

Minutes of the Parish Council meeting held on Monday, 27 June 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, Dorry Lawlor, Charlotte Smith, Tom Stannard & Steve Waters.

Clerk(s)

Parish Clerk (Christopher Read)

Apologies

Cllrs Ian Gordon & Mandy Hallisey
Winchester City Cllrs Steve Cramoysan & Jane Rutter.

County & City Councillor(s)

Cllr Jackie Porter (Hampshire County Council [HCC] & Winchester City Council [WCC])

Members of the public

None.

PC/22/108 - Public question time

None.

PC/22/109 – Impact of Coronavirus (COVID-19)

It was agreed for the current recommendations for meetings to remain on the agenda.

PC/22/110 - Appointment of Councillor(s) to committee(s)

The committee appointments were agreed:

Finance, Administration & Remuneration – Cllr Archer

PC/22/111 - Receive declaration of acceptance of office forms

Unfortunately, Cllr Dealey had resigned from her position as a Parish Councillor.

This vacancy will need to be formally advertised to allow a poll to be called by 10 or more parishioners. It was agreed to fill this vacancy at the next meeting if possible.

The Clerk been advised by a representative at Winchester City Council (WCC) that a written co-option policy would be best practice. It was also agreed for the Clerk to draft a co-option policy and circulate to members.

Action – Draft a co-option policy as above.

PC/22/112 – To receive written reports from City & County Councillors and Parish Councillors following external meetings

Cllr Porter (HCC & WCC) distributed a combined City & County report to Councillors. Cllr Porter summarised the report and highlighted the following:

Cllr Porter (HCC & WCC) is now the WCC portfolio holder for the local plan review.

Action – It was agreed to send all three WCC Cllrs a copy of the Parish Council's response to the recent request for sites.

PC/22/113 – Agree and sign the minutes of the Parish Council meeting on 30 May 2022

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

PC/22/114 – Matters arising from the Parish Council meeting on the 30 May 2022

None.

PC/22/115 - To review the minutes from the Annual Parish Meeting on 16 May 2022

The minutes were agreed by Councillors as a true record. These will be formally agreed and signed at the next annual parish meeting in 2023.

PC/22/116 - To receive the minutes of the committees:

- Recreation & Amenities Committee Before the meeting all Councillors had received a copy of the minutes for the meeting held on the 16 June 2022.
 - Cllr Stannard thanked Cllr Waters for his help in removing the arising at Eversley Park.
- Finance, Administration & Remuneration Committee Before the meeting all Councillors had received a copy of the minutes for the meeting held on the 15 June 2022.
 - The Clerk gave a presentation of the accounts for the period ending 31st May 2022.
 - Worthys Local History Group A grant for the installation of a history board had been agreed by £908.00. This was subject to the history group owning and maintaining the board.
- Planning & Highways committee Before the meeting all Councillors had received a copy of the minutes for the meeting held on the 21 June 2022.
 - Cllr Waters queried the procedure for the voting of Chair & Vice-Chair at the committee meeting on 21 June. He had found advice that candidates may be able to self-nominate.

Action – It was agreed for the Clerk to investigate whether a candidate is able to self-nominate before the July committee meeting.

PC/22/117 - To receive the internal auditor's report for the year ending 31 March 2022

A copy of the internal auditor's report had been circulated to all Councillors. The report was unanimously agreed for adoption.

PC/22/118 – Agree the end of year accounts and approve the Annual Governance and Accountability Return for the year ending 31 March 2022

A copy of both Sections 1 & 2 of the Annual Governance & Accountability Return had been circulated to all Councillors (see attached).

- Section 1 Annual Governance Statement 2021/22 The Clerk read out the questions and it was unanimously agreed to answer yes to all, accept question 9 which did not apply.
- Section 2 Accounting Statement 2021/22 The Clerk presented the prepared statement to Councillors. The Accounting Statement was unanimously agreed.
- End of year Accounts The Clerk noted that the end of year accounts remain unchanged since they were previously agreed at the May meeting.

PC/22/118 – S106 agreement for land at Lovedon Fields – meeting with Winchester City Council

The meeting with Winchester City Council had been rescheduled for the 28 June.

As the Vice-Chair was unavailable, it was agreed for Cllr Smith to attend in her stead.

PC/22/119 - Update of emergency plan (currently for flooding) including out of hours Parish Council issues

It was agreed that the review will include the potential inclusion of major incidences such as trains, aircraft or issues at the school).

PC/22/120 - Submission of comments relating to agenda items

The Chair raised the deadline for actions to be received on agenda items. If comments are received late in the day of the meeting, the office has insufficient time to carry out any actions.

It was agreed that comments on agenda items be submitted by 10am the working day before the meeting, otherwise the Councillor will need to raise this themselves at the meeting.

(Cllr Porter [HCC & WCC]) left at this point)

It was also agreed to include a discussion on agenda items and how they're listed on the next meeting agenda.

PC/22/121 - Communications [incl. Website /Facebook / Newsletter / Monthly Comms. etc.] - including CPR Training

Newsletter -

Cllr Smith noted that the draft newsletter was written before the election and thus needs

updating. The Comms group are looking to send out the newsletter at the end of July/early August.

After discussion, it was agreed for the comms group to look at reviewing the orientation of the newsletter, for this printing if time allows.

Action – Review the orientation of the newsletter.

There is a suggestion that the paper newsletter be reduced to one per annum with more regular monthly updates.

Responsibility for noticeboards -

It was agreed for the following Councillors to takeover looking after the respective noticeboards.

Eversley Park - Cllr Archer; Kings Charles Pub - Cllr Fish; Vian Place - Cllr Stannard.

PC/22/122 - Neighbourhood plan & Village Design Statement

The Clerk confirmed that we have had volunteers as a result of the recent public consultation

After discussion, it was agreed that the membership of this working group will be agreed at the next meeting.

PC/22/123 - Clerk's Notices

None.

PC/22/124 - Chair's Notices

<u>Apologies for absence –</u> It was agreed that going forward, apologies of absence must be provided to the relevant Chair and Clerk by the Councillor themselves. This must also include an acceptable reason for the absence.

PC/22/125 - Items for discussion at the next meeting on 25 July 2022

Co-option policy Listing of agenda items Maintenance setup

Meeting Closed at 20:54.

Signed:	Date:

Councillors' Report for parishes for June 2022

As an experiment, we thought we'd try sending a joint report this month. We'd appreciate your feedback: yes or no?

Platinum Jubilee-Thank you to everyone who hosted, helped and/or attended events to make the Queen's Jubilee celebrations so special for us all in honour of Elizabeth II's reign for 70 years. The Worthys was brilliant with a beacon, bunting *and* lots of events!

WCC had already agreed to put funding into planting trees, supporting local communities to shine, but some people thought there should have been more bunting...maybe something for the BID too perhaps? HCC decided to host events at their Country Parks and plant trees too.

WCC has taken this challenge 'on the chin' and agreed that in future years bunting would be the first thought, not the last! (I haven't heard from HCC though)

Although it was a double bank holiday, WCC organised that all bin collections should take place on the correct day, which was appreciated by many people.

WCC celebrated **the first anniversary of the opening of Winchester Sport and Leisure Park** in May: (lockdown muted the opening) former Cllr Malcolm Prince attended as Cabinet Member for the project.

Winchester City Council is running a Support Hub for Ukrainian families at the Guildhall on Tuesday mornings from 10 to 12 noon. All guests and hosts welcome, refreshments provided. This is proving a popular venue: Winchester has the highest number of families hosting-:as of 7th June, Winchester was hosting 127 families. https://www.winchester.gov.uk/news/2022/jun/winchester-city-council-launch-community-support-hub-for-individuals-affected-by-the-crisis-in-ukraine

This sort of information is available by email to you direct: Parish and Town Councillors are asked to sign up to newsletters via the Winchester.gov.uk website to get this sort of useful information direct.

Hampshire County Council is asking for your views on proposed changes for local and community transport. This affects taxi-share and Dial-a-ride services too. The consultation closes on the 24th July. Go to www.hants.gov.uk/passenger-transport-consultation or phone 0300 555 1388 for a paper copy.

WCC's Local Plan is progressing: and the timetable for the next steps was shared with Parishes on or before the Parish Connect event on the 21st June. Thank you for your input in May which was greatly appreciated. Unfortunately this update meeting is scheduled for the daytime, but I have asked for it to be recorded and available for Parishes. Future meetings will be held later in the day. If there is a policy missing from the current plan that you'd like to discuss with us as local councillors, please do so asap. We'd be grateful if you could share your views with us- it helps us to support you!

Andover Road discussions and M3 Junction 9 conversations are continuing: we hope to have a conversation with the Worthys Parishes to inform/ discuss supported by the officers involved soon.

HCC's Local *Transport* **Plan:** Please also read the LTP4 (summary just 40 pages!!) which outlines the proposed HCC policy (which how affects Hampshire will be advising WCC of the transport viability to inform the siting of new homes.) Residents, visitors and other stakeholders can comment on the Plan by completing the Response Form after reading the Information Pack. Both documents can be found on the County Council's website: https://www.hants.gov.uk/localtransportplan

Warning! To reach Carbon neutrality, big changes will be needed: the aim is to take residents and businesses along this road too.

HCC feedback on the draft LTP4 which will help to inform a final version, expected to be adopted by early 2023. The consultation closed at **11:59pm on 26 June 2022.** Please note that responses received after this time will not be included in the findings report.

Comments can also be sent by email to: strategic.transport@hants.gov.uk or by writing to Freepost HAMPSHIRE, (noting 'FM21 Strategic Transport' on the back of the envelope). If you wrote in, again, we'd be grateful for a copy.

Low carbon travel is on the agenda at WCC. WCC hosts an APSE event which includes demonstration of a hydrogen bus. HCC has been awarded a grant towards a 'mini-Holland' project for Winchester: details tbc. There was an opportunity to join WCC at the Carbon Neutrality Open Forum on the 22nd June |: we'd appreciate knowing your views on this – but we don't think we saw you there? Unfortunately Stagecoach is not delivering a good service at present. Jackie has written to complain to Stagecoach (and HCC community transport) about the Spring bus service which is operating at around 50% of the service at peak times. The public is losing confidence in using the bus. Bosses at Stagecoach blames lack of drivers: drivers blame lack of buses in good working order. Jackie has notified HCC.

Smarter Winchester: St Maurice's Covert: WCC is holding an online public exhibition of the finalists to paint the St Maurice Covert Mural. Go to the link below to see the designs and share your comments, (also available via the council's website) Follow the link here for more information: https://www.winchester.gov.uk/community-recreation/arts/st-maurice-s-covert-mural-designs.

Flooding: So far, tenders for work this Autumn have not been successful. The HCC officer was trying again.

Online Services: As government services started to transfer online by 2005, getting any functioning broadband at all was the first problem. Government depts were challenged to offer connections online by 2005, and as years progress, the internet is ever more entwined in our daily lives. Despite the promises, each improvement in internet speed proudly announced by Government only reaches around 95% of our homes; this leaves 1 in 20 homes lagging far behind. In more populated areas, commercial viability is good, but not in rural areas.

Faster 'Gigabit' broadband. Although this doesn't affect Headbourne Worthy so much (except for new homes where the issue can be even more complicated), in June, HCC Scrutiny will take a second look at the extremely slow roll out of the Government-led FTTP (Fibre To The Premises) scheme. More details about this and other schemes will be on my website following the meeting on the 23rd June: if you have a query, please contact Jackie.

Finally: Three Maids Hill: there is still no movement on the Ecogen application, but the Inert waste recycling site has been approved at appeal. Another application is expected around Three Maids Hill for an anaerobic digester. More detail as soon as we know it.

Cllr. Jane Rutter. <u>jrutter@winchester.gov.uk</u>

Cllr. Steve Cramoysan scramoysan@Winchester.gov.uk

Cllr. Jackie Porter, email: <u>Jackie.porter@hants.gov.uk</u>, www.jackieporter.co.uk

Annual Internal Audit Report 2021/22

Kings Worthy Parish Council

www.kingsworthy-pc.org.uk

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No.	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	7		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	1		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	1		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	1		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	1		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			NOT
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	7		
H, Asset and investments registers were complete and accurate and properly maintained.	7		-
Periodic bank account reconciliations were properly carried out during the year.	7		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	1		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			NIA
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	7		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	7		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	7		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			7

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

7/6/22 ELORANDE S. GROWE ICPA

7/6/22

Signature of person who carried out the internal audit

"If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed)

Annual Governance and Accountability Return 2021/22 Form 3 Local Councils, Internal Drainage Boards and other Smaller Authorities Page 3 of 6

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Kings Worthy Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed				
	Yes	No*	'Yes' me	eans that this authority:	
 We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. 			prepared its accounting statements in accordance with the Accounts and Audit Regulations.		
We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	/		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.		
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			has only done what it has the legal power to do and has complied with Proper Practices in doing so.		
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	/		during the year gave all persons interested the opportunit inspect and ask questions about this authority's accounts.		
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered and documented the financial and other risks it faces and dealt with them properly.		
We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	/	3	arranged for a competent person, independent of the finant controls and procedures, to give an objective view on when internal controls meet the needs of this smaller authority.		
7. We took appropriate action on all matters raised in reports from internal and external audit.	/		responded to matters brought to its attention by internal an external audit.		
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	/		disclosed everything it should have about its business act during the year including events taking place after the yea end if relevant.		
 (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. 	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.	

^{*}Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:	Signed by the Chairman and Clerk of the meeting where approval was given:
and recorded as minute reference:	Chairman
	Clerk

www.kingsworthy-pc.org.uk

Section 2 - Accounting Statements 2021/22 for

Kings Worthy Parish Council

The last of the la	Year en	nding	Notes and guidance		
	31 March 2021 £	31 March 2022 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.		
Balances brought forward	120,118	135,611	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.		
2. (+) Precept or Rates and Levies	164,579	172,218	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.		
3. (+) Total other receipts	24,491	61,070	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.		
4. (-) Staff costs	55,914	58,861	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.		
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any)		
6. (-) All other payments	117,683	103,196	Total expenditure or payments as recorded in the cash- book less staff costs (line 4) and loan interest/capital repayments (line 5).		
7. (=) Balances carried forward	135,611	206,843	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).		
Total value of cash and short term investments	143,667	212,742	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.		
9. Total fixed assets plus long term investments and assets	801,072	808,530	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.		
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).		
11. (For Local Councils Only) Disclosure note re Trust fund	Yes	No N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.		
(including charitable)	1		N.B. The figures in the accounting statements above do not include any Trust transactions.		

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities - a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Management Accounts for the period ending 31st May 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	£30,442.47	£29,358.13	-£1,084.34
Kings Worthy Community Centre	£4,022.00	£670.33	£366.00	-£304.33
Planning & Highways	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£6,116.70	£496.87	£785.00	£288.13
Totals:	£195,551.70	£31,609.67	£37,148.56	£5,538.89

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	£21,271.01	£15,685.79	£5,585.22
Kings Worthy Community Centre	£8,483.00	£2,382.20	£1,789.28	£592.92
Planning & Highways	£11,405.00	£220.00	£0.00	£0.00
Recreation & Amenities	£85,048.89	£18,198.11	£17,413.61	£784.50
Totals:	£203,532.89	£42,071.32	£34,888.68	£6,962.64

	Annual Budget	Budget Year to Date*	Actual Year to Date	Variance Year to Date
Actual Year to Date Position	-£7,981.19	-£10,461.65	£2,259.88	£12,721.53

Memorandum Position - Excluding CIL Income and Expenditure

Memorandum Year to Date	-£7,981.19	C10 461 6E	C4 270 FF	re 092 10
Position:	-£7,961.19	-£10,461.65	-£4,379.55	£6,082.10

Balance Sheet for period ending 31st May 2022

Balance Sheet for period ending 51 May 2	
Bank Accounts	
Unity Trust Bank Current Account	£11,130.31
Unity Trust Tailored Deposit Account	£122,379.54
Sub-Total:	£133,509.85
Investments/Deposits	
Nationwide variable (35-day notice)	£55,000.00
Hampshire Trust Bank Variable (45-day notice)	£42313.17
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
Other	
B4B Procurement Card	£10.61
Debtors	£1,148.75
Prepayments	£1,204.80
Sub-Total:	£2,364.16
Total Current Assets:	£281,134.28
Current Liabilities	
Trade Creditors	£16,414.63
Received on Account (inc. Precept)	£58,287.66
PAYE Payments Due	£397.00
NI Payments Due	£787.13
Pension Payments Due	£1204.80
VAT to be Paid	£13.14
VAT to be Reclaimed	-£5,072.48
VAT that has been Reclaimed but not received	£0.00
Total Current Liabilities:	£72,031.88
Current Assets Minus Liabilities:	£209,102.40
Earmarked Funds in Reserve	
Church Green Reserve	£3,481.99
Play area maintenance reserve	£44,053.22
CIL Reserve	£75,509.38
Total Current Liabilities:	£123,044.59
Net Assets	
Profit & Loss Accounts Brought Forward	£62,673.12
General Reserves (inc. £19,297.65 for tree works)	£21,124.81
Profit & Loss Year to Date	£2,259.88
Total Net Assets:	£86,057.81
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