

## **Kings Worthy Parish Council**

### **Minutes of the Full Council meeting held on Monday, 24 June 2024 at 19:30 held in Kings Worthy Community Centre, Fraser Road**

#### **Attendees**

Councillors Signe Biddle, Colin Cossburn (Chairman), Emily Fish, Mandy Hallisey, Phillip Horne, Dorry Lawlor & Charlotte Smith

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

Christopher Read (Parish Clerk)

#### **Apologies**

Cllr Matthew Miller-Hall (after a vote by show of hands, with a majority in favour, the council resolved to approve Cllr Matthew Miller-Hall's reason for absence)

Cllr Emily Fish (the council resolved to approve Cllr Fish's reason for absence)

Cllr Ian Gordon (the council resolved to approve Cllr Ian Gordon's reason for absence)

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

Three

#### **PC/24/093 – Public Question Time**

It was agreed to combine this item with agenda item 4.

The Chair, Vice-Chair, and Secretary of the Kings Barton Residents' Association attended the meeting regarding the closure of Andover Road. They are working to get the closure of Andover Road overturned, as this will impact residents, including those in surrounding parishes. They have approached the Secretary of State, who stated that the decision should be made locally. Cala Homes has refused to make any changes. Therefore, they have requested that the Kings Worthy Parish Council support the caveat that the road remains open if the Sir John Moore Barracks development goes ahead.

After discussion, 6 Councillors voted in favour, and 1 Councillor abstained. It was therefore agreed to support this petition.

#### **PC/24/094 – Co-option to fill vacancies on the Parish Council**

The Clerk noted we received one application, but the individual did not qualify.

**Action – It was agreed to re-advertise for the next Parish Council meeting.**

**PC/25/095 – Sir John Moore Barracks development (including the closure of Andover Road)**

See under – PC/24/093.

**PC/24/096 – Appointments to Committees**

Cllr Lawlor was appointed to the Planning & Highways Committee and Recreation & Amenities Committee.

**PC/24/097 – Agree and sign the minutes of the meeting held on the 29 April 2024**

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

**PC/24/098 – Agree and sign the minutes of the meeting held on the 22 May 2024**

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

**PC/24/099 – Matters arising from the meeting held on the 22 May 2024**

None.

**PC/24/100 – Lovedon Fields - Update on the allotment site including access**

Cllr Cossburn updated Councillors on the planned meeting with Winchester City Council and on the current position with the management company.

**PC/24/101 – To receive the minutes of the committees:**

1. Recreation & Amenities Committee – 04 June 2024 – A copy of the minutes had been circulated to Councillors before the meeting.
2. Finance, Administration & Remuneration Committee – 17<sup>th</sup> June 2024 – A copy of the minutes had been circulated to Councillors before the meeting.
  - Proposed revised Burial Ground fees – Defer until the path proposal has been costed.
3. Planning & Highways Committee – 12 June 2024 – A copy of the minutes had been circulated to Councillors before the meeting.

Cllr Smith asked for further information on the proposed summarised automatic number plate recognition system, which Cllr Cossburn gave.

**PC/24/102 – To approve the revised asset register for the year ending 31 March 2024**

A copy of the revised asset register had been circulated to Councillors. It was agreed by all Councillors.

**PC/24/103 – To approve the final end of year annual accounts for the year ending 31 March 2024**

A copy of the final end of year annual accounts had been circulated to Councillors. It was agreed by all Councillors.

**PC/24/104 – To receive the internal auditor's report for the year ending 31 March 2024**

A copy of the internal auditor's report (including additional) had been circulated to Councillors. Councillors reviewed the report and noted all items.

Cllr Cossburn stated that further clarification is needed with regards to deferred agenda items.

Cllr Cossburn thanked the Clerks for their work towards the audit.

**Action - Clerk to request further information from the internal auditor.**

**PC/24/105 - To agree the end of year accounts and approve the Annual Governance & Accountability Return for the year ending 31 March 2024 (including associated documentation and the dates for the exercise of public rights period)**

Section 1 - Annual Governance Statement 2023/24 - It was agreed to answer yes to all questions except question 9 which did not apply. The statement was then signed by the Chairman and Clerk.

Section 2 - Accounting Statements 2023/24 - This document had been prepared and signed by the Clerk/RFO and sent to all councillors before the meeting. It was unanimously agreed to approve Section 2 and it was then signed by the Chairman.

It was also agreed to sign the declaration confirming that the Council has no conflict of interest with BDO LLP.

The Clerk confirmed that the period for the exercise of public rights will commence on 27<sup>th</sup> June 2024.

**PC/24/106 - Ridge & Partners LLP community projects - including approval of their terms & conditions**

After discussion, it was agreed to accept Ridge & Partners' terms and conditions.

**Action - Ask Ridge & Partners if they can provide help to the scouts with a potential replacement for Scout Hut.**

**PC/24/107 - Completed projects update - accessible roundabout**

The Clerk noted that the accessible roundabout and talking flowers had been installed at Eversley Park. It was agreed by all Councillors to pay the invoice.

Also, the Clerk noted the details of that an incident that had occurred on this piece of equipment.

**PC/24/108 - Emergency plan rota proposals**

Defer to the next meeting until the proposal's plan.

**PC/24/109 - New website and email package including switch to gov.uk domain**

A copy of the Clerk's report has been circulated to all Councillors before the meeting. After discussion, it was agreed for the Clerk to provide full costing for the purchase of council devices and for the provisional selection of quotation A.

**Action - Clerk to prepare a full costed proposal including council devices.**

**PC/24/110 – Update on code of conduct complaint submitted to the monitoring officer**

The Chairman noted that the monitoring officer has made no finding in relation to this complaint.

**PC/24/111 – Items for inclusion in Council communications**

Planning & Highways committee due to do monthly comms.

The Chairman requested that members do not all send thank you messages on WhatsApp as this results in lots of additional notifications.

**PC/24/112 – Council social event**

Councillors will look at the King Charles pub for the social event.

**PC/24/113 – Clerk’s Notices**

Temporary change mandate – Due to the unavailability of signatories, it was agreed to temporarily change the Councils bank mandate to all payments to be made.

**PC/24/114 – Chairman’s Notices**

Training – It was agreed for the Clerk to circulate a list of training courses from the Hampshire Association of Local Councils (HALC) to all members for their consideration.

Delay in reviewing standing orders – The Chairman noted that due to large size of the document, the review of the standing orders will be delayed until the next meeting.

**PC/24/115 – Items for discussion at the next Meeting**

- Council Storage

**Meeting Closed at: 21:15**

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**Signed:**

**Date:**

## Management Accounts for the period ending 31<sup>st</sup> March 2024

### Income

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	Forecast Outturn (2023/24)
Community Infrastructure Levy	£9,507.31	£9,507.31	£16,956.39	£7,449.08	£16,956.39
Finance, Administration & Remuneration	£184,096.44	£184,096.44	£199,630.40	£15,533.96	£199,613.14
Kings Worthy Community Centre	£7,930.97	£7,930.97	£3,355.86	<b>£-4,575.11</b>	£5,276.53
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£7,633.65	£7,633.65	£13,728.23	£6,094.58	£13,728.23
<b>Totals:</b>	<b>£209,168.37</b>	<b>£209,168.37</b>	<b>£233,670.88</b>	<b>£24,502.51</b>	<b>£235,574.30</b>

### Expenditure

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	Forecast Outturn (2023/24)
Community Infrastructure Levy	£83,447.38	£83,447.38	£84,466.08	£1,018.70	£84,466.08
Finance, Administration & Remuneration	£107,921.03	£107,921.03	£111,173.22	<b>£-3,252.19</b>	£110,244.48
Kings Worthy Community Centre	£11,120.16	£11,120.16	£9,603.38	£1,516.78	£10,541.17
Planning & Highways	£11,070.00	£11,070.00	£8,619.91	£2,450.09	£8,717.54
Recreation & Amenities	£94,196.54	£94,196.54	£123,375.10	<b>£-29,178.57</b>	£125,403.26
<b>Totals:</b>	<b>£307,755.10</b>	<b>£307,755.10</b>	<b>£337,237.69</b>	<b>£-27,445.19</b>	<b>£339,372.52</b>

### Position - Actual (including CIL income & CIL expenditure)

	Annual Budget	Budget Year to Date*	Actual Year to Date	Variance Year to Date	Forecast Outturn (2023/24)
Actual Year to Date Position	<b>£-98,586.74</b>	<b>£-98,586.74</b>	<b>£-103,566.81</b>	<b>£-4,980.07</b>	<b>£-103,798.23</b>

### Memorandum Position - (Excluding CIL income, CIL expenditure, E.P. play area spend & large capital projects)

Memorandum Year to Date Position:	<b>£-6,269.15</b>	<b>£-6,269.15</b>	<b>£-11,741.86</b>	<b>£-5,472.71</b>	<b>£-11,973.28</b>
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## Balance Sheet for period ending 31<sup>st</sup> March 2024

Bank Accounts	
Unity Trust Bank Current Account	£4,672.91
Unity Trust Tailored Deposit Account (2.77% AER)	£89,500.60
<b>Sub-Total:</b>	<b>£94,173.51</b>
Investments/Deposits	
Nationwide Variable (35-day notice) – 3.35% AER	£87,558.15
<b>Sub-Total:</b>	<b>£87,558.15</b>
Other	
B4B Procurement Card	£46.76
Debtors	£2,975.10
Prepayments	£729.84
<b>Sub-Total:</b>	<b>£3,751.70</b>
<b>Total Current Assets:</b>	<b>£185,483.36</b>
Current Liabilities	
Trade Creditors	£46,985.46
Retentions	£4,868.71
Accruals	£4,093.51
PAYE Payments Due	£521.40
NI Payments Due	£778.44
Pension Payments Due	£1,403.50
VAT to be Paid	£0.00
VAT to be Reclaimed	-£1.92
VAT that has been reclaimed but not received	-£7,281.63
<b>Total Current Liabilities:</b>	<b>£51,367.47</b>
<b>Current Assets Minus Liabilities:</b>	<b>£134,115.89</b>
Earmarked Funds in Reserve	
Play area maintenance reserve	£18,970.66
CIL Reserve	£2,186.25
<b>Total Current Liabilities:</b>	<b>£21,156.91</b>
Net Assets	
General Reserves (inc. £19,297.65 for tree works)	£216,695.60
Profit & Loss Year to Date	<b>-£103,736.62</b>
<b>Total Net Assets:</b>	<b>£112,958.98</b>
Adjusted P&L YTD to allow for overstatement of output VAT	<b>-£103,566.81</b>