Kings Worthy Parish Council

Minutes of the Full Council meeting
held on Monday, 29 July 2024 at 19:30
held in Kings Worthy Community Centre, Fraser Road

Attendees

Councillors Colin Cossburn (Chairman), Emily Fish, Ian Gordon, Mandy Hallisey, Dorry Lawlor, Charlotte Smith, Charlotte Smith & Steve Waters

Clerk(s)

Christopher Read (Parish Clerk)

Apologies

Cllr Signe Biddle (the council resolved to approve Cllr Biddle's reason for absence)

Cllr Matthew Miller-Hall (the council resolved to approve Cllr Miller-Hall's reason for absence with two Councillors not in favour)

Cllr Phillip Horne (the council resolved to approve Cllr Horne's reason for absence)

County & City Councillor(s)

Members of the public

One.

PC/24/116 – Public Question Time

A member of the public raised a concern with encroaching hedges along Springvale Road. Cllr Cossburn noted that an item had already been added to the next monthly newsletter.

PC/24/117 – Co-option to fill vacancies on the Parish Council

The Clerk noted that no applications had been received.

Action – The Clerk will speak to Winchester City Council to ask if we can produce a notice that covers multiple meetings until the vacancies are filled, thus reducing the need for monthly re-publication.

PC/24/118 – Appointments to Committees

None.

PC/24/119 – Lovedon Fields – Update on the allotment site including access and the installation of proposed security barrier

The Clerk had obtained two quotations for a gate style vehicular access barrier.

Quotation A = £1,556.00; Quotation B = £2,207.13.

A quotation for £480.00 had been obtained from M.R.S. Services for the fitment of the barrier.

After discussion, it was agreed to proceed with Quotation A (from Centrewire) and the quotation for fitment from M.R.S. Services.

PC/24/0120 – Agree and sign the minutes of the meeting held on the 24 June 2024

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

PC/24/121 – Matters arising from the meeting held on the 24 June 2024

- *Response from internal auditor following request for clarification* – Cllr Cossburn stated that going forward, we need to minute a reason for the deferral of the agenda item.

PC/24/122 – To receive the minutes of the committees:

- Recreation & Amenities Committee – 11th July 2024 – A copy of the minutes had been circulated to Councillors before the meeting.
- Finance, Administration & Remuneration Committee – 17th July 2024 – *including proposed replacement defibrillators* - A copy of the minutes had been circulated to Councillors before the meeting.
    - Replacement defibrillators – The Clerk summarised professional advice received regarding replacement defibrillators (including unit type). Councillors considered a comparison including through life maintenance costs and it was unanimously agreed to purchased 4x Zoll AED 3 units from the Community Heartbeat Trust at a total cost of £6,030.00. This purchase also includes a free in person training session for members of the public.
- Planning & Highways Committee – 23rd July 2024 – A copy of the minutes had been circulated to the Councillors before the meeting.

PC/24/123 – To review and approve the Council's Standing Orders

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

It was unanimously agreed by all Councillors to adopt these new standing orders.

PC/24/124 – To review and approve the Council's Privacy Policy

A copy of the Privacy Policy had been circulated to the Councillors before the meeting.
It was unanimously agreed by all Councillors to adopt these new standing orders.

PC/24/125 – Police surgeries at Tubbs Hall (including potential co-advertising with Headbourne Worthy Parish Council)

The Clerk noted that we had received a request from one of our PCSO's to hold regular public surgeries at the Tubbs Hall. It was agreed to support this initiative and to co-advertise with Headbourne Worthy Parish Council, who are holding surgeries in Jubilee Hall.

PC/24/126 – New website and email package including switch to gov.uk domain and procurement of council devices

Three quotations had been requested with only two received. Due to varying year by year costs a 3-year cost comparison was reviewed including setup costs (if any).

Further information had been circulated to allow Councillors before the meeting.

Quotation A =

1. £1,170.00 (£390.00 per annum)
2. £2,206.80 (£735.60 per annum) – with a larger mailbox

Quotation B =

This website supplier did not provide email hosting thus quotations had been sought from two recommend providers.

1. With email supplier A = £5,857.12 (Between £1,594.04 - £1,6941.04 per annum)
2. With email supplier B = £15,007.48 (Between £3,859.16 - £1,6941.04 per annum)

After discussion, it was unanimously agreed to go with Quotation A at a total cost of £390.00 per annum.

Councillors discussed the potential for council tablets and it was agreed to purchase one office tablet for testing and demonstration purposes.

Action – The Clerk will purchase a tablet at cost of £310.85.

PC/24/127 – Council storage – Policy for disposal of items including items dumped on Council land

Cllr Cossburn noted that the shed and the meeting room clear out has happened.

After discussion, it was agreed for Cllr Lawlor to draft a disposal policy for items dumped on Parish Council land/property.

Action – Cllr Lawlor to draft policy.

(Cllr Jackie Porter and member of the public left at this point)

PC/24/128 – Emergency plan rota proposals

It was agreed for Cllr Cossburn to draft a revised emergency plan without the need for a rota, based on the office monitoring groundwater levels.

PC/24/129 – Councillor training courses

The Clerk noted that in-house training courses are no longer offered and list of HALC training courses had been circulated. It was agreed for Cllr Smith to attend a training a Councillor training course in October.

PC/24/130 – Update on meeting with the Winchester City Council monitoring officer

Cllr Cossburn provide a summary of the missive received by the monitoring officer. The complaint has been closed and no further action will be taken with either party. A list of recommendations had been received from the monitoring officer.

(Cllr Waters left the meeting at this point)

PC/24/131 – Items for inclusion in Council communications

- Defibrillators
- Litter Pick

- Change in Parish Council bins

PC/24/132 – Council social event

Cllr Cossburn will chase the King Charles pub.

PC/24/133 – Update of declaration of interest forms

A paper copy of the forms were handed to members to update their members interests as recommended.

PC/24/134 – Clerk's Notices

- *Request to pre-purchase two adjacent plots at the Burial Ground* – The Clerk noted that we received a request from the couple to reserve at Burial Ground two plots side by side.

  Due to potential impact on burial ground capacity, a vote as held with 4 in favour, 0 against and 2 abstentions.

PC/24/135 – Chairman's Notices

- *Use of the Parish Council's WhatsApp group* – Cllr Cossburn reminded Councillor to refrain from sending thank you messages as this generates extra notifications.

  He also stated that the WhatsApp group is not designed for decision-making and should not be used for this purpose.

- Ridge & Partners will start the volunteer work on 17th September 2024 –

  After discussion, it was agreed for the clerk to obtain a quotation for on-site sand blasting

  Action – The Clerk will obtain quotation as above.

  Cllr Smith and Cllr Cossburn will provide tools as a one-off but consideration will be given to a stock of basic tools for Council use.

PC/24/136 – Items for discussion at the next Meeting – 30 September 2024

- Donation of picnic bench
- Out of hours work

Meeting Closed at 21:29

Signed: **Date:**