



Kings Worthy Parish Council

Minutes of the Parish Council meeting held on Monday, 27 February 2023 at 19:30 held in Kings Worthy Community Centre, Fraser Road

Attendees

Councillors Julia Archer, Signe Biddle, Colin Cossburn, Emily Fish, Dorry Lawlor, Ian Gordon, Matthew Miller-Hall (Chairman), Charlotte Smith & Steve Waters.

Clerk(s)

Parish Clerk (Christopher Read)

Apologies

Cllr Mandy Hallisey (the council resolved to approve Cllr Hallisey's reason for absence)

Cllr Tom Stannard (the council resolved to approve Cllr Stannard's reason for absence)

County & City Councillor(s)

Cllr Jane Rutter (Winchester City Council [WCC])

Members of the public

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PC/23/023 – 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]

A member public asked for an update on the meeting to discuss the Lovedon Fields s106 agreement and if there are any plans to expand the allotment area.

The Clerk noted a meeting is being arranged by Cllr Jackie Porter (HCC) but we have not yet received a date. Cllr Miller-Hall noted that the allotment area cannot be progressed until the outstanding issues with the s106 agreement are sorted but the Council is aware that it is important to keep pushing the allotments.

The Clerk noted that the Council cannot take on specific parts of the open space without varying the S106 agreement, which may have larger legal ramifications on the Parish Council.

Another member of the public queried the issue of who is responsible for the cutting of a hedge adjacent to, but outside the boundary of their property. They had received a letter from Hampshire County Council (HCC) stating that they were responsible for cutting the hedge.

Cllr Gordon stated that this hedge was not part of application site and is the responsibility of HCC. Cllr Rutter (WCC) will raise this with Cllr Porter (HCC). The Parish Council will raise this as part of the discussion with WCC.

A member of public reported that the sign that identifies the concealed entrance to Eversley Gardens has been struck by a lorry and is now facing the wrong way. The recently installed 40mph signs are also too small. Could yellow signs be installed to clearly identify the new speed limit.

Cllrs Waters & Cossburn stated the large 40 mph signs are only installed at the start of a 40mph zone and this section of Lovedon Lane is now a continuation of the 40mph on the A33. Temporary yellow signs could be erected to identify the new speed limit.

PC/23/024 - Impact of COVID-19 - meeting recommendations

It was agreed to keep the current recommendations.

PC/23/025 - Co-option to fill Councillor vacancy

The Clerk had not received any application before the deadline. However, he had received an email expressing interest that morning.

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

PC/23/026 - Appointment of Councillors onto committees

None.

PC/23/027 - To receive written reports from City & County Councillors and Parish Councillors following external meetings

A copy of the City Council report had been circulated to Councillors before the meeting (see attached).

Cllr Rutter noted that a decision on the Cart & Horses junction will be going to the HCC decision day on 9th March.

PC/23/028 - To agree and sign the Minutes of the Meeting held on 30 January 2023

The Clerk had circulated a proposed amendment shortly before the meeting which was agreed. This amendment had been incorporated into the signed copy.

PC/23/011 - "a" changed to "an".

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

PC/23/029 - Matters arising from the meeting held on 30 January 2023

None.

PC/23/030 - To receive the minutes of the committees:

- Recreation and Amenities (R&A) Committee - 09 February 2023 - A copy of the minutes had been circulated to Councillors before the meeting. No questions or queries were raised.

- Finance, Administration & Remuneration (FAR) Committee – 15 February 2023 – A copy of the minutes had been circulated to Councillors before the meeting.
 - Energy contract for Tubbs Hall – the FAR committee had undertaken a review of current energy providers for building as the current electricity & gas contracts are coming to an end. This included a comparison of costs, contract terms, timeframes supply, renewable status and companies.

Given the small difference in estimate cost (~£184), it was agreed to proceed with the recommendation from the FAR committee to take a 12-month contract for electricity and gas from Octopus Energy, at an estimated combined total cost of £4,034. This will be a 12-month fixed price but the cost may vary based on actual usage.

- Clerk's remuneration –

The Clerk left the room at this point.

After discussion, a vote was held to approve a £2,000 bonus payment to the Clerk for his work whilst the office is short staffed. 5 Councillors voted in favour, 2 councillors abstained and 2 councillors voted against.

The Clerk returned to the room at this point.

- Planning & Highways (P&H) Committee – 21 February 2023 – A copy of the minutes had been circulated to Councillors before the meeting.

PC/23/031 – Grounds Maintenance contract tender process – including short term contract

Due to the need to undertake both a full review of the grounds maintenance contract and run a tender process, R&A had recommended that a new 6-month short term contract be given to Green Smile Ltd (current providers). This recommendation has been ratified by the FAR committee.

Green Smile Ltd had provided a quotation based on the current contract terms for a 6-month contract funding from 1st April – 30th September 2023. The total cost of this new contract is £23,269.00 (excluding VAT). Due to the contract value, it was agreed to suspend standing orders relating to need to obtain 3 prices for this contract and proceed with the award of this contract based on this single price. This will enable to Parish Council to undertake a full review and tendering process for the grounds maintenance contract.

PC/23/032 – Eversley Park play area renewal tender – including planning permission required

The Clerk raised the reviewed location of the zip wire as agreed by the R&A committee and subsequently ratified by FAR committee. It was unanimously agreed to ratify this revised location.

Further to the email sent to Councillors, the Clerk noted that a planning application has been submitted for the small section of the tower that exceeds the 4 metre height limit allowable under permitted development. It was unanimously agreed to proceed with the installation of the play area as planned with the tower being left until last.

The Clerk also noted that he is awaiting a revised start date from the contractor and will arrange a site-meeting once known.

Action – Clerk to relay information above to contractor and arrange site meeting.

PC/23/033 – Recruitment of Deputy Clerk – update

Due to the withdrawal of the previous applicant, this role and been re-advertised with 4 applicants already.

As the standing orders specify the members of the group responsible for appointing the Deputy Clerk, it was agreed to suspend standing orders and add the Chair of Planning & Highways committee to the appointment panel. This decision was made to prevent the need for any follow-up interviews by a member of the Planning & Highways committee.

PC/23/034 – To receive the statement of accounts and management reports for period ended 31 January 2023

The Clerk gave a presentation of the accounts for the month ending 31 January 2023.

He also highlighted the recent changes in relation to VAT chargeable on pitch fees.

PC/23/035 – To review the draft forecast outturn (2022/23) & draft budget (2023/24)

The Clerk gave a presentation of the forecast outturn (2022/23) & draft budget (2023/24). He noted that minor changes had been made mostly relating to publication of the January CPI figure, resulting in a small budget surplus. The revised budget was unanimously agreed.

PC/23/036 – Review of Standing Orders & Financial Regulations

This review will be undertaken by the Clerk and distributed to Councillors for comment.

Action – Undertake a review and distribute.

PC/23/037 – Review of Risk Register & Investment Policy

This review will be undertaken by the Clerk and distributed to Councillors for comment.

Action – Undertake a review and distribute.

PC/23/038 – S106 agreement for the land at Lovedon Fields – including costings for maintenance from Winchester City Council

See PC/23/023.

PC/23/039 – Tubbs Hall play area including insurance update & CCTV

The Clerk had confirmed with representatives of our insurers that the original train is no longer in production. He had identified a suitable like for like replacement. Given the limited number of suppliers for like for like equipment, the Clerk had asked our insurers if they would be happy for us to obtain 3 different quotations for repairs based on this piece of equipment.

PC/23/040 – Communications [incl. Website / Facebook / Newsletter Monthly Comms. Etc.]

Cllr Smith noted that the comms had recently been published.

PC/23/041 – Parish Council shed - update

No update.

PC/23/042 – Clerk’s Notices

- 3rd Winchester Scouts football event – The Clerk noted that the scouts had requested use for the pitches at Eversley Park for a tournament. It was agreed that no charge would be levied for this event.
- Dog walk path reinstatement – A quotation had been requested for lay supply and laying of 20mm gravel to reinstate the surface of the dog walk. It was agreed to accept this quotation at a total cost of £472.00 subject to confirmation that the surface is gravel, not hoggin.

Action – Clerk to confirm surface and action as required.

- Fire door works in Kings Worthy Community Centre – A quotation had been received from Leaves Building & maintenance for the adjustment and fitment of drop-down fire seals to the doors at the entrance to the main hall (Tubbs Hall). This quotation also included the adjustment of the rear external fire door to ensure it closes fully (including latch).

It was agreed to proceed with this quotation at a total cost of £475.00 (ex. VAT).

Action – Clerk to notify contractor and organise works.

It was also agreed to confirm the need for an illuminated fire exit sign above this door.

Action – Clerk to confirm need for illuminated sign as above.

PC/23/043 – Chairman’s Notices

None.

PC/23/044 – Items for discussion at the next Meeting on 30 January 2023

Paths at Lovedon Lane burial ground.

Meeting Closed at 20:50.

Signed:

Date:

Report from WCC Councillors – Kings Worthy Parish Council 27.02.23

HCC Withdrawal of HB School Buses

Whilst strictly a County issue, Steve and Jane have been helping to respond to the very many expressions of concern we have received from parents of children currently using the Henry Beaufort School buses from Kings Worthy. HCC has for many years provided a discretionary bus service for pupils attending the local catchment school.

‘Discretionary’ because the law states that children as young as eight are expected to reach school if it is within 3 miles of their home independently – walking or cycling presumably – unless their circumstances or an unsafe route make this impossible. HCC, under huge budgetary constraints, is now saying that the route is no longer unsafe, and gradually withdrawing the service. We, and many, many parents, vehemently disagree that either the route is safe or that the walking distance standard, set in 1944, is appropriate in today’s world. We are collating responses to the recent article alerting parents in ‘Focus’ and will be working with Jackie to make the County Council think again.

Cart & Horses Junction

The Cart & Horses Junction decision by HCC will be made at a Decision Day on 9th March. We are hopeful that significant changes to the junction will be proposed, which would need to dovetail into the changes arising from the M3/J9 works. We will keep you posted.

M3/J9 Planned Works

Nothing new to report – see above though.

Phosphates and Planning Applications

Nothing new to report

Major Developments and regeneration.

The Central Winchester Regeneration is moving into the next stage, with various bids from partner organisations now being looked at. Steve is at Scrutiny Committee tonight reviewing the findings of this latest phase, including the selection of Development partners. The decision on a suitable partner is to be announced at the next WWC cabinet meeting on 6th March. Work is continuing on both the Depot Site at Bar End Road and the Station Approach area. We will update on these other projects when further information is available.

Improved and Extended Shared Walking and Cycling path along London Road/Worthy Lane

Many of you will have attended the consultation event at the Jubilee Hall last week. We await the response to the consultation but are hopeful that this significant investment in local active travel will have strong local support and that we will be able to see great improvements in our local walking and cycling infrastructure in due course. Your councillors are looking at possible CIL funding to ensure the whole project is undertaken instead of it happening in phases, or if it has to happen in phases, for the initial phase to be at the Worthys end and not the City.

Local Elections Purdah

With the local elections coming up, and as Jane is a candidate, after this evening she will be leaving attendance at PC meetings to her colleagues until May.

Jane Rutter, Steve Cramoysan and Jackie Porter

27th February 2023

Management Accounts for the period ending 31 January 2023 including forecast outturn (2022/23) & budget 2023/24)

Income

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2022/23 Forecast Outturn	2023/24 Budget
Community Infrastructure Levy	£0.00	£0.00	£13,148.53	£13,148.53	£13,148.53	£9,507.31
Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00	£0.00	£0.00
Finance, Administration & Remuneration	£176,413.00	£147,233.25	£146,821.12	-£412.13	£176,087.45	£183,566.00
Kings Worthy Community Centre	£4,022.00	£3,351.67	£1,830.00	-£1,521.67	£4,316.75	£7,980.75
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£6,116.70	£5,545.93	£7,730.45	£2,184.52	£7,891.55	£7,732.41
Totals:	£195,551.70	£156,130.85	£169,530.10	£13,399.25	£201,444.28	£208,786.47

Expenditure

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2022/23 Forecast Outturn	2023/24 Budget
Community Infrastructure Levy	£0.00	£0.00	£0.00	£0.00	£3,700.00	£71,809.38
Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00	£0.00	£0.00
Finance, Administration & Remuneration	£89,596.00	£75,116.79	£67,139.77	£7,977.02	£85,990.54	£103,863.22
Kings Worthy Community Centre	£8,483.00	£7,535.98	£8,255.41	-£719.43	£9,874.08	£11,119.75
Planning & Highways	£11,405.00	£5,724.16	£4,222.12	£1,502.04	£9,771.03	£11,070.00
Recreation & Amenities	£85,048.89	£63,190.42	£57,829.99	£5,360.43	£74,055.79	£98,588.35
Totals:	£203,532.89	£151,567.34	£137,447.29	£14,120.05	£183,391.44	£296,450.70

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2022/23 Forecast Outturn	2023/24 Budget*
Actual Year to Date Position	-£7,981.19	£4,563.50	£32,082.81	£27,519.31	£18,052.84	-£87,664.23

Memorandum Position - Excluding CIL Income and Expenditure

Memorandum Year to Date Position:	-£7,981.19	£4,563.50	£18,934.28	£14,370.78	£8,604.31	£202.67
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* The Forecast Outturn includes 10% deposit for Eversley Park play area spend.

Balance Sheet for period ending 31 January 2023

<u>Bank Accounts</u>	
Unity Trust Bank Current Account	£9,993.11
Unity Trust Tailored Deposit Account	£84,092.39
Sub-Total:	£94,085.50
<u>Investments/Deposits</u>	
Nationwide variable (35-day notice)	£85,000.00
Hampshire Trust Bank Variable (45-day notice)	£42,313.17
Hampshire Trust Bank Variable (90-day notice)	£42,686.83
Sub-Total:	£170,000.00
<u>Other</u>	
B4B Procurement Card	£0.73
Debtors	£2,059.00
Prepayments	£0.00
Sub-Total:	£2,059.73
Total Current Assets:	£266,145.23
<u>Current Liabilities</u>	
Trade Creditors	£1,817.99
Received on Account (inc. Precept)	£29,143.80
PAYE Payments Due	£285.20
NI Payments Due	£452.24
Pension Payments Due	£738.18
Other Creditors (awaiting advice from HMRC before payment)	£4.89
VAT to be Paid	£11.11
VAT to be Reclaimed	-£905.52
VAT that has been Reclaimed but not received	-£4,327.99
Total Current Liabilities:	£27,219.90
Current Assets Minus Liabilities:	£238,925.33
<u>Earmarked Funds in Reserve</u>	
Church Green Reserve	£1,085.99
Play area maintenance reserve	£44,053.22
CIL Reserve	£75,509.38
Total Current Liabilities:	£120,648.59
<u>Net Assets</u>	
Profit & Loss Accounts Brought Forward	£62,673.12
General Reserves (inc. £19,297.65 for tree works)	£23,221.31
Profit & Loss Year to Date	£32,082.81
Total Net Assets:	£118,276.74