



## **Kings Worthy Parish Council**

### **Minutes of the Parish Council meeting held on Monday, 29 April 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, Charlotte Smith & Steve Waters

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

Christopher Read (Parish Clerk)

Anita Husz (Deputy Clerk)

#### **Apologies**

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

Cllr Dorry Lawlor (the council resolved to approve Cllr Dorry Lawlor's reason for absence)

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

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

Cllr Steve Cramoysan (Winchester City Council [WCC])

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

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

None.

#### **PC/24/70 – 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/24/071 – Impact of COVID-19 (including meeting recommendations)**

It was agreed to keep the current recommendations.

#### **PC/24/072 – 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. Cllr Steve Cramoysan summarised their report to attendees.

Cllr Smith asked if there are any traffic calming measures planned as part of the new care facility in Church Lane. Cllr Cramoysan noted that there are no current plans as this proposed facility is in the early stages and this would be best raised as part of the planning process by

the Parish Council.

Councillors unanimously agreed to delay the County Council report until Cllr Porter (HCC) arrives.

### **PC/24/073 - To agree and sign the minutes of the meeting held on 25 March 2024**

It was agreed to remove the City & County reports (and references to attachments) due to potential future issues with GDPR and photograph permission. As these reports are not Parish Council documents, it was agreed to not include them on future Council minutes.

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

### **PC/24/074 - Matters arising from the meeting held on 25 March 2024**

None.

### **PC/24/075 - To receive the minutes of the committees:**

- Recreation and Amenities Committee - 11 April 2024 - A copy of the minutes had been circulated to Councillors before the meeting.
  - Bin rationalisation & redeployment proposal - Councillors reviewed the costings for the changes to the Parish Councils litter bins including the removal of dog waste bins and installation of new dual use litter bins.  
  
It was agreed to proceed with these works with a budget of £6,442.93 to undertake the changes, and a revised annual emptying cost of £3,227.89 (for Green Smile) and £6,471.45 (for ID Verde who will empty the dual use bins).
- Finance, Administration & Remuneration Committee - 13 March 2024 - A copy of the minutes had been circulated to Councillors before the meeting.
  - Cllr Cossburn asked why a storage container is being proposed. The Clerk noted that a report will be prepared and distributed once costs are received.
  - Draft end of year accounts - Members had been sent a copy prior to the meeting; no changes were made.
  - Play tower accident - The Clerk noted the details of an accident with the bridge connecting two sections of the new play area tower. The manufacturer had already been contacted.
- 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/24/076 - Date for May Planning & Highways committee meeting following cancellation of the meeting on the 23rd April.**

It was agreed to move the May Planning & Highways meeting to the 7<sup>th</sup> May 2024.

**PC/24/077 – To consider planning applications received (see schedule attached for details)**

Application Reference: 24/00548/HOU

Application Address: The Corner House 1, Eversley Gardens Kings Worthy Winchester Hampshire SO23 7GQ

Application Proposal: Boundary fence

Response/Action – *The Parish Council has no objections to this application on the proviso that a condition is placed on the permission to ensure that the hedge remains at least the height of the fence and retains the green aesthetic of the development.*

Application Reference: 24/00618/HOU

Application Address: 32 Wesley Road Kings Worthy Winchester Hampshire SO23 7PX

Application Proposal: Single Storey Rear Extension

Response/Action – *The Parish Council has no objections to this application.*

Application Reference: 24/00756/HOU

Application Address: 238 Springvale Road Kings Worthy Winchester Hampshire SO23 7LF

Application Proposal: Erection of entrance porch

Response/Action – *The Parish Council has no objections to this application.*

Application Reference: 24/00808/HOU

Application Address: The Paddock Legion Lane Kings Worthy Winchester Hampshire SO23 7RA

Application Proposal: Carport attached to existing garage

Response/Action – *The Parish Council has no objections to this application.*

**PC/24/078 – Lovedon Lane HGV reporting information signs**

It was agreed to produce some HGV information stickers to be mounted on signposts and/or streetlights on the Ecogen access route. Cllr Smith noted that permission will need to be sought from HCC and Cllr Cossburn confirmed that this will be requested as part of the re-submitted speed sign deployment schedule.

**Action – Clerk to order stickers once the design is finalised and contact details confirmed.**

**PC/24/079 – Lovedon Fields – update on the allotment site including access**

Cllr Cossburn gave an update to members of the current status of the issues over access. A potential resolution was also discussed.

**Action – Clerk to discuss potential resolution with our solicitors.**

**PC/24/080 - To receive written reports from City & County Councillors and Parish Councillors following external meetings (continued)**

(Cllr Porter arrived at this point)

Cllr Porter summarised her report circulated to Councillors before the meeting.

Verges on Fraser Road – It was agreed for Cllr Porter to suggest grasscrete blocks as a potential solution to the verge parking issues in Fraser Road.

**PC/24/081 - Fence around lower football pitch**

After discussion, it was agreed to write to all properties bordering the lower pitch to ask for more information on balls entering gardens, including damage caused.

In the meantime, it was agreed to pause the removal works.

**PC/24/082 - Parish Council email provider alternatives providers and gov.uk domain**

The Clerk gave an update on the project.

It was agreed as part of this project to look at a Councillor only section of the website.

**PC/24/083 - To review & approve the asset register**

A copy of the revised asset register has been circulated to Councillors and it was unanimously agreed to approve it.

**PC/24/084 - Ridge & Partners LLP community projects**

It was agreed to arrange a meeting with Ridge to include Cllr Cossburn, the Deputy Clerk and a member of each committee.

**Action - Arrange meeting with Ridge & Partners LLP.**

**PC/24/085 - Review of Data Protection policy**

A copy of the policy had been circulated to Councillors before the meeting.

**PC/24/085 - Emergency plan rota proposals**

Defer to the next meeting.

**PC/24/086 - Completed projects update (Burial Ground re-surfacing, Fraser Road CCTV & Fraser Road play area equipment replacement)**

- Burial Ground re-surfacing – This work is now complete and Councillors were happy with the work. The Clerk noted that some tarmac needed to be removed from the drains which was being organised.
- Fraser Road CCTV – The new camera system had been installed.
- Fraser Road play area equipment replacement – The works had been completed and awaiting the safety inspection on Wednesday 1<sup>st</sup> May.

**PC/24/087 - Communications**

The Clerk noted the newsletter had been sent the new printers.

**PC/24/088 - Items for inclusion in Council communications**

Cllr Cossburn reminded R&A Councillors to produce a comms piece.

**PC/24/089 - Arrangements for the Annual Parish Meeting**

Due to hall availability, it was agreed to hold this at the Kings Worthy Primary school hall at 19:30 on 13<sup>th</sup> May 2024.

**PC/24/090 - Arrangements for the Annual General Meeting**

Cllr Cossburn noted that the Chair & Vice-Chair are up for election and summarised the rules on proposing candidates.

**PC/24/091 - Clerk's Notices**

The Clerk noted that a COVID booster bus will be attending Kings Worthy Community Centre providing vaccines to vulnerable members of the community.

**PC/24/091 - Chairman's Notices**

Cllr Cossburn noted the resurface treatment works planned for Springvale Road.

**PC/24/092 - Items for discussion at the next Meeting - 20 May 2024**

Bleed prevention packs

Meeting Closed at 20:58.

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**Signed:**

**Date:**

**Management Accounts for the period ending 31<sup>st</sup> March 2024 (including draft end of year accounts)**

**Income**

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	Forecast Outturn
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	-£4,575.11	£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
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	£111,008.63	-£3,087.60	£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	£4,526.40	£6,543.60	£8,717.54
Recreation & Amenities	£94,196.54	£94,196.54	£123,375.10	-£29,178.57	£125,403.26
<b>Totals:</b>	<b>£307,755.10</b>	<b>£307,755.10</b>	<b>£332,979.59</b>	<b>-£23,187.09</b>	<b>£339,372.52</b>

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	Forecast Outturn
<b>Actual Year to Date Position</b>	<b>-£98,586.74</b>	<b>-£98,586.74</b>	<b>-£99,308.71</b>	<b>-£721.97</b>	<b>-£103,798.23</b>

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

<b>Memorandum Year to Date Position:</b>	<b>-£6,269.15</b>	<b>-£6,269.15</b>	<b>-£7,483.76</b>	<b>-£1,214.61</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 - 2.75% AER	£89,500.60
<b>Sub-Total:</b>	<b>£94,173.51</b>

Investments/Deposits	
Nationwide variable (35-day notice) – 3.1% AER	£87,558.15
<b>Sub-Total:</b>	<b>£87,558.15</b>

Other	
B4B Procurement Card	£46.76
Debtors	£2,975.10
Prepayments	£685.24
<b>Sub-Total:</b>	<b>£3,707.10</b>

<b>Total Current Assets:</b>	<b>£185,438.76</b>
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Current Liabilities	
Trade Creditors	£46,792.51
Retentions	£4,868.71
Accruals	£0.00
PAYE Payments Due	£354.16
NI Payments Due	£945.68
Pension Payments Due	£1403.50
VAT to be Paid	£169.81
VAT to be Reclaimed	-£7,639.41
VAT that has been Reclaimed but not received	£0.00
<b>Total Current Liabilities:</b>	<b>£46,894.96</b>

<b>Current Assets Minus Liabilities:</b>	<b>£138,543.80</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	-£99,308.71
<b>Total Net Assets:</b>	<b>£117,386.89</b>