

Kings Worthy Parish Council

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

Attendees

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

Clerk(s)

Parish Clerk (Christopher Read)

Apologies

Cllr Mandy Hallisey

County & City Councillor(s)

Cllr Steve Cramoysan (from PC/22/104 onwards)

Members of the public

Two

PC/22/089 – Public question time

None.

PC/22/090 – Co-option to fill vacancies on the Parish Council (including the signing of declaration of acceptance of office forms)

Two applicants had submitted applications to fill the two vacancies. Information received from the two candidates that applied had been circulated to members before the meeting.

(Cllr Miller-Hall left at this point)

Ms. Archer gave a short presentation about herself and why she would like to join the Parish Council.

(Cllr Miller-Hall returned at this point)

The Clerk noted that the second candidate, Ms Dealey, was unable to make the meeting but still wished to stand for co-option.

A ballot was held and the following candidates were co-opted:

- Julia Archer – 8 for with 1 abstention.
- Jill Dealey – 7 votes for with 2 abstentions.

It was agreed to allow Cllr Dealey an extension to sign her declaration of acceptance of office form until the next full council meeting.

PC/22/091 – Appointment of Councillor(s) to committee(s)

The committee appointments were agreed:

- Finance, Administration & Remuneration – Cllr Stannard
- Planning & Highways – Cllr Ian Gordon
- Recreation & Amenities – Cllr Stannard

PC/22/092 – Impact of Coronavirus (COVID-19)

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

PC/22/093 – Agree and sign the minutes of the Parish Council meeting on 25 April 2022

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

PC/22/094 – Matters arising from the Parish Council meeting on the 25 April 2022

None.

PC/22/095 – Agree and sign the minutes of the Parish Council meeting on 03 May 2022

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

PC/22/096 – Matters arising from the Parish Council meeting on the 03 May 2022

PC/22/088 – Police & Crime Commissioner (PCC)

After discussion, it was agreed in principle to look into organising a separate meeting with the Police & Crime Commissioner.

Action: Cllr Biddle to liaise with the PCC regarding attendance of a potential meeting.

PC/22/097 – Agree and sign the minutes of the Parish Council meeting on 16 May 2022

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

PC/22/098 – Agree the end of year accounts for the year ending 31 March 2022 (see attached)

A copy of the end of year accounts had been distributed to members before the meeting.

The Clerk gave a presentation on the end of year accounts. A copy of the asset register had also been distributed to Councillors before the meeting for review.

The end of year accounts and asset register were unanimously agreed.

PC/22/099 – Agree the end of year accounts for the year ending 30 April 2022 (see attached)

A copy of the April accounts had been distributed to members before the meeting. The Clerk gave a presentation of the accounts and they were unanimously agreed.

PC/22/100 – Agree the payment authority listing

The Clerk presented a copy of the payment authority listing; it was unanimously agreed.

PC/22/101 – Parish consultation event for the revised local plan – selection of site(s)

Cllr Cossburn thanked the Clerk and Cllrs Miller-Hall, Gordon, Waters and Biddle for their help with the consultation. He also thanked the Clerk and Assistant Clerk for their help in analysing the data.

The number of responses was good and more than expected. The two consultation sessions were well attended. The public preference was for brownfield not greenfield sites, particularly those used for cereal crop production. A part of this consultation, we also asked for feedback on facilities within the village (either new or those in need of improvements). A doctor's surgery was the most requested new facility.

The most preferred site was KW12 (former site of Cornerways & Merrydale care facilities). A huge amount of feedback was received on this site being derelict and underused.

The second most preferred site was KW07 (Land north of North Winchester Farm) but combined with the site above, this will not be sufficient to meet the 90-100 dwellings requirement.

The third most preferred site was KW02 (Land adjacent to the Cart & Horses Public House). This site combined with KW12 would be able to achieve the 90-100 dwelling requirement. Representatives of the site have previously indicated that they would make amendments to the A33/B3047 (Cart & Horses) junction.

It was unanimously agreed to respond to Winchester City Council (WCC) to put forward the following sites subject to their respective conditions.

- **KW12 (Cornerways and Merrydale, Church Lane) –**

Condition – The front of the development fronting Church Lane be sympathetic and in-keeping with housing in the surrounding area.

Condition – The access for the site is suitably designed to minimise the number of vehicles using Church Lane.

- **KW02 (Land adjacent to the Cart & Horses Public House) –**

Condition – The site is used for a care facility/sheltered accommodation as has been previously indicated by the site representatives.

Condition – That the junction of the B3047 & A33 (informally known as the Cart & Horses junction) be amended to include a roundabout or other traffic control measure.

- **KW07 (Land north of North Winchester Farm) as a reserve site –**

Condition – Consideration is given for this site to be developed concurrently with the commercial site to the rear (KW06)

PC/22/102 – S106 agreement for land at Lovedon Fields

After discussion, it was agreed for the Chair/Vice-Chair to meet with Winchester City Council to discuss the site before making any decisions on the S106 agreement. This meeting is currently proposed 21st/22nd June 2022.

PC/22/103 – Communications [incl. Website /Facebook / Newsletter / Monthly Comms. etc.] – including the appointment of members onto the working group

Cllrs Fish, Lawlor and Smith were appointed onto the communications working group. It was agreed for a meeting to be arranged and discussion will be held on formalising the policies surrounding communications.

It was agreed that communications be added to each committee agenda to allow the respective committees to agree items they wish to be publicised.

(Cllr Steve Cramoysan [Winchester City Council] arrived at this point)

(Cllr Stannard left at this point)

PC/22/104 – Update of emergency plan (currently for flooding) including out of hours Parish Council issues

It was agreed to defer this item to the next meeting.

PC/22/105 – Clerk's Notices

- Bench cost – The final cost for the bench (including base & plaque) was £941.99 which had been agreed by email. It was agreed to ratify this decision.
- Hosepipe – It was agreed to purchase a 100-metre hosepipe with a suitable reel with a budget of £225.00.

It was also agreed to obtain a cost for the installation of a lockable security box to secure the hosepipe.

PC/22/106 – Chair's Notices

None.

PC/22/107 – Items for discussion at the next meeting on 27 June 2022

Agenda items and emails.

Meeting Closed at 21:19.

Signed:

Date:

Management Accounts for the period ending 31st March 2022 (including End of year accounts)

Income

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2021/22 Forecast Outturn	2022/23 Budget
Community Infrastructure Levy	£12,884.51	£12,884.51	£50,329.96	£37,445.45	£50,329.96	£0.00
Neighbourhood Plan	£9,000.00	£9,000.00	£0.00	-£9,000.00	£0.00	£9,000.00
Finance, Administration & Remuneration	£173,733.08	£173,733.08	£173,102.31	-£630.77	£172,839.59	£176,413.00
Kings Worthy Community Centre	£4,399.44	£4,399.44	£2,450.84	-£1,948.60	£4,188.19	£4,022.00
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£5,560.00	£5,560.00	£7,405.25	£1,845.25	£7,349.70	£6,116.70
Totals:	£205,577.03	£205,577.03	£233,288.36	£27,711.33	£234,707.44	£195,551.70

Expenditure

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2021/22 Forecast Outturn	2022/23 Budget
Community Infrastructure Levy	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Neighbourhood Plan	£9,000.00	£9,000.00	£0.00	-£9,000.00	£0.00	£9,000.00
Finance, Administration & Remuneration	£81,705.67	£81,705.67	£78,338.21	£3,367.46	£79,683.51	£89,596.00
Kings Worthy Community Centre	£10,315.89	£10,315.89	£7,717.76	£2,598.13	£8,001.98	£8,483.00
Planning & Highways	£7,175.00	£7,175.00	£7,681.75	-£506.75	£7,499.29	£11,405.00
Recreation & Amenities	£81,257.55	£81,257.55	£68,319.03	£12,938.52	£70,541.58	£85,048.89
Totals:	£189,454.11	£189,454.11	£162,056.75	£9,397.36	£165,726.36	£203,532.89

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2021/22 Forecast Outturn	2022/23 Budget
Actual Year to Date Position	£16,122.92	£16,122.92	£71,231.61	£55,108.69	£68,981.07	-£7,981.19

Memorandum position - Excluding Community Infrastructure Levy receipts and expenditure

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2021/22 Forecast Outturn	2022/23 Budget
Memorandum Year to Date Position:	£3,238.41	£3,238.41	£20,901.65	£17,663.24	£18,651.11	-£7,981.19

Memorandum position - including play area transfer reserve

	2022/23 Budget
Memorandum Position (as above):	-£7,981.19
Play area reserve transfer:	£10,000.00
Revised position:	-£17,981.19

Major variances

- Finance, Admin & Remuneration - underspend mainly due two postponement of Winter/Spring newsletter and underspend on grants.
- Kings Worthy Community Centre - underspend mainly due to reduced usage thus costs owing to the pandemic and no spend on kitchen refurbishments
- Recreation & Amenities - mainly due to trees, pitch maintenance, planting and R&A capital. Most of this has been moved into the new financial year.

Net Assets (Reserve) Target

Reserve Target 2021/22	£75,447.52
Current forecast for end of 2021/22 (excluding CIL)	£90,948.39

Reserve Target 2022/23 (excludes play area budget)**	£80,076.50
Forecast for the end of 2022/23 (based on budget)	£72,967.20

Recommendation from internal auditor (in 2015 report) is to hold 3-6 months of revenue expenditure. Above targets are based on 6 months of core expenditure.

****Assumes play area maintenance reserve could be used if needed.**

Balance Sheet for period ending 31st March 2022

Bank Accounts	
Unity Trust Bank Current Account	£11,507.09
Unity Trust Tailored Deposit Account	£55,894.54
Sub-Total:	£67,401.63
Investments/Deposits	
Nationwide variable (35-day notice)	£55,060.13
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
Sub-Total:	£145,320.40
Other	
B4B Procurement Card	£19.99
Debtors	£558.29
Prepayments	£519.37
Sub-Total:	£1,097.65
Total Current Assets:	£213,819.68
Current Liabilities	
Trade Creditors	£2,750.93
Retentions	£6,136.43
Received on Account (inc. Precept)	£0.00
PAYE Payments Due	£261.40
NI Payments Due	£516.57
Pension Payments Due	£933.26
VAT to be Paid	£120.60
VAT to be Reclaimed	-£3,742.03
VAT that has been Reclaimed but not received	£0.00
Total Current Liabilities:	£6,977.16
Current Assets Minus Liabilities:	£206,842.52
Earmarked Funds in Reserve	
Church Green Reserve	£4,080.99
Play area maintenance reserve	£34,053.22
CIL Reserve	£25,179.42
Total Current Liabilities:	£63,313.63
Net Assets	
Profit & Loss Accounts Brought Forward	-£8,558.49
General Reserves (inc. £19,297.65 for tree works)	£80,855.77
Profit & Loss Year to Date	£71,231.61
Total Net Assets:	£143,528.89

Management Accounts for the period ending 30th April 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	£14,571.92	£14,573.70	£1.78
Kings Worthy Community Centre	£4,022.00	£335.17	£183.00	-£152.17
Planning & Highways	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£6,116.70	£496.87	£0.00	-£496.87
Totals:	£195,551.70	£15,403.96	£21,396.13	£5,992.17

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	£4,950.80	£4,984.75	-£33.95
Kings Worthy Community Centre	£8,483.00	£1,597.94	£1,511.39	£86.55
Planning & Highways	£11,405.00	£110.00	£0.00	£0.00
Recreation & Amenities	£85,048.89	£4,931.13	£4,477.46	£453.67
Totals:	£203,532.89	£11,589.87	£10,973.60	£506.27

	Annual Budget	Budget Year to Date*	Actual Year to Date	Variance Year to Date
Actual Year to Date Position	-£7,981.19	£3,814.08	£10,422.53	£6,608.45

Memorandum Position - Excluding CIL Income and Expenditure

Memorandum Year to Date Position:	-£7,981.19	£3,814.08	£3,783.10	-£30.98
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Balance Sheet for period ending 30th April 2022

<u>Bank Accounts</u>	
Unity Trust Bank Current Account	£16,688.90
Unity Trust Tailored Deposit Account	£130,379.54
Sub-Total:	£147,068.44
<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
Sub-Total:	£145,260.27
<u>Other</u>	
B4B Procurement Card	£18.49
Debtors	£353.75
Prepayments	£0.00
Sub-Total:	£372.24
Total Current Assets:	£292,700.95
Current Liabilities	
Trade Creditors	£6,204.51
Accruals	£0.00
Received on Account (inc. Precept)	£72,859.58
PAYE Payments Due	£261.40
NI Payments Due	£553.66
Pension Payments Due	£975.66
VAT to be Paid	£3.14
VAT to be Reclaimed	-£1,815.62
VAT that has been Reclaimed but not received	-£3,606.43
Total Current Liabilities:	£75,435.90
Current Assets Minus Liabilities:	£217,265.05
Earmarked Funds in Reserve	
Church Green Reserve	£3,741.49
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)	£20,825.31
Profit & Loss Year to Date	£10,422.53
Total Net Assets:	£93,920.96