



## **Kings Worthy Parish Council**

### **Minutes of the Parish Council meeting held on Monday, 25 March 2024 at 19:30 held in Kings Worthy Community Centre, Fraser Road**

#### **Attendees**

Councillors Signe Biddle, Colin Cossburn (Chairman), Ian Gordon, Mandy Hallisey, Phillip Horne, Dorry Lawlor & Steve Waters

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

Christopher Read (Parish Clerk)

Anita Husz (Deputy Clerk)

#### **Apologies**

Cllr Matthew Miller-Hall (the council resolved to approve Cllr Matthew Miller-Hall's reason for absence)

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

Cllr Charlotte Smith (the council resolved to approve Cllr Charlotte Smith's reason for absence)

#### **County & City Councillor(s)**

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

Cllr Steve Cramoysan (Winchester City Council [WCC])

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

One.

#### **PC/24/49 – Public Question Time [Please note that this is the only time that the public are able to speak and is limited to 5 minutes per subject]**

None.

#### **PC/24/050 – Impact of COVID-19 (including meeting recommendations)**

It was agreed to keep the current recommendations.

#### **PC/24/051 – To receive written reports from City & County Councillors and Parish Councillors following external meetings**

A copy of the City Councillor's report had been circulated to the Councillors before the meeting (see attached). Cllr Jackie Porter and Cllr Steve Cramoysan summarised their report to attendees.

*(Member of the public arrived at this point)*

Cllr Lawlor raised her concern that Stagecoach is using only Twitter for communications

however a lot of people do not use this.

Cllr Gordon gave an update on the Hampshire Association of Local Councils Annual conference.

**PC/24/052 - To agree and sign the minutes of the meeting held on 29 January 2024**

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

**PC/24/053 - To agree and sign the minutes of the meeting held on 26 February 2024**

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

**PC/24/054 - Matters arising from the meeting held on 26 February 2024**

None.

**PC/24/055 - To receive the minutes of the committees:**

- *Recreation and Amenities Committee - 07 March 2024* - A copy of the minutes had been circulated to Councillors before the meeting.
- *Finance, Administration & Remuneration Committee - 13 March 2024* - A copy of the minutes had been circulated to Councillors before the meeting.
- *Planning & Highways Committee - 19 March 2024 - Including revised speed sign proposal* - A copy of the minutes had been circulated to Councillors before the meeting.

**PC/24/056 - Update on play areas (if any)**

- *Eversley Park play area - update zipline legs & new accessible roundabout* - Cllr Cossburn noted that the tower is now open.

The Contractor has confirmed that the zipline legs will be replaced instead of re-painted.

A meeting with Wicksteed had taken place and a position for the roundabout had been agreed.

After discussion, it was agreed to pay the final invoice for the tower installation without deduction.

- *Fraser road play area - update on works to repair and replace damaged equipment* - The Clerk stated that the equipment will be arriving on the 12<sup>th</sup> of April.

The replacement equipment will cost £14,998.00 and the Penguin bin will cost £455.00. It was agreed to ratify these costs which will be reclaimed for our insurer.

**PC/24/057 - Lovedon Fields - update on the allotment site including access**

Cllr Cossburn stated that our solicitor concurred that we have access to the allotments. WCC have been contacted to confirm access based on the planning application documents.

*(Cllr Steve Cramoysan & Jackie Porter left at this point)*

### **PC/24/058 – To review the forecast outturn (2023/24) & draft budget (2024/25)**

The outturn budget had been circulated to the Councillors before the meeting. It was agreed by all Councillors (see attached).

### **PC/24/59 – To review and adopt the following documents:**

- *Standing Orders* – They were agreed by all Councillors.
- *Financial Regulations* – They were agreed by all Councillors.
- *Risk Register/Assessment* – They were agreed by all Councillors.
- *Investment Policy* – They were agreed by all Councillors.
- *Data protection, privacy and document data retention policies* - They were agreed by all Councillors.

### **PC/24/60 – Review schedule for the Council’s documents**

After discussion, they were agreed by all Councillors.

### **PC/24/61 – Lovedon Lane Burial Ground – allowing dogs to enter the Burial Ground**

After discussion, it was agreed to allow dogs to enter the Burial Ground for 6-month trial period.

**Action – The Clerk will check our bylaws.**

### **PC/24/062 – Communications – including communications strategy**

After discussion, the Communications strategy was agreed including Clerks responding to posts on Facebook and checking them daily.

### **PC/24/063 – Parish Council email provider alternatives providers and gov.uk domain**

The Clerk is obtaining 3 quotations.

### **PC/24/64 – Emergency plan update – agreement of rota provision**

Cllr Cossburn explained the potential rota types. The Councillors will think about the solutions for the next meeting.

### **PC/24/065 – Parish Council response to County Council consultations**

- *Hampshire Minerals and Waste Plan – Partial Update – Regulation 19 Consultation* – None.
- *Future services consultation* – Councillors will send comments to Clerks.

### **PC/24/066 – Items for inclusion in Council communications**

None.

### **PC/24/067 – Clerk’s Notices**

The Clerk noted that we received an email about Lengthman Scheme for the next two years. After discussion, it was agreed to stay in the scheme.

### **PC/24/068 – Chairman’s Notices**

Chairman noted that there will be a meeting with Ridge & Partners tomorrow morning to discuss voluntary work.

**PC/24/069 - Items for discussion at the next Meeting - 29 April 2024**

- Cracking of path across Eversley Park
- Asset register

**Meeting Closed at 21:17**

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**Signed:**

**Date:**

**Management Accounts for the period ending 29<sup>th</sup> February 2024 (including Forecast Outturn & Budget)**

**Income**

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	Forecast Outturn	2024/25 Draft Budget
Community Infrastructure Levy	£9,507.31	£9,507.31	£16,956.39	£7,449.08	£16,956.39	£0.00
Finance, Administration & Remuneration	£184,096.44	£168,555.64	£181,064.69	£12,509.05	£199,613.14	£188,642.50
Kings Worthy Community Centre	£7,930.97	£7,270.05	£2,013.00	-£5,257.05	£5,459.53	£11,613.21
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£7,633.65	£6,020.96	£13,728.23	£7,707.27	£13,728.23	£51,698.60
<b>Totals:</b>	<b>£209,168.37</b>	<b>£191,353.96</b>	<b>£213,762.31</b>	<b>£22,408.35</b>	<b>£235,757.30</b>	<b>£251,954.32</b>

**Expenditure**

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	Forecast Outturn	2024/25 Draft Budget
Community Infrastructure Levy	£83,447.38	£83,447.38	£84,466.08	£1,018.70	£84,466.08	£393.22
Finance, Administration & Remuneration	£107,921.03	£97,513.16	£101,067.16	-£3,554.00	£110,244.48	£110,805.95
Kings Worthy Community Centre	£11,120.16	£9,978.13	£8,712.96	£1,265.17	£10,541.17	£17,476.72
Planning & Highways	£11,070.00	£5,529.81	£4,284.40	£1,245.41	£8,717.54	£9,386.39
Recreation & Amenities	£94,196.54	£85,885.80	£94,799.58	-£8,913.78	£125,403.26	£149,305.81
<b>Totals:</b>	<b>£307,755.10</b>	<b>£282,354.28</b>	<b>£293,330.18</b>	<b>-£8,938.50</b>	<b>£339,372.52</b>	<b>£287,368.09</b>

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	Forecast Outturn	2024/25 Draft Budget
<b>Actual Year to Date Position</b>	<b>-£98,586.74</b>	<b>-£91,000.32</b>	<b>-£79,567.87</b>	<b>£11,432.45</b>	<b>-£103,615.23</b>	<b>-£35,413.77</b>

**Memorandum Position - (Excluding CIL income, CIL expenditure, play area spend)**

<b>Memorandum Year to Date Position:</b>	<b>-£6,269.15</b>	<b>-£1,442.91</b>	<b>£12,257.08</b>	<b>£13,699.99</b>	<b>-£11,790.28</b>	<b>-£5,608.77</b>
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## Balance Sheet for period ending 29<sup>th</sup> February 2024

Bank Accounts	
Unity Trust Bank Current Account	£5,186.59
Unity Trust Tailored Deposit Account - 2.75% AER	£104,435.99
<b>Sub-Total:</b>	<b>£109,622.58</b>

Investments/Deposits	
Nationwide variable (35-day notice) – 3.1% AER	£85,000.00
<b>Sub-Total:</b>	<b>£85,000.00</b>

Other	
B4B Procurement Card	£349.80
Debtors	£1,759.77
Prepayments	£0.00
<b>Sub-Total:</b>	<b>£2,109.57</b>

<b>Total Current Assets:</b>	<b>£196,732.15</b>
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Current Liabilities	
Prepayments	£4.60
Trade Creditors	£17,941.81
Retentions	£4,868.71
Received on Account (inc. Precept)	£15,254.85
PAYE Payments Due	£354.16
NI Payments Due	£945.68
Pension Payments Due	£1,403.50
VAT to be Paid	£90.26
VAT to be Reclaimed	-£2,416.06
VAT that has been Reclaimed but not received	£0.00
<b>Total Current Liabilities:</b>	<b>£38,447.51</b>

<b>Current Assets Minus Liabilities:</b>	<b>£158,284.64</b>
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Earmarked Funds in Reserve	
Play area maintenance reserve	£18,970.66
CIL Reserve	£2,186.25
<b>Total Current Reserves:</b>	<b>£21,156.91</b>

Net Assets	
General Reserves (inc. £24,727.65 for tree works)	£216,695.60
Profit & Loss Year to Date	<b>-£79,567.87</b>
<b>Total Net Assets:</b>	<b>£137,127.73</b>