this would not be possible during purdah. It was agreed that this item would be discussed once purdah is over and an extension to allow consultation will be requested.

**Action:** Write to WCC (including the Chief Executive and portfolio holder for the build environment) to request an extension.

- Developer meetings – The Parish Council have been approached by representatives of two sites for discussion on their potential development. It was agreed for this to be discussed once purdah is over.

#### **PC/22/040 – Parish Council consultation event**

Cllr Cossburn had suggested holding a Parish Council consultation event (perhaps on the Friday & Saturday) to discuss various items such as the development sites, Village Design Statement, parish facilities and play area refurbishment.

**Action:** It was agreed to get a proposal together for the next meeting.

#### **PC/22/041 – 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 March 2022.

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

- Management report for month ending 28<sup>th</sup> February 2022 (see attached) – It was agreed to review this at the same time as the draft outturn and budget.
- Grant application for Strange TimesQuest – Cllr Newell reported that following a presentation a grant of £500.00 had been given to Strange TimesQuest. This included the procurement of some display boards which will be available for the local community to use.
- Speed sign deployment – £4,100.00 of Community Infrastructure Levy (CIL) funding had been allocated in principal to install 6x removable post sockets for the Speed Indicator Sign (SID).

The Clerk noted that £3,560.22 of CIL funding is due to spent by early April. However, he had contacted WCC and the CIL implementation officer had stated that as the CIL had been allocated and would be spent in the next year, WCC would be very unlikely to request it back.

It was agreed to proceed with the above and accept the advice received regarding time limits.

- Football pitch refurbishment – 4 quotations had been received for the renovation of the middle football pitch, based on their suggested specifications (See specifications attached).

It was agreed to ratify the recommendation from the R&A and FAR committees to accept the quotation from Company A, for 90 ton of top dressing, at a cost of £8,753.00.

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

- Tudor Way application – The Clerk noted that we had been granted an extension to comment on the revised 2-5 Tudor Way application until the 20 April 2022.
- Bus stop light – Cllr Cossburn had met with SSEN to confirm where the supply for the bus shelter comes from. SSEN had confirmed the supply come from the opposite streetlight and confirmed the supply could be used to install a bus shelter light.

#### **PC/22/042 – Forecast Outturn 2021/22 & Budget 2022/23**

The Clerk gave a presentation of the accounts for the month ending 28 February 2022 .

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

#### **PC/22/043 – Review of Standing Orders and Risk Register**

A copy of the proposed Standing Orders and Risk Register had been sent to all Councillors.

Cllr Smith asked if the annual play inspections should state ROSPA. The Clerk noted that our annual play area inspectors are qualified to Register of Play Inspectors International (RPII) standard. The Clerk noted that ROSPA provide training for the RPII qualification.

Both documents were unanimously agreed for adoption without amendment.

Cllr Miller-Hall suggested that an item be included that requires all Councillors to serve on at least one committee. The Clerk had contact HALC to ask for advice and will bring this to the next meeting.

**Action:** Take HALC advice to the next Parish Council meeting.

#### **PC/22/044 – Review of Financial Regulations and Investment Policy**

Both the Financial Regulations and Investment Policy had been reviewed by the FAR committee and copies had been circulated to all Councillors. Both documents were unanimously agreed for adoption without amendment.

#### **PC/22/045 – Review of Data Protection, Data/Document retention and privacy policies.**

A copy of the proposed Data Protection, Data/Document retention and privacy policies had

been sent to all Councillors. All three documents were unanimously agreed for adoption subject to the correction of two typos to change 'personnel' to 'personal'.

**PC/22/046 – Communications (incl. Website / Facebook / Newsletter / Monthly Comms. Etc.)**

Due to the imminent elections, it was agreed to delay the newsletter until after the new Councillors were known.

Following a query from Cllr Smith, the Clerk noted that the quotation for the newsletter and fulfillment had already been agreed.

**PC/22/047 – Update of emergency plan (currently for flooding) including out of hours Parish Council issues**

Cllr Smith had attended an HCC parish event and they requested that parishes have an emergency plan.

It was agreed to setup a working group to look into this consisting of Cllrs Gordon, Smith, Miller-Hall & the Clerk.

**PC/22/048 – Climate Change**

It was agreed to remove this item.

**PC/22/049 – CPR Training**

Cllr Miller-Hall has been unwell but he and the Clerk are looking to get something to the April meeting.

**PC/22/050 – Date of the Annual General Meeting**

The Annual General and Annual Parish meetings were scheduled for the 9<sup>th</sup> May. It was agreed to move both meetings to the following Monday on 16<sup>th</sup> May.

**PC/22/052 – Clerk's Notices**

Holiday – It was agreed to allow the Clerk to carry 5 days holiday to the new leave year.

Hours accrued – The Clerk had 33.75 hours of hours accrued. It was agreed to allow up to 30 hours to be paid as overtime at the Clerk's discretion.

**PC/22/053 – Chair's Notices**

None.

**PC/22/054 – Items for discussion at the next meeting on the 25 April 2022**

None.

**Meeting Closed at 20:48.**

---

**Signed:**

**Date:**

## County Councillor Jackie Porter's Report to Parishes , March 2022 ([Jackie.porter@hants.gov.uk](mailto:Jackie.porter@hants.gov.uk), 07973 696 085)

Firstly, the storms of late February brought home how fragile are our services.

This month, I am looking at services that we need for our education, homes and businesses to function:-

**Electricity:** many of you endured power cuts in the recent Dudley, Eunice and Franklin storms.

I have started a conversation with HCC regarding their emergency planning: asking: does this include improved resilience of SSEN's overhead cables? If SSEN checks trees, how often do they cut back/do something about it?

Some residents are trying to beat the electrical dependency by installing Solar Panels and Back Up batteries, **using an HCC sponsored scheme with iChoosr last year**. Unfortunately, to date, there are just 25 home projects completed, and 271 cancelled out of over 1500 requests. Many have paid significant deposits. I have raised this with the Leader, Cllr Mans. If you know someone who committed to this scheme, please ask them to contact me. Thank you.

**Broadband and telephone:** residents lost electricity which resulted in no broadband, and the 4G seemed to drop out too. This made reporting difficult. It was interesting to see the power map rise in number of cases as the power was restored. As some areas move into 5G, and BT are moving our landlines, the resilience of 4G and our home phone systems are vital. This can't be left to the commercial providers, and may be a problem to solve that we pass onto Govt. I will ask for HCC if they will add this to the Emergency Planning scrutiny programme.

**Your emails:**

I *still* do not think your parish emails are working with the HCC system 100% perfectly. HCC has admitted this. Only some of your replies reach me & officers: HCC say it is to do with the security of one of the 'server hops'. HCC say they will not change their security levels, which put your emails at risk of not arriving. I'll pursue this *again* this month.

**Trees:**

**Keeping our roads clear as trees fall :** Tim Lawton at HCC has sent a report to Cllrs. which is described at the end of my report. It was a massive task. **If you have a site on which you'd like HCC to plant a tree**, please go to <https://hants.gov.uk/transport/roadmaintenance/roadproblems/tree-planting> or search 'tree planting' on hants.gov.uk

**Emergency planning**

In the light of the effects of Dudley, Eunice and Franklin, will you be amending/ updating your Parish emergency plan? The County Council had a huge job to do, but as the lead authority for Emergency planning, with a greatly reduced budget for 2022-3 (at around £300K) I was concerned that they didn't change the plans that weekend to suit the circumstances.

The issue I have raised is- if there was an *expected* emergency that weekend, why wasn't emergency plan '*upgraded*' to include use of the HCC systems that weekend? Using 101 was a huge source of frustration.

It was clearly inadequate to have 101/999 as the only port of call?

Why was the twitter contact not read as a matter of course, and social media not watched for comments from the public? I have a meeting with the Customer Services lead at HCC on the 9<sup>th</sup> March to discuss this.

**Defibrillators:**

following a quick trawl from Parishes, it seems that Parishes are taking ownership of the maintenance costs: please could you tell me on which list you place the defibrillator availability?

Please note, the **HCC support grant is available** until the end of March: residents needing help with fuel food or heating should contact WCC (01962 840222) or Citizens Advice (0808 2787861) for assistance.

This is for families or any adult over 60. Schools can assist families, WCC tenants, CA for others.

**Update on other matters:**

**Kings Barton:**

The HCC commissioned 'taxi bus' with Winchester taxis to Kings Barton will commence on the 21<sup>st</sup> March. Details of stops are being finalised: timings will be halfway between the current 86 hourly service. Bus stops on the Andover Road are being upgraded and battery powered real time information added to help new users understand the services available.

A new path has been surfaced by Cala in front of the school and from 1a to the school which at last, gives a surfaced walking route between 1a and 1b! The Wellhouse Lane bridge should be open by mid-April latest.

**Cart and Horses:** Another month, another accident as commuting traffic grows again. The traffic engineers made changes to speed, light levels and added CCTV following the fatality and subsequent accidents pre lockdown . They (HCC) argue that the junction has been safer since then. I disagree that this is typical- the traffic has been so much quieter. I have seen the CCTV footage of the latest two accidents: it is distressing to watch, and a pattern is emerging. Speed is now much slower and not an issue. Visibility is good. I have asked for consideration of stop signs as requested by drivers on social media. I am working with Cllr Oppenheimer on this, and believe we need to show strength of opinion to National Highways, not just locally, but across the division. I have shared a petition on Facebook, and it is on my website too.

**Rain damage of rural roads and paths:**

a number of these have been reported : there is something in almost every Parish. If you have a persistent issue, please report it and copy to me. We now have monthly 'road surgeries' which could be useful for these.

**By the time we reach March, you will have seen the County Budget report.** You can see the debate in full from this page <https://democracy.hants.gov.uk/ieListDocuments.aspx?CId=163&MId=7738>

I was pleased to be a part of the 'Stand With Ukraine Vigil' hastily arranged with City of Sanctuary, Southampton and Winchester Visitors Group (who support refugees days to day) on Monday 1<sup>st</sup> March at Abbey Gardens. I notified local social media and despite the terribly wet weather, between 300-400 people attended to stand with the Ukrainian people. We are in touch with the Polish Club in Southampton, who say they have enough clothes: money donations can be made via the Red Cross.

**This is an extract from Tim's report... written just after the storms**

*I thought you would appreciate a further update on the Highways response to the recent storms. As you can imagine the operational challenges have been unprecedented and in some places we have seen damage similar to the storms of 1987. The Highways team has been working flat out, day and night, and with Storm Eunice quickly becoming Storm Franklin there has been little time for respite.*

*Even though the storms have (thankfully) moved away now the team is still receiving reports of tree related issues and this is not surprising as many trees will have been severely weakened by the effects of the high winds. Aside from the storms the overnight weather has also been a concern with road surface temperatures dipping towards freezing requiring the gritter fleet to be mobilised - this has been an additional challenge for us in the light of already stretched resources but I am pleased to say that we have risen to it.*

*Since the start of the storm Highways have taken in excess of 2,500 individual calls, emails and webform contacts. Of these 1,200 have been tree related, resulting in over 500 emergency task orders. What has complicated the response is where the team responds to a report of a single tree fall only to find many more in the immediate vicinity or on-route requiring attention.*

*Milestone's specialist tree gangs are ready to deal with more reported incidents, supported by additional emergency gangs. Other business-as-usual resources have been redeployed to help deal with the storm response & recovery. Some roads remain temporarily closed but the situation remains fluid and dynamic.*

*The network-wide clear up has begun but it could take up to a month for all sites to be dealt with. In some cases specialist inspections will be required to examine damaged trees and it is possible that further localised tree felling will be needed should significant structural defects be found.*

*Dealing with the storms and their impacts will inevitably mean that some routine and programmed work will need to be rescheduled.*

*I would ask for your assistance in continuing to advise residents to report issues relating to Hampshire's road network to us online: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems>*

*If anyone needs to report an **urgent** issue or does not have access to the internet, they can call 0300 555 1388 (8:30am to 5pm, Monday to Friday). Outside of office hours issues should be reported to 101, or when it is an absolute emergency and life could be in danger, 999.*

*Tim Lawton, Asst Director Highways.*



## **Middle pitch renovation specification**

Company A (90 tons of top dressing) = **£8,753.00**

- Scarifying = £450.00
- Top Dressing (**90 tons** of 80:20) = £5,500.00 (£4,500.00 of which is materials)
- Aeration (verti-drain) = £375.00
- Overseeding (in three directions) = £1478.00 (£828.00 of which is materials)
- Spraying of liquid fertilise (26-0-0) after seed germination = £450.00
- Apply fertiliser after overseeding (8-12-8 fertiliser) & six weeks from germination (12-4-8 fertiliser) = £500.00 (£400.00 of which is materials)

Company A (60 tons of top dressing) = **£6,903.00**

- Scarifying = £450.00
- Top Dressing (**60 tons** of 80:20) = £3,650.00 (£3,000.00 of which is materials)
- Aeration (verti-drain) = £375.00
- Overseeding (in three directions) = £1478.00 (£828.00 of which is materials)
- Spraying of liquid fertilise (26-0-0) after seed germination = £450.00
- Apply fertiliser after overseeding (8-12-8 fertiliser) & six weeks from germination (12-4-8 fertiliser) = £500.00 (£400.00 of which is materials)

Company B (60 tons of **sand** top dressing) = **£7,317.73**

- Supply and apply 60 tons of RH45/Kn.1 sand top-dressing
- Verti-drain to depth of 200mm (19mm tines)
- Brush/drag mat surface after top-dressing has been applied
- Overseed in 3 opposing passes at an application rate of 27gm/m<sup>2</sup>
- Supply & apply 12.12.12 controlled release fertiliser (3 month) at a rate of 35gm/m<sup>2</sup>.

Company C (60 tons of sand/loam mix top dressing) = **£4,360.00**

- Supply and spread 60 tons of 70/30 top dressing = £3,150.00
- Overseed at 30g/m = £710.00
- Supply and apply fertiliser 30g/m<sup>2</sup> = £320.00
- Undertake verti-draining - £180.00

## Management Accounts for the period ending 28<sup>th</sup> February 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	£12,884.51	£50,329.96	£37,445.45	£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	£159,270.45	£158,488.09	-£782.36	£172,839.59	£176,413.00
Kings Worthy Community Centre	£4,399.44	£4,032.82	£2,013.00	-£2,019.82	£4,188.19	£4,022.00
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£5,560.00	£5,100.18	£7,349.70	£2,249.52	£7,349.70	£6,116.70
<b>Totals:</b>	<b>£205,577.03</b>	<b>£181,287.96</b>	<b>£218,180.75</b>	<b>£36,892.79</b>	<b>£234,707.44</b>	<b>£195,551.70</b>

### 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	£75,667.63	£72,962.36	£2,705.27	£79,683.51	£89,596.00
Kings Worthy Community Centre	£10,315.89	£9,194.88	£6,458.01	£2,736.87	£8,001.98	£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	£67,064.65	£61,098.06	£5,966.59	£70,541.58	£85,048.89
<b>Totals:</b>	<b>£189,454.11</b>	<b>£155,217.03</b>	<b>£143,757.80</b>	<b>£11,459.23</b>	<b>£165,726.36</b>	<b>£203,532.89</b>

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2021/22 Forecast Outturn	2022/23 Budget
<b>Actual Year to Date Position</b>	<b>£16,122.92</b>	<b>£26,070.93</b>	<b>£74,422.95</b>	<b>£48,352.02</b>	<b>£68,981.07</b>	<b>-£7,981.19</b>

### 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
<b>Memorandum Year to Date Position:</b>	<b>£3,238.41</b>	<b>£13,186.42</b>	<b>£24,092.99</b>	<b>£10,906.57</b>	<b>£18,651.11</b>	<b>-£7,981.19</b>

**Memorandum position – including play area transfer reserve**

	<b>2022/23 Budget</b>
<b>Memorandum Position (as above):</b>	<b>-£7,981.19</b>

<b>Play area reserve transfer:</b>	<b>£10,000.00</b>
------------------------------------	-------------------

<b>Revised position:</b>	<b>-£17,981.19</b>
--------------------------	--------------------

**Projects/Major Changes in 2022/23 Budget**

<b>Project</b>	<b>Funded From</b>	<b>Cost</b>
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
<b>Total:</b>		<b>£13,295.19</b>

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

## Balance Sheet for period ending 28<sup>th</sup> February 2022

<u>Bank Accounts</u>	
Unity Trust Bank Current Account	£13,137.42
Unity Trust Tailored Deposit Account	£66,355.20
<b>Sub-Total:</b>	<b>£79,492.62</b>

<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
<b>Sub-Total:</b>	<b>£145,260.27</b>

<u>Other</u>	
B4B Procurement Card	£218.14
Debtors	£0.00
Prepayments	£0.00
<b>Sub-Total:</b>	<b>£218.14</b>

<b>Total Current Assets:</b>	<b>£224,971.03</b>
------------------------------	--------------------

Current Liabilities	
Trade Creditors	£865.26
Retentions	£0.00
Received on Account (inc. Precept)	£14,351.50
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	-£2,323.82
VAT that has been Reclaimed but not received	£0.00
<b>Total Current Liabilities:</b>	<b>£14,559.97</b>

<b>Current Assets Minus Liabilities:</b>	<b>£210,411.06</b>
--	--------------------

Earmarked Funds in Reserve	
Church Green Reserve	£4,380.49
Play area maintenance reserve	£34,053.22
CIL Reserve	£25,179.42
<b>Total Current Liabilities:</b>	<b>£63,613.13</b>

Net Assets	
Profit & Loss Accounts Brought Forward	-£8,558.49
General Reserves (inc. £19,297.65 for tree works)	£80,933.47
Profit & Loss Year to Date	<b>£74,422.95</b>
<b>Total Net Assets:</b>	<b>£146,797.93</b>