



## **Kings Worthy Parish Council**

### **Minutes of the Parish Council meeting held on Monday, 26 September 2022 at 19:30 held in Kings Worthy Community Centre, Fraser Road**

#### **Attendees**

Councillors Matthew Miller-Hall (Chair), Julia Archer, Signe Biddle, Colin Cossburn, Emily Fish, Mandy Hallisey, Dorry Lawlor, Charlotte Smith, Tom Stannard & Steve Waters.

#### **Clerk(s)**

Parish Clerk (Christopher Read)

#### **Apologies**

Cllr Ian Gordon (the reason for Cllrs Gordon's absence was approved)

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

Cllr Jane Rutter (Winchester City Council [WCC])

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

None.

#### **PC/22/162 – Public Question Time [Please note that this is the only time that the public are able to speak and is limited to 5 minutes per subject]**

None.

#### **PC/22/163 – Impact of COVID-19 - meeting recommendations**

It was agreed to retain the current recommendations.

#### **PC/22/164 – Vacancy for parish councillor - update**

The Clerk has taken advice from WCC elections department, and they have confirmed that as the position was not filled, the vacancy did not need to be readvertised.

It was agreed to re-advertise for co-option at the next meeting.

#### **PC/22/165 – To receive written reports from City & County Councillors and Parish Councillors following external meetings**

Cllr Rutter gave a summary of her report which had been sent to Councillors before the meeting (see attached).

Cllr Rutter added that the Worthys Festival went ahead but included a minute's silence for the passing of Her Royal Highness Queen Elizabeth II. The festival is likely to stay as a one-day event due to the lack of volunteers.

Cllr Rutter also noted that the WCC Neighbourhood team will be organising a surgery following the suspected arson attack.

Footpath leading to Kings Meadow (Top Field) development – Cllr Smith noted that the recent surfacing improvements included a spur onto the adjacent farmer’s field. Cllr Rutter stated that she was aware of this and had recently been removed.

**PC/22/166 – To agree and sign the Minutes of the Meeting held on 25 July 2022**

The minutes were agreed as a true record of the meeting subject to the following amendments:

- PC/22/120 – Change “her” to “their”
- PC/22/136 – Add “26<sup>th</sup> July 2022 with” after the (second line)

They were then signed off as a true record of the meeting.

**PC/22/167 – Matters arising from the meeting held on 25 July 2022**

None.

**PC/22/168 – To agree and sign the Minutes of the Meeting held on 30 August 2022**

The minutes were agreed as a true record of the meeting subject to the following amendments:

- PC/22/148 – add “of” between the words replacement and white goods.
- PC/22/150 – Amend minute head to read “Recruitment of Assistant/Deputy Clerk – including hours and duties”.
- PC/22/153 – Change “previously” to “previous”.
- PC/22/154 – Change “and” to “in”.
- PC/22/155 – Remove “is” from between the word what and spare.
- PC/22/155 – Remove “of” from between the words part and made.

They were then signed off as a true record of the meeting.

**PC/22/169 – Matters arising from the meeting held on 30 August 2022**

PC/22/158 – Chairman’s Notices – Cllr Lawlor stated, in reference to the amount of work that the Vice-Chair was required to undertake in his absence, that other Councillors could help if needed.

Cllr Miller-Hall responded stating that the Hampshire and National Association of Local Councils advise that some items must be dealt with by that the Chair and Vice-Chair. Particularly, as the items Cllr Miller-Hall was referring to were confidential.

After discussion, it was agreed that items would be delegated where possible.

PC/22/148 – Opening of the building – The Chair noted that will be meeting with Tubbs Hall Management Committee shortly to discuss the opening of the building as a warm space. Cllr Smith noted that the church is looking at opening St Mary church hall but there may be issues with volunteers.

Cllr Lawlor added that this initiative needs to include those that are less mobile.

### **PC/22/170 – To receive the minutes for the committees:**

- Recreation and Amenities (R&A) Committee – 08 September 2022 – A copy of the minutes had been circulated to Councillors before the meeting.
- Finance, Administration & Remuneration (FAR) Committee – 17 August 2022 – A copy of the minutes had been circulated to Councillors before the meeting.
- Planning and Highways (P&H) Committee – 23 August 2022 – A copy of the minutes had been circulated to Councillors before the meeting.

### **PC/22/171 – Agreement of Eversley Park play area renewal tender – including tender process**

Councillors discussed potential additional information for inclusion, the potential inclusion of sustainability, and the evaluation criteria.

It was agreed for this to be sent back to the R&A committee for review. This will be sent back to full council in October for ratification, with a target of going to tender for 1<sup>st</sup> November.

### **PC/22/172 – To receive the statement of accounts and management reports for period ended 31 August 2022**

The Clerk/RFO gave a presentation of the accounts for the month end 31 August 2022 (see attached). No changes were made, and the accounts were agreed.

### **PC/22/173 – To approve the payment listing (see attached)**

The Clerk gave a presentation of listing, and all payments were approved.

### **PC/22/174 – Ratification of change to Annual Accounting Statement 2021/22**

The external auditor had raised a typo on the 31 March 2022 all other payments figure in the Annual Accounting Statement 2021/22.

It should state £117,663 but stated £117,683. All other documentation submitted had the correct figure. The annual accounting statement had been amended and re-signed by the Clerk & Chairman, as suggested by the external auditor. It was unanimously agreed to ratify this amendment.

### **PC/22/175 – External auditor provision**

The Parish Council's external auditor is currently appointed by a company called Smaller Authorities Audit Appointments. The external auditor is appointed for 5-years, and the Council is given an option to opt-out of this arrangement and organise our own external auditor. Our internal auditor had advised that Councils who had opted out last time spent thousands of pounds finding an external auditor.

It was agreed not to opt-out of this arrangement particularly given the potential cost of appointing our own.

### **PC/22/176 – Agreement of Parish Council insurance renewal**

A price for the Council's renewal had been received at a cost of £5,713.39. The Clerk noted that we are currently in a 3-year long term agreement with Hiscox Insurance Company Ltd. Our broker had confirmed that the recent fire will not affect this year's premium.

Hiscox had issued a notice clarifying cover particularly in relation to cyber cover. The Clerk had therefore approached our broker to get a price for cyber cover (for 12-months). A quotation of £319.20 had been received from Channing Lucas & Partners Ltd.

It was agreed to approve the renewal cost of £5,713.39 and to accept the quotation for cyber cover of £319.20

### **PC/22/177 – Recruitment of Deputy Clerk – including hours, duties, remuneration and advertisement**

A copy of the person specification had been sent to all Councillors.

Councillors agreed amendments and added "training will be provided".

It was agreed the role would be for 37 hours per week for 12-months with a review undertaken with a potential increase/decrease.

The salary scale agreed was £23,625.00 to £24,948.00 (dependent on experience).

The role will be advertised on the Parish Council's website, social media, noticeboards as well as an advertisement with the Society for Local Council Clerks (SLCC). This will be advertised for 4-weeks at a cost of £335.00.

### **PC/22/178 – Parish Council office arrangements – including storage**

As part of reconfiguring the office, the Clerk and Chair will also undertake an inventory. Once this is completed, the working group will look at what can be retained or disposed of.

**Action:** Undertake an inventory of items stored in the office and shed.

### **PC/22/179 – S106 agreement for the land at Lovedon Fields – including costings for maintenance from Winchester City Council**

The Clerk had received information on the meadow management plan but had not received any further information on costs/funding. It was agreed to defer this until this information had been received.

### **PC/22/180 – Discussion of current planning applications (as listed below)**

22/01580/FUL

North Winchester Poultry Farm Stoke Charity Road Kings Worthy Hampshire SO21 2RP

Application Reference Number: 20/02831/FUL Date of Decision: 28/05/2021.  
Variation of Condition Number(s): 2 (approved plans).

**Response/Action** – The Parish Council has no objections to this application.

22/01772/HOU

16 Springvale Road Kings Worthy Hampshire SO23 7LT

Single storey rear extension. Garage conversion. New garage to front of building.

**Response/Action** – The Parish Council has no objections to this application.

22/01783/HOU

23 Gillingham Close Kings Worthy Hampshire SO23 7RL

first floor side extension above existing garage

**Response/Action** – The Parish Council has no objections to this application.

**PC/22/181 – CCTV at Tubbs Hall play area – including cost for a new camera**

The Clerk updated Councillors on the suspected arson at Fraser Road play area.

The senior fire officer had confirmed that was suspected arson. It has been reported to the police, but we have not yet received a visit from an officer.

**Response/Action** – It was agreed for Cllrs Miller-Hall & Waters to liaise regarding the potential provision of camera(s) for the play area.

**PC/22/182 – Communications [incl. Website / Facebook / Newsletter Monthly Comms. Etc.]**

Cllr Smith noted that the newsletter is now complete. Two monthly shorts communications had also gone out.

**PC/22/183 – Clerk’s Notices**

Tree works outside Kings Worthy Community Centre – Following a recent pest control report, it was recommended that the trees near the building are trimmed back. The Clerk also noted that the two cherry trees at the end of the building required reducing in size as they are approaching the building.

A price had been obtained for the lifting of all the trees around the green to approximately 8 feet, and to reduce the size of the cherry trees near the fire exit. The cost for this quotation was £575.00; it was agreed to accept this quotation.

**PC/22/184 – Chairman’s Notices**

Laying of the wreath to mark the passing of HRH Queen Elizabeth II – Cllr Miller-Hall thanked those were able to attend the wreath laying.

**PC/22/185 – Items for discussion at the next meeting on 31 October 2022**

Opening of the hall as a warm space and the budget 2022/23.

**Meeting Closed at 21:32.**

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**Signed:**

**Date:**

# Report from WCC Councillors to the meeting of Kings Worthy Parish Council

**26.09.22**

The death of Queen Elizabeth II significantly impacted on the nation, and of course various meetings etc were put off for the period of national mourning. The Worthys Festival last weekend went ahead, and we copy here part of the press release issued after that decision was made to explain the reasons.

“Following the sad announcement of the death of Queen Elizabeth II on Thursday, many events have been cancelled out of respect for the Queen’s family and in national mourning.

However, following much consideration and thought, the Worthys Festival organising Team has decided that the event organised for this coming Saturday, 17<sup>th</sup> September, should go ahead as planned.

Chief organiser and band member Dan Conroy said, “The Worthys Festival is a community celebration. It embodies all the principles of community involvement and appreciation that our late Queen supported and enjoyed herself, and thus it feels inappropriate to cancel it. We will of course now be including elements of remembrance and respect for the Queen, and indeed celebration of our new King, Charles III, at appropriate times during the afternoon and evening.

“We ask that everybody attend the Festival in appreciation of the different circumstances that surround us at this time, in remembrance but also in celebration and a joyous coming together of our wider family in the Worthys community.”

In the event we have had only one comment from a local resident questioning why the Festival went ahead. Many of you will have attended and we were blessed again with lovely weather. I would like to pay special tribute to Dan Conroy who brought the entire event together, with some support in publicity and press etc. from me. Dan’s wonderful photographs of the Queen that adorned the back of the stage, and his carefully placed ‘no parking’ signs in local residential roads, were particularly effective.

## **Kim Bishop Walk**

Work has been done at Top Field to improve the circular walk around the meadow and to lay a firm but permeable surface along the Kim Bishop Walk to Wesley Road. Following comments from Jane and Jackie extra work has been done to shore up the new path at the biggest dip and to further roll the path – more rain will help to consolidate it.

**We would like to ask the Parish Council to consider changing the barriers at the Wesley Road end to allow more access for prams and electric wheelchairs etc.**

## **Estates Improvement plan**

The plans cover both sides of the Pound Road part of Springvale. The proposals include improvements to the outside space to make it more welcoming for residents, to upgrade the refuse and recycling bin storage to communal bins with covered spaces for bikes and so on. An extensive consultation will be undertaken with all residents, both council tenants and owner occupiers, to gain a consensus on the ways in which it is proposed to be done. This will be a significant investment by the Council housing estate, which if successful will become a model for other areas of Winchester City Council housing. The target is for the work to be commenced within the council financial year, but clearly the timetable depends on how the consultation goes.

## **Local Plan**

The draft new Local Plan puts climate change and the need to address this at its heart. City Councillors were briefed on the draft plan on Wednesday last week. There will be plenty of opportunities for local residents to respond to the plan proposals as it will be on the City Council website after 18<sup>th</sup> October. They will be able to respond via Citizen Space. In the meantime it will be going to a full day meeting of the City Council’s Scrutiny Committee at the end of this month, 29<sup>th</sup> September, and of course to the Cabinet thereafter.

## **Planning applications**

No change with respect to the “Phosphate issue” reported at KWPC meeting on 25<sup>th</sup> July.

## **Just a reminder about the Station Approach new consultation:**

### **Major Redevelopment Projects**

WCC has re-launched a full consultation on the Station Approach area, now to include Network Rail's car parking areas as well as the Carfax site, cattle market and the ACF's Newburgh House. No proposals are presently being put forward – the initial stages are to allow suggestions and ideas to be put forward by local residents as well as other various stakeholders. Obviously following the pandemic the way people work and travel has been revolutionised. Will those changes remain in place? All options will be looked at during these initial stages. A website has been launched [www.winchesterstationapproach.co.uk](http://www.winchesterstationapproach.co.uk) which features an interactive map for comments as well as an online survey. The City Council is starting from scratch, with a clean sheet for ideas for this important area of Winchester, so make sure you take the opportunity to have your say – the City Council is listening to your views!

To request a paper copy of an information newsletter on the project or the survey please email [info@winchesterstationapproach.co.uk](mailto:info@winchesterstationapproach.co.uk) or call 0800 148 8911.

The consultation will run for 12 weeks, concluding on Friday 21st October 2022.

The Central Winchester Regeneration is moving into the next stage, with various bids from partner organisations now being looked at. 'Meanwhile uses' for most of the building on the site are being put into place, or plans for demolition are being brought forward. Also under consideration for development is the 'depot site' next to the new Sports and Leisure Park - some proposals are currently being evaluated, but there is a clear steer from the local community about what is needed there in addition to possible options for improved leisure facilities.

### **Kings Barton**

We continue to challenge HCC and Cala to produce road plans for the north of Winchester which are fit for purpose and which respect the aims of the Winchester Movement Strategy. HCC appears to be trying to kick the can down the road yet again – we await their, and Cala's - proposals.

### **M3/J9 Consultation**

We heard very late in the day about this consultation on the latest plans from National Highways for amendments to this vital junction. If any of you see this before 4pm and have time to pop along to Tesco Extra to visit their exhibition, please do. There is information on their website too. Jane will pop along and if needs be, will give a verbal update at the meeting.

### **Apologies**

Both Jackie and Steve are away for a few days this week and will be represented by Jane at your meeting.

Jane Rutter, Steve Cramoysan and Jackie Porter

26<sup>th</sup> September 2022.

## Management Accounts for the period ending 31<sup>st</sup> August 2022

### Income

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date
Community Infrastructure Levy	£0.00	£0.00	£6,639.43	£6,639.43
Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00
Finance, Administration & Remuneration	£176,413.00	£73,788.19	£73,278.73	£-509.46
Kings Worthy Community Centre	£4,022.00	£1,675.83	£915.00	£-760.83
Planning & Highways	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£6,116.70	£1,742.29	£2,080.00	£337.71
<b>Totals:</b>	<b>£195,551.70</b>	<b>£77,206.32</b>	<b>£82,913.16</b>	<b>£5,706.84</b>

### Expenditure

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date
Community Infrastructure Levy	£0.00	£0.00	£0.00	£0.00
Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00
Finance, Administration & Remuneration	£89,596.00	£43,908.68	£35,764.68	£8,144.00
Kings Worthy Community Centre	£8,483.00	£4,434.81	£3,793.82	£640.99
Planning & Highways	£11,405.00	£550.00	£0.00	£0.00
Recreation & Amenities	£85,048.89	£34,784.49	£27,917.91	£6,866.58
<b>Totals:</b>	<b>£203,532.89</b>	<b>£83,677.97</b>	<b>£67,476.41</b>	<b>£15,651.56</b>

	Annual Budget	Budget Year to Date*	Actual Year to Date	Variance Year to Date
<b>Actual Year to Date Position</b>	<b>-£7,981.19</b>	<b>-£6,471.65</b>	<b>£15,436.75</b>	<b>£21,908.40</b>

### **Memorandum Position - Excluding CIL Income and Expenditure**

<b>Memorandum Year to Date Position:</b>	<b>-£7,981.19</b>	<b>-£6,471.65</b>	<b>£8,797.32</b>	<b>£15,268.97</b>
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## Balance Sheet for period ending 31<sup>st</sup> August 2022

<u>Bank Accounts</u>	
Unity Trust Bank Current Account	£10,734.50
Unity Trust Tailored Deposit Account	£81,421.51
<b>Sub-Total:</b>	<b>£92,156.01</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	£1.76
Debtors	£413.75
Prepayments	£0.00
<b>Sub-Total:</b>	<b>£415.51</b>
<b>Total Current Assets:</b>	<b>£237,831.79</b>
Current Liabilities	
Trade Creditors	£705.82
Received on Account (inc. Precept)	£14,571.90
PAYE Payments Due	£285.00
NI Payments Due	£544.03
Pension Payments Due	£1,024.45
Other Creditors (awaiting advice from HMRC before payment)	£4.89
VAT to be Paid	£8.79
VAT to be Reclaimed	-£1,592.36
VAT that has been Reclaimed but not received	£0.00
<b>Total Current Liabilities:</b>	<b>£15,552.52</b>
<b>Current Assets Minus Liabilities:</b>	<b>£222,279.27</b>
Earmarked Funds in Reserve	
Church Green Reserve	£2,583.89
Play area maintenance reserve	£44,053.22
CIL Reserve	£75,509.38
<b>Total Current Liabilities:</b>	<b>£122,146.49</b>
Net Assets	
Profit & Loss Accounts Brought Forward	£62,673.12
General Reserves (inc. £19,297.65 for tree works)	£22,023.31
Profit & Loss Year to Date	<b>£15,436.75</b>
<b>Total Net Assets:</b>	<b>£100,133.18</b>

## Payment Authorisation Listing – September 2022

### Committees:

**FAR** = Finance, Administration & Remuneration

**FAR (KWCC)** = Kings Worthy Community Centre

**PC** = Parish Council

**P&H** = Planning & Highways

**R&A** = Recreation & Amenities

### Payments previously authorised on the bank (paid to meet payment deadlines)

<u>Date</u>	<u>Committee</u>	<u>Beneficiary</u>	<u>Description</u>	<u>Category</u>	<u>Total (inc. VAT)</u>	<u>Unrecoverable VAT</u>
19/08/2022	FAR	Culverlands Press Ltd	2,250x KWPC Summer 2022 Newsletter, FSC Recycled	Leaflets and publications (including newsletter)	£615.00	£0.00
				<b>Total:</b>	<b>£615.00</b>	<b>£0.00</b>

### Payments to be authorised

<u>Date</u>	<u>Committee</u>	<u>Beneficiary</u>	<u>Description</u>	<u>Category</u>	<u>Total (inc. VAT)</u>	<u>Unrecoverable VAT</u>
28/08/2022	FAR	Konica Minolta Business Solutions (UK) Ltd	Printing Charges for (07/05/22 - 06/08/2022)	Printing	£18.82	£0.00
30/08/2022	R&A	Environmental Hygiene Services	Steam Clean and Sanitation of 6x Bus Shelters	Shelters	£72.00	£0.00
01/09/2022	FAR	Culverlands Press Limited	KWPC Summer 2022 Newsletter Mailing - Fulfilment & Postage	Leaflets and publications (including newsletter)	£1,702.80	£0.00
05/09/2022	FAR	Tubbs Hall Management Committee	August meetings (P&H & Finance committee)	Miscellaneous Expenditure	£40.00	£0.00

08/09/2022	FAR	Tubbs Hall Management Committee	August full council meeting	Miscellaneous Expenditure	£20.00	£0.00
12/09/2022	R&A	Peter Yeates Arboriculture	Stump Grinding - Grind surface roots along edge of lower pitch at Eversley park	Tree Works (5008)	£300.00	£0.00
<b>Total:</b>					<b>£2,153.62</b>	<b>£0.00</b>

#### **Direct Debits & Standing Orders**

<b><u>Date</u></b>	<b><u>Committee</u></b>	<b><u>Beneficiary</u></b>	<b><u>Description</u></b>	<b><u>Category</u></b>	<b><u>Total (inc. VAT)</u></b>	<b><u>Unrecoverable VAT</u></b>
01/08/2022	R&A	Business Waste Ltd	Excess weight charge	Open Spaces Maintenance	£7.68	£0.00
03/08/2022	FAR (KWCC)	Business Stream	Eversley Park water charges (21/04/22 - 18/07/2022)	Water Rates - Eversley Park	£12.44	£0.00
05/08/2022	FAR (KWCC)	Business Stream	Water supply for Kings Worthy Community Centre	Water - Tubbs Hall	£7.00	£0.00
10/08/2022	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£98.35	£0.00
15/08/2022	FAR (KWCC)	Winchester City Council	Business rates for Parish Office	Business Rates	£61.00	£0.00
15/08/2022	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£121.44	£0.00
17/08/2022	FAR	Sage Software Ltd	SAGE accounting software	Computer Software	£31.20	£0.00
30/08/2022	R&A	Green Smile	Monthly grounds maintenance contract	Grounds Maintenance	£3,594.00	£0.00
<b>Total:</b>					<b>£3,933.11</b>	<b>£0.00</b>

## Remuneration Costs

<u>Date</u>	<u>Committee</u>	<u>Beneficiary</u>	<u>Description</u>	<u>Category</u>	<u>Total (inc. VAT)</u>	<u>Notes</u>
25/08/2022	FAR	C Read & L Daniel	August Salaries	Employee Wages and Salaries	£2,980.62	None
19/09/2022	FAR	HMRC	August National Insurance & PAYE	NI	£829.03	None
19/09/2022	FAR	Hampshire County Council	August Pensions	Pensions	£1,024.45	None
<b>Total:</b>					<b>£4,834.10</b>	

## Procurement Card Payments (including transaction fees where applicable)

<u>Date</u>	<u>Committee</u>	<u>Beneficiary</u>	<u>Description</u>	<u>Category</u>	<u>Total (inc. VAT)</u>	<u>Unrecoverable VAT</u>
02/08/2022	FAR	Microsoft	Office 365 subscription	Computer Software	£18.96	£0.00
02/08/2022	FAR	Lloyds Bank	Monthly card charges	Bank Interest & Charges	£6.00	£0.00
02/08/2022	FAR	Giffgaff	Monthly Goodybag of data, mins and texts - emergency mobile	Miscellaneous Expenditure	£6.00	£0.00
02/08/2022	FAR	Display Wizard Ltd	Pole clips for display boards (including delivery)	Miscellaneous Expenditure	£23.99	£0.00
02/08/2022	FAR	1&1 Ionos Ltd	PHP7.3 Extended Support monthly	Website/Email expenses	£8.44	£0.00
04/08/2022	FAR	St John Ambulance	Parish Clerk - Emergency first aid at work course (08/08/2022)- [inc. transaction fee]	Staff and Councillors Training	£199.50	£0.00
09/08/2022	FAR	Stagecoach	Return bus ticker for first aid training (08/08/2022) - [inc. transaction fee]	Travel and Subsistence	£4.80	£0.00

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<b>Total:</b>	<b><u>£267.69</u></b>	<b><u>£0.00</u></b>
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