

## Kings Worthy Parish Council

**Minutes of the Parish Council Meeting  
held on Monday, 17 June 2019 at 19:30 in  
Kings Worthy Community Centre, Fraser Road, Kings Worthy**

<b>Chair of the meeting:</b>	Cllr Les Haswell	<b>Clerk to the meeting:</b>	Christopher Read
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Attendees:		Apologies given:	
Cllr Tracey Anderson	Cllr Charlotte Smith	Cllr Derek Smith	
Cllr Ian Gordon	Cllr Martin Taylor		
Cllr Mandy Hallisey	Cllr Karen McCleery		
Cllr Dorry Lawlor	Cllr Sarah White		
Cllr Stewart Newell			
Cllr Emily Fish (PC/19/70 onwards)			

<b>Winchester City Council (WCC)</b>	Cllr Jane Rutter
<b>Hampshire County Council (HCC)</b>	Apologies received from Cllr Porter

<b>Members of the public:</b>	4
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### PC/19/68 – Public Question Time

None.

### PC/19/69 – Co-option of Councillor to fill casual vacancy

Three candidates had submitted applications; two made brief presentations with the third being unable to attend meeting.

Written information from all candidates had been sent to Councillors before the meeting.

A paper ballot was held with Emily Fish having the majority of the vote with 6 out of 10.

Emily Fish completed her Declaration of Acceptance of Office.

### PC/19/70 – Development off Lovedon Lane – Update

Cllrs Gordon and Newell had met with representatives of HAB Housing. Some of the access points to the field have been opened to allow public access.

## PC/19/71 – Top Field Update (inc. Tesco junction plan)

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Cllrs Gordon noted that the planning application should be going to WCC planning committee on Thursday 20<sup>th</sup> June 2019.

Cllrs Gordon and Haswell met with WCC and Top Field Action Group to discuss the Tesco junction.

Cllr Haswell stated that the draft traffic report is skewed as it allots 12 spaces in car park, which is not correct. This skews the figures when calculating the percentage of parking capacity that is used.

WCC are looking at various options including expanding the car park.

The removal of the bus stop was not discussed. Cllr Gordon noted that this all depends on the agreement of the landowner.

Cllr McCleery noted that the report stated there were no accidents at the junction, despite there being a collision between a pedestrian and a moped in January.

## PC/19/72 – Neighbourhood Plan – Update

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The Internal Auditor had noted in her report that we may wish to wait for Junction 9 to complete before formalising the plan. Councillors discussed this but decided that Kings Worthy is far enough away from the junction that the traffic will not have a significant impact.

It was therefore agreed to proceed with the meeting between Denmead Parish Council and the steering group. The steering group will then meet with WCC's strategic planning department.

Action	To be actioned by:	Target date:
Arrange a meeting with Denmead Parish Council, as above.	Assistant Clerk	ASAP

## PC/19/73 – Reports from the County Councillor (inc. report on Barton Farm, City Councillors, School Governor and Parish Councillors following external meetings)

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**County Councillor** - Jackie Porter sent her apologies.

**City Councillor** – Jane Rutter reported on the change at Winchester City Council after the recent local government elections.

Any problems with the bin collection or grass cutting can be report to WCC though the reporting tool. If this does not work, then issues can be passed onto the City Councillors.

Cllr Rutter thanked the Parish Council for their support of the Worthys Festival. Cllr White asked permission to use the Multi-Use Games Area (MUGA) to launch the festival fireworks from.

Councillors agreed as long as the following conditions are met:

- Neighbouring properties are contacted.
- Suitable insurance and safety management are in place.
- No damage is caused the hard surfacing in the MUGA.
- Any detritus is removed.

The Festival are to contact the police for no parking cones for use in Loader Close and Eversley Gardens.

[Tubbs Hall Management Committee](#) – It was agreed to allow a dog training class to use Tubbs Hall as long as there are not any issues with other users’ allergies. The training class is to ensure the hall is sufficiently swept after each use.

It was also noted that Cllr Lawlor is now secretary of Tubbs Hall Management Committee.

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**PC/19/74 - Agree and sign the Minutes of the Annual General Meeting held on 20 May 2019**

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The minutes of the meeting held on 20 May 2019 were agreed as a true record of the meeting and signed by the Chair.

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**PC/19/75 - Agree and sign the Minutes of the Meeting held on 20 May 2019**

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The minutes of the meeting held on 20 May 2019 were agreed as a true record of the meeting and signed by the Chair.

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**PC/19/76 – Matters arising from the meetings held on 20 May 2019**

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[Old railway bridge on Lovedon Lane](#) – It was agreed to proceed with obtaining a quotation from Mitchell Bridges for a potential footway on Lovedon Lane.

HCC Highways are to be asked to cut back the trees above the roadway to improve the lighting.

Action	To be actioned by:	Target date:
Obtain a quotation from Mitchell Bridges.	Cllr Gordon	15/07/2019

HCC Highways are to be asked to cut back the trees above the roadway to improve the lighting.

Action	To be actioned by:	Target date:
Ask HCC Highway to cut back the trees.	Clerk	ASAP

HCC Highways are to be asked to look at additional signage and/or lining to make the narrowing of the road clearer for road users.

Action	To be actioned by:	Target date:
Ask HCC Highway regarding additional signage/lining.	Clerk	ASAP

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**PC/19/77 – Matters arising from the meetings held on 20 May 2019**

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[Old railway bridge on Lovedon Lane](#) – It was agreed to proceed with obtaining a quotation from Mitchell Bridges for a potential footway on Lovedon Lane.

HCC Highways are to be asked to cut back the trees above the roadway to improve the lighting.

Action	To be actioned by:	Target date:
Obtain a quotation from Mitchell Bridges.	Cllr Gordon	15/07/2019

**Youth Club/Council** – Cllrs Anderson, Hallisey and Lawlor met to discuss how to engage with young people in the parish. It was agreed to investigate a Youth Council with the various local government support organisations.

Action	To be actioned by:	Target date:
Investigate a Youth Council.	Cllrs Anderson, Hallisey and Lawlor	15/07/2019

#### **PC/19/78 – To receive Minutes of the Committees**

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**Planning and Highways Committee** – All Councillors had received a copy of the minutes before the meeting.

**Recreation and Amenties Committee** – The working group for the play area 15-year plan has met to discuss that way forward.

It was agreed to send all committee agendas to all Councillors to allow non-members to attend in a non-voting capacity.

#### **PC/19/79 – End of year accounts and annual governance statement**

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The Parish Council formally agreed to adopt the accounts for the year ending 31<sup>st</sup> March 2019.

Councillors agreed the annual accounting statements for the year ending 31<sup>st</sup> March 2019.

Councillors went through the annual governance statement line by line. Each question was answered yes where applicable. This form was then signed by the Chair.

#### **PC/19/80 – New items for expenditure for approval**

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**Annual inspection and service of the defibrillators** – It was agreed as a matter of urgency with members of the Finance, Administration and Remuneration (FAR) committee to spend £662.00 (ex. VAT) to have the defibrillators serviced and inspected. This decision was ratified by all Councillors.

**Plumbing of public drinking fountain** – It was agreed as a matter of urgency with members of the Finance, Administration and Remuneration (FAR) committee to spend £246.45 (ex. VAT) to have the plumbing for the drinking fountain altered to reduce the risk of Legionella. This decision was ratified by all Councillors.

**Fire and First Aid training** – It was agreed to go ahead with the following training for the Clerk:

- Emergency first aid at work for the Assistant Clerk – £135.00 (exc. VAT).
- Fire Marshal training for the Assistant Clerk – £115.00 (exc. VAT).
- First aid annual refresher for the Clerk – £75.00 (exc. VAT).

**Newsletter deliveries** – It was agreed to use Winchester Leaflet Distribution for one delivery as a trail, at a maximum cost £195.80. It was agreed to stipulate that it is not delivered with party political literature.

**PC/19/81 – To receive the statement of accounts and management reports for period ended 31 May 2019**

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The Clerk gave a presentation of the accounts for the month ending 31 May 2019. The year to date figure showed a surplus of £5,724.18 against a budgeted year to date surplus of £3,379.66.

As there was no FAR committee meeting in June, the election of a new committee Chair had not taken place. Thus, the Chair of Parish Council signed the monthly accounts and statements.

**PC/19/82 – To approve the payment listing (see attached)**

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Councillors reviewed and approved the payment listing.

**PC/19/83 - Communications [incl. Website /Facebook / Newsletter / Monthly Comms. etc.]**

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To be included in the next parish update, on the website and on Facebook:

- Pimms Stall.
- General fundraising by Parishioners.
- Wildflower meadow.
- Reporting of accidents at the Cart & Horses junction.

**PC/19/84 – Clerk’s Notices**

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None.

**PC/19/85 – Chairman’s Notices**

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[Neighbourhood Watch](#) – It was agreed to distribute all Neighbourhood Watch information.

**PC/19/86 – Items for discussion at the next meeting (Parish Council Meeting) on the 22 July 2019**

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Broadview management plan.

<b>Meeting Closed:</b>	21:26.
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Signed:

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Date:

## Management Accounts for the period ending 30th May 2019

<b>Income</b>	Current Month			2019/20 Financial Year			
	Budget	Actual	Variance	Annual Budget	Budget YTD	Actual YTD	Variance YTD
	Finance, Administration & Remuneration (inc. CIL receipts)	£13,146.90	£14,703.26	£1,556.36	£195,011.90	£26,142.62	£27,584.86
Kings Worthy Community Centre	£183.00	£183.00	£0.00	£6,086.71	£366.00	£366.00	£0.00
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£151.09	£590.00	£438.91	£7,100.00	£370.41	£590.00	£219.59
<b>Totals:</b>	<b>£13,480.99</b>	<b>£15,476.26</b>	<b>£1,995.27</b>	<b>£208,198.61</b>	<b>£26,879.03</b>	<b>£28,540.86</b>	<b>£1,661.83</b>
<b>Revised Totals (excluding CIL receipts):</b>	<b>£13,480.99</b>	<b>£15,476.26</b>	<b>£1,995.27</b>	<b>£170,198.61</b>	<b>£26,142.62</b>	<b>£28,540.86</b>	<b>£2,398.24</b>

  

<b>Expenditure</b>	Current Month			2019/20 Financial Year			
	Budget	Actual	Variance	Annual Budget	Budget YTD	Actual YTD	Variance YTD
	Finance, Administration & Remuneration	£5,773.07	£5,696.50	£76.57	£67,328.76	£14,409.90	£13,256.41
Kings Worthy Community Centre	£886.66	£769.90	£116.76	£15,680.45	£1,873.88	£2,280.86	(£406.98)
Planning & Highways	£0.00	£0.00	£0.00	£6,750.00	£0.00	£0.00	£0.00
Recreation & Amenities	£3,127.11	£3,971.79	(£844.68)	£88,300.00	£6,479.19	£7,279.41	(£800.22)
<b>Totals:</b>	<b>£9,786.84</b>	<b>£10,438.19</b>	<b>-£651.35</b>	<b>£178,059.21</b>	<b>£22,762.96</b>	<b>£22,816.68</b>	<b>-£53.72</b>

  

Current Position							
<b>Net Surplus / Deficit</b>	<b>£3,694.16</b>	<b>£5,038.07</b>	<b>£1,343.91</b>	<b>(£7,860.60)</b>	<b>£3,379.66</b>	<b>£5,724.18</b>	<b>£2,344.52</b>

### Balance Sheet - 31st May 2019

Current Assets	
<u>Bank Accounts</u>	
Unity Trust Bank Current Account	£16,588.59
Unity Trust Tailored Deposit Account	£57,691.49
<b>Sub-Total:</b>	<b>£74,280.08</b>
<u>Investments/Deposits</u>	
Hampshire Trust Bank Variable (90 day notice)	£69,632.15
United Trust Bank Variable (100 day notice)	£31,500.00
<b>Sub-Total:</b>	<b>£101,132.15</b>
<u>Other</u>	
B4B Procurement Card	£37.59
Debtors	£27.50
Prepayments	£0.00
<b>Sub-Total:</b>	<b>£65.09</b>
<b>Total Current Assets:</b>	<b>£175,477.32</b>
Current Liabilities	
Trade Creditors	£3,475.29
Retentions	£377.20
Received on Account (inc. Precept)	£51,438.30
PAYE Payments Due	£119.40
NI Payments Due	£507.22
Pension Payments Due	£1,014.84
VAT to be Paid	£0.00
VAT to be Reclaimed	(£1,521.02)
VAT that has been Reclaimed but not received	£0.00
<b>Total Current Liabilities:</b>	<b>£55,411.23</b>
<b>Current Assets Minus Liabilities:</b>	<b>£120,066.09</b>
Earmarked Funds in Reserve	
Church Green Reserve	£14,263.99
CIL Reserve	£38,946.99
<b>Total Current Liabilities:</b>	<b>£53,210.98</b>
Net Assets	
Profit & Loss Accounts Brought Forward	£20,284.40
General Reserves	£40,846.53
Profit & Loss Year to Date	<b>£5,724.18</b>
<b>Total Net Assets:</b>	<b>£66,855.11</b>

## Payment Authorisation Listing - June 2019

### Payments previously authorised

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
<b>Total:</b>					£ -	£ -

### Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
14/05/2019	FAR (KWCC)	Fire Link Ltd	Annual fire extinguisher, emergency light and alarm service	Fire Safety	£ 396.11	£ -
21/05/2019	R&A	Environmental Hygiene Services	Cleaning of 8x bus shelters	Shelters	£ 96.00	£ -
21/05/2019	FAR	Hampshire County Council	4x Mini storage crates, scissors & A4 copier card	Misc. / Sundry Expenditure & Stationery	£ 21.11	£ -
28/05/2019	FAR	Amazon Business	£40 gift card (raffle prize)	Grants to Village Organisations	£ 40.00	£ -
28/05/2019	FAR	Amazon Business	Magnetic board eraser & gorilla tape	Stationery & Misc. / Sundry Expenditure	£ 13.70	£ -
28/05/2019	FAR (KWCC)	Amazon Business	Front door access fobs x 10	External doors	£ 38.99	£ -
28/05/2019	FAR	Amazon Business	Glue & air duster	Stationery & Misc. / Sundry Expenditure	£ 14.10	£ -
28/05/2019	FAR	Amazon Business	A4 notebooks and pencils	Stationery	£ 23.98	£ -
29/05/2019	FAR	Amazon Business	Pens	Stationery	£ 7.77	£ -
29/05/2019	FAR	Pear Technology Services Ltd	Annual charge for asset software support and updates	Computer Software	£ 84.00	£ -
<b>Sub-Total:</b>					<b>£ 735.76</b>	
31/05/2019	FAR (KWCC)	M.R.S. Services	Lock at faulty main door and unblock disabled toilet	External doors & Repairs in the toilet area	£ 33.00	£ -
31/05/2019	R&A	M.R.S. Services	Fill up water feature in the Burial Ground and switch on	Burial Ground (Maintenance)	£ 16.50	£ -
31/05/2019	R&A	M.R.S. Services	April 2019 maintenance services	Maintenance Technician (General Repairs)	£ 283.25	£ -
31/05/2019	R&A	M.R.S. Services	Fill up water feature in the Burial Ground x 2	Burial Ground (Maintenance)	£ 22.00	£ -
31/05/2019	R&A	M.R.S. Services	Assist Cllr C. Smith with planting and watering of plants on Kings Worthy Green mound	Planting	£ 44.00	£ -
31/05/2019	R&A	M.R.S. Services	May 2019 maintenance services	Maintenance Technician (General Repairs)	£ 504.53	£ -
31/05/2019	R&A	M.R.S. Services	Plumb in drinking fountain including movement of slabs	CIL Projects (R&A)	£ 536.25	£ -
<b>Sub-Total:</b>					<b>£ 1,439.53</b>	<b>£ -</b>

03/06/2019	FAR	Amazon Business	New cordless telephone	Small Office Equipment (under £100)	£ 39.99	£ -
05/06/2019	FAR (KWCC)	ALB Electrical	Supply and fit PIR lighting sensors in the toilets and 3x LED emergency spotlights	Repairs in the toilet area / Fire Safety	£ 1,224.00	£ -
05/06/2019	FAR	Do the Numbers Ltd	Internal Audit 2019	Internal Auditor's Fees	£ 550.00	
10/06/2019	R&A	Inspirascapes	Install concrete posts and attach boundary plaques	Fencing	£ 382.00	£ -
10/06/2019	R&A	Inspirascapes	Removal of old barb wire fence in Church Lane	Fencing	£ 190.00	£ -
31/05/2019	FAR	Richard Steel & Partners	Refund of overpayment	Other Income	£ 590.00	£ -
				<b>Total (all):</b>	<b>£ 5,151.28</b>	<b>£ -</b>

#### Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
01/05/2019	FAR	EDF Energy	Gas -Tubbs Hall	Gas	£ 85.00	£ -
02/05/2019	R&A	Business Stream	Water - Burial Ground	Water	£ 10.51	£ -
07/05/2019	FAR	Business Stream	Water - Tubbs Hall	Water	£ 132.00	
10/05/2019	FAR	Freeola Ltd	Website & email hosting	Website/Email expenses	£ 39.92	
13/05/2019	FAR	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£ 49.92	£ -
15/05/2019	FAR	Winchester City Council	Business rates	Business rates	£ 60.00	
15/05/2019	FAR	TLC Online	Website mainteance	Website/Email Expenses	£ 20.00	
16/05/2019	FAR	Lloyds Bank PLC	Service charge for procurement cards	Bank Charges and Interest	£ 6.00	£ -
16/05/2019	FAR	Sage Software Ltd	SAGE accounting software	Computer Software	£ 24.00	
24/05/2019	FAR	British Gas Lite	Electricity - Tubbs Hall	Electricity	£ 62.76	£ -
28/05/2019	R&A	Green Smile Ltd	Grounds maintenance service	Grounds maintenance	£ 3,594.00	£ -
				<b>Total:</b>	<b>£ 4,084.11</b>	<b>£ -</b>

#### Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
24/05/2019	FAR	C Read	Salary	Employee Wages and Salaries	£ 1,603.15	£ -
24/05/2019	FAR	Lucia Foster Found	Salary	Employee Wages and Salaries	£ 1,177.50	
24/05/2019	FAR	R Hanney	Salary	Employee Wages and Salaries	£ 180.71	£ -
19/06/2019	FAR	HMRC	National Insurance	Employee NI	£ 119.40	£ -
19/06/2019	FAR	HMRC	PAYE	Employee PAYE	£ 507.22	£ -
19/06/2019	FAR	Hampshire County Council	Pensions	Employee's Pension	£ 1,014.84	£ -
				<b>Total:</b>	<b>£ 4,602.82</b>	<b>£ -</b>
25/06/2019	FAR	C Read	Salary	Employee Wages and Salaries	£ 1,603.15	£ -
25/06/2019	FAR	Lucia Foster Found	Salary	Employee Wages and Salaries	£ 815.34	
25/06/2019	FAR	R Hanney	Salary	Employee Wages and Salaries	£ 189.12	£ -
19/07/2019	FAR	HMRC	National Insurance	Employee NI	£ 394.74	£ -
19/07/2019	FAR	HMRC	PAYE	Employee PAYE	£ 121.60	£ -
19/07/2019	FAR	Hampshire County Council	Pensions	Employee's Pension	£ 920.10	£ -
				<b>Total:</b>	<b>£ 4,044.05</b>	

Relates to May payroll (already made)

Relates to June payroll to be approved in advance



Procurement Card Payments

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
					<b>Total:</b> £ -	£ -
<b>Committees:</b>	FAR	Finance, Administration & Remuneration				
	PC	Parish Council			<b>Card Fees</b>	£ -
	P&H	Planning & Highways				
	R&A	Recreation & Amenities				

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