

**Minutes of the Full Council meeting  
held on Monday, 30 September 2024 at 19:30  
held in Kings Worthy Community Centre, Fraser Road**

**Attendees**

Councillors Colin Cossburn (Chairman), Emily Fish, Mandy Hallisey, Phillip Horne, Dorry Lawlor & Charlotte Smith

**Clerk(s)**

Parish Clerk (Christopher Read)

**Apologies**

Cllr Signe Biddle

Cllr Ian Gordon

The Clerk noted that Matthew Miller-Hall had resigned from the Council)

**County & City Councillor(s)**

Cllr Steve Cramoysan (Winchester City Council [WCC])

**Members of the public**

None.

**PC/24/137 – 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/24/138 – Confirmation of advertisement arrangements for vacancies**

The Clerk noted that the notice of co-option will be drafted with multiple meeting dates until the vacancies are full.

**PC/24/139 – 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 his report to attendees and noted the issues with waste collection since the change in contract. He also noted that there appears to be a reduction in complaints related to the Number 6 bus service.

**PC/24/140 - Agree and sign the Minutes of the Meeting held on 29 July 2024**

The minutes of the previous meeting were agreed as a true record of the meeting signed by the Chair with the following change:

- PC/24/128 - Addition of "390.00 per annum".

## **PC/24/141 – Matters arising from the meeting held on 29 July 2024**

None.

### **PC/24/142 – To receive the minutes of the committees:**

- Recreation & Amenities Committee – 12 September 2024 – Including consideration of the proposed replacement exercise equipment for Eversley Park - A copy of the minutes had been circulated to Councillors before the meeting.
  - Replacement exercise equipment – After discussion, it was unanimously agreed to obtain quotations from both Kompan and Lappset.
  - Replacement fence at Broadview – After discussion, it was unanimously agreed to proceed with the quotation from J.B. Corrie Fencing for the installation of high security custom made high security estate fencing and accessible kissing gates, at a total cost £12,710.77.

#### **Action – The Clerks will obtain quotation.**

- Finance, Administration & Remuneration Committee – 25 September 2024 – Including agreement of the Parish Council’s insurance provider - A copy of the minutes had been circulated to Councillors before the meeting.
  - Parish Council’s insurance provider – After discussion, it was unanimously agreed to proceed with insurance cover from Hiscox (brokered by Arthur J. Gallagher & Co.) for 12-months at a total cost of £8,396.53.  
It was also unanimously agreed to proceed with cyber insurance cover from Optimum Speciality Risks for 12-months at a total cost of £367.36.
  - CCLA – Due to how the fund is setup, it unanimously agreed to use the same setup as the council’s bank accounts for management of this investment.
  - Grant to Unity 12 community food pantry – It unanimously agreed to ratify the decision to grant £500.00 to this organisation.
- Planning & Highways Committee – 24 September 2024 - A copy of the minutes had been circulated to Councillors before the meeting.

### **PC/24/143 – To review and approve the Council’s Document & Data Retention Policy**

It was agreed to adopt the circulated policy (including changes) with the following changes:

- Insurance policy documentation/schedules – change period of retention to 20 years.
- Contracts – change period for retention from 6 to 7 years.
- Clarify that cloud storage references mean within the UK/EU.

### **PC/24/144 – Lovedon Fields – Update on the allotment site including access and the installation of the security barrier**

Clr Cossburn update members on the proposed course of action for the site including advice requested from Ridge Partners.

### **PC/24/145 – To receive the external auditor’s report for the year ending 31 March 2024**

A copy of the report had been circulated to all members for review. It was agreed to query

the date on the engagement letter with the internal auditor, and subsequently the external auditor (if required).

**PC/24/146 – Proposal for a public access anti-choking device or potential public training event(s)**

After discussion, it was agreed to explore obtaining a device for Kings Worthy Community Centre, as well as the necessary training and insurance.

Cllr Steve Cramoysan will raise this proposal with the Tubbs Hall Management Committee.

**Action – Clerk to obtain advice and costs.**

**PC/24/147 – Emergency plan – update on revised plan including preventative maintenance**

A number of preventative maintenance items had been identified in the HCC action plan.

**Action – Clerk to write to houses on Springvale Road with riparian rights to request they undertake any necessary works by the end of October.**

**PC/24/148 – Councillors training courses – consideration of courses that members wish to attend**

The Clerk will resend the list to Councillors.

**PC/24/149 – Items for inclusion in council communications**

Members discussed the next newsletter items.

- Flooding
- Bin changes
- Fencing at Broadview
- Barrier at Lovedon Fields
- Planning & Highways newsletter will include speeding

**PC/24/150 – Inter-councillor communication including availability due to holiday**

Cllr Lawlor expressed the need for improved communication among Councillors particularly in relation to the attendance of events.

**Action – Clerks to look into setting up a shared calendar for all Councillors.**

**PC/24/151 – Autumn litter pick – Request for additional councillor volunteers**

Cllr Lawlor stated that there were already sufficient volunteers to run this event.

**PC/24/152 – Annual review of members interest forms**

**Action – Clerk will send a reminder to Councillors who have not completed their forms.**

**PC/24/153 – Clerk's Notices**

The Clerk updated Councillors on the new website and email switch.

It was unanimously agreed to begin using the new website and setup a forwarding link on the home page of the current site.

**PC/24/154 – Chairman's Notices**

None.

**PC/24/155 – Items for discussion at the next meeting on 28 October 2024**

- Council storage policy for the disposal of dumped/discarded items on Council land
- Speed Sign speed report presentation
- Update on Ecogen site and access

**Meeting Closed at 20:48**

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**Signed:**

**Date:**

DRAFT

## Management Accounts for the period ending 31<sup>st</sup> August 2024

### Income

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
Finance, Administration & Remuneration	£188,642.50	£77,952.83	£78,300.54	£347.71
Kings Worthy Community Centre	£11,613.21	£4,838.84	£915.00	<b>-£3,923.84</b>
Planning & Highways	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£51,698.60	£47,527.46	£47,158.34	<b>-£369.12</b>
<b>Totals:</b>	<b>£251,954.32</b>	<b>£130,319.13</b>	<b>£126,373.88</b>	<b>-£3,945.25</b>

### Expenditure

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date
Community Infrastructure Levy	£393.22	£393.22	£0.00	<b>-£393.22</b>
Finance, Administration & Remuneration	£110,805.95	£44,716.69	£41,604.26	£3,112.43
Kings Worthy Community Centre	£17,476.72	£8,939.07	£6,356.62	£2,582.45
Planning & Highways	£9,386.39	£228.34	£392.58	<b>-£164.24</b>
Recreation & Amenities	£149,305.81	£61,147.47	£88,519.62	<b>-£27,372.15</b>
<b>Totals:</b>	<b>£287,368.09</b>	<b>£115,424.78</b>	<b>£136,873.08</b>	<b>-£22,234.74</b>

### Position - Actual (including CIL income & CIL expenditure)

	Annual Budget	Budget Year to Date*	Actual Year to Date	Variance Year to Date
<b>Actual Year to Date Position</b>	<b>-£35,413.77</b>	<b>£14,894.35</b>	<b>-£10,499.20</b>	<b>-£25,393.55</b>

### Memorandum Position - (Excluding CIL income, CIL expenditure, E.P. play area spend & large capital projects)

<b>Memorandum Year to Date Position:</b>	<b>-£5,608.77</b>	<b>£49,907.51</b>	<b>£7,788.27</b>	<b>-£42,119.24</b>
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## Balance Sheet for period ending 31<sup>st</sup> August 2024

<u>Bank Accounts</u>	
Unity Trust Bank Current Account	£5,179.99
Unity Trust Tailored Deposit Account – 2.75% gross	£56,195.21
<b>Sub-Total:</b>	<b>£61,375.20</b>

<u>Investments/Deposits</u>	
Nationwide Variable (35-day notice) – 3.35% AER	£85,000.00
<b>Sub-Total:</b>	<b>£85,000.00</b>

<u>Other</u>	
B4B Procurement Card	£1,143.25
Debtors	£3,399.48
Prepayments	£0.00
<b>Sub-Total:</b>	<b>£4,542.73</b>

<b>Total Current Assets:</b>	<b>£150,917.93</b>
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Current Liabilities	
Prepayments	£3.63
Trade Creditors	£7,259.52
Retentions (inc. VAT)	£789.06
Received on Account	£15,495.50
PAYE Payments Due	£543.00
NI Payments Due	£719.76
Pension Payments Due	£1,388.09
VAT to be Paid	-£5.60
VAT to be Reclaimed	-£3,760.43
VAT that has been reclaimed but not received	£0.00
<b>Total Current Liabilities:</b>	<b>£22,432.53</b>

<b>Current Assets Minus Liabilities:</b>	<b>£128,485.40</b>
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Earmarked Funds in Reserve	
Play area maintenance reserve (£4,868.71 allocated for future retention)	£23,839.37
CIL Reserve (aged)	£19,142.64
<b>Total Current Liabilities:</b>	<b>£42,982.01</b>

Net Assets	
General Reserves (inc. £19,297.65 for tree works)	£96,002.59
Profit & Loss Year to Date	<b>-£10,499.20</b>
<b>Total Net Assets:</b>	<b>£85,503.39</b>