



Kings Worthy Parish Council

Minutes of the Parish Council meeting held on Tuesday, 03 May 2022 at 19:30 held in Kings Worthy Community Centre, Fraser Road

Attendees

Councillors Les Haswell (Chair), Signe Biddle, Colin Cossburn, Emily Fish, Ian Gordon, Mandy Hallisey, Dorry Lawlor & Matthew Miller-Hall.

Clerk(s)

Parish Clerk (Christopher Read)
Assistant Clerk (Louise Daniel)

Apologies

Cllr Sue Cook
Cllr Stewart Newell
Cllr Charlotte Smith

County & City Councillor(s)

None

Members of the public

None.

PC/22/078- Public question time

None.

PC/22/079 – March Parish Council minutes agreed at the Parish Council meeting on 25th April 2022 – correction of error relating to the date (see below).

The following corrections had been published on the meeting agenda and were unanimously agreed:

- The minutes agreed for the March Parish Council meeting are dated incorrectly as Monday 28th March 2022. This meeting actually took place on the Tuesday 29th March 2022.

The internal auditor has advised that the copy on the website can be amended to provide the most accurate copy. The printed originals cannot be changed.

PC/22/080 – Parish consultation event for the revised local plan – including the Strategic Housing and Economic Land Availability Assessment (SHELAA) sites and housing numbers

Cllr Cossburn had distributed a proposed consultation response form (see attached) and covering letter to Councillors before the meeting (see attached).

A copy of what would be displayed at the consultation sessions was also displayed.

It was agreed to send the covering letter and a copy of the form to every dwelling in the parish. This will also be advertised on the Parish Council's website and social media pages. Forms can be returned to the Parish Office as well collection boxes at both pubs, Springvale Stores and Tesco Express (subject to agreement). Alternatively, forms can be emailed to the Council via its consultations email address. An autoresponder will acknowledge their form.

The covering letter and form will be amended to include items agreed above.

It was also agreed to run two consultation sessions in Tubbs Hall on the following dates:

- Wednesday 18th May from 16:00 – 20:00
- Saturday 21st May from 09:00 – 13:00

Three quotations had been sought for the printing, fulfilment and postage of the form and covering letter. One company was unable to quote and another did not reply.

Culverlands Press Ltd provided two quotations:

- Printing of covering letter & forms (to include spares) = £544.00 (ex. VAT)
- Fulfilment and 1st Class postage = £2,334.00 (ex. VAT)

The Clerk noted that these were based on the number printed for the previous newsletter and the final number, and thus quotations, are subject to minor change.

Given the urgency of this item, it was unanimously agreed to proceed with the above quotations on the basis of a single quotation.

It was agreed that a budget of £3,500.00 (including the above quotations) was set to undertake this consultation. This will include the procurement of some consultation boxes.

It was noted that due to the recent election being uncontested, a £3,500.00 saving had been made.

Action: Clerk to organise the printing and distribution of the covering letter and forms.

Action: Clerk to order necessary consultation equipment such as consultation boxes.

Action: Clerk to setup a webpage for the consultation.

PC/22/081 – Communications [incl. Website /Facebook / Newsletter / Monthly Comms. etc.]

It was agreed to delay the newsletter until late May.

PC/22/082 – To receive the minutes of the committees:

Finance, Administration & Remuneration Committee – 13th April 2022 – correction to draft minutes.

It was noted that the draft minutes had been amended as the recommendation was for quotation C, not B at accost of £695.00.

This change was noted and unanimously agreed.

PC/22/083 – Salary review date for Clerks

This item had been requested by the Clerks before the previous meeting.

Action: it was agreed for this to be discussed by the new Finance, Administration & Remuneration committee.

Action: The current high office workload will also be discussed separately.

PC/22/084 – Alternative accounting software

The Clerk noted that as this software did not allow Income & Expenditure on the monthly basis, the workload required to change the accounting procedures and practices was not achievable.

Action: It was agreed to inform Scribe accounts that we do not wish to proceed with the software due to the lack of monthly income & expenditure.

Action: It was agreed to review the Council's software again in 6-months' time.

PC/22/085 – Annual play area inspection reports

The most recent play inspection reports had been received. They were received over a month after they were carried out. The Clerk had queried the delay but this was sadly due to an officer passing away suddenly within the WCC department that organises the inspections.

The Clerk noted that 4 pieces of play equipment at Eversley Park had been categorised as medium risk due to rot in the timber. The Clerk had informed our Maintenance Contractor who had taken the following actions:

- Two sets of swings had their seats & chains removed to prevent usage until a review can be undertaken.
- Two wobble boards (and brackets) were removed to prevent usage until a review can be undertaken.
- A small section of wire rope was exposed on the rope ladder. The Maintenance Technician had affected a repair on this.
- A piece of timber on the lower pitch exercise equipment was removed.

An explanation of the actions undertaken and a copy of the reports had also been sent to existing Recreation & Amenities committee members for review. No further actions were requested at this stage.

PC/22/086 – Communications [incl. Website /Facebook / Newsletter / Monthly Comms. etc.]

This item had been included on the agenda twice by accident.

PC/22/087 – Clerks Notices

Annual General Meeting – It was agreed to hold the Annual General Meeting at 18:45 to ensure the meeting finishes in time for the subsequent Annual Parish Meeting.

Battery recycling – Following recent replacement of the defibrillator batteries, as well as old emergency light batteries that required disposal, it was agreed to contact Hurst recycling to

ascertain if they are able to recycle the batteries. If they are unable to do so, it was agreed to order a recycling container from Ecolamp at a cost of £199.00 (ex. VAT).

Jubilee bunting – It was agreed to spend £139.90 (ex. VAT) on some reusable fabric union jack bunting.

Pitch renovation – Following a request from the contractor it was agreed to bring the middle pitch renovation forward to Wednesday 11th May 2022.

PC/22/088 - Chair's Notices

Police & Crime Commissioner – It was agreed to discuss inviting the Police & Crime Commissioner to a Parish Council meeting.

Meeting Closed at 20:32.

Signed:

Date:

Parishioners are asked to rate each site from 1 to 8 with 1 being the most preferred to 8 being the least preferred site.

Ref Number	Site Location	Approximate number of homes	Ranking	Reason (if any) for your choice
KW01	Land to the east of Lovedon Lane	125		
KW02	Land adjacent to Cart and Horses public house	85		
KW05	Land at Springvale Road	322		
KW07	Land at North Winchester Farm	30		
KW09	Plot 1 Woodhams Farm	29		
KW10	Plot 2 Woodhams Farm	12		
KW11	Plot 3 Woodhams Farm	11		
KW12	Cornerways/Merrydale	31		
There is only one commercial site identified within the SHELAA Register. Parishioners are asked for their views on should this site be released for development during the plan period. The site would yield between 3,000 and 4,500 square metres of floor space for Class B1/B8 uses				B1 = Offices/Research and Development/ Light Industrial appropriate within a residential area B8 = Storage and Distribution
KW06	Land at North Winchester Farm	YES/NO*	Would you prefer B1 or B8 *	

* Delete option which is not applicable.

Your Post Code: (please do not include any personal information on your form)

Additional questions	
What three facilities do you think our village lacks?	
1	
2	
3	
What existing facilities do you think require improving or updating?	
1	
2	
3	

Proposed changes to National Planning Legislation may place increased emphasis on local design codes. We as a council are currently updating our Village Design Statement to meet revised requirements and are looking for parishioners to join a working group to review and suggest improvements to this revised document.

Would you be prepared to take part in this exercise? If you would then please contact the Parish Office via email (clerk@kingsworthy-pc.org.uk) or telephone 01962 884150.

Thank you for your assistance in these important tasks