

**Minutes of the Full Council meeting
held on Monday, 27 October 2025 at 19:30
held in Kings Worthy Community Centre, Fraser Road**

Attendees

Councillors Signe Biddle (Chair of the meeting), Ray Elliott, Emily Fish, Ian Gordon, & Charlotte Smith.

Clerk(s)

Parish Clerk (Christopher Read)

Apologies

Cllr Colin Cossburn

County & City Councillor(s)

Cllr Steve Cramoysan (Winchester City Council [WCC])

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

Members of the public

Two.

PC/25/148 – 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]

A member of public had attended to observe as they were considering applying to join the Parish Council.

PC/25/149 – Review of COVID-19 meeting recommendations

It was unanimously agreed to remove these recommendations from meeting agendas.

PC/25/150 – To receive written reports from City & County Councillors and Parish Councillors following external meetings

Cllr Steve Cramoysan summarised the City Councillor report to attendees.

Cllr Jackie Porter summarised her County Councillor report to attendees.

She noted that the Cornerways site is being used by Southern Gas Network as a compound for works in the area.

PC/25/151 - Agree and sign the Minutes of the Meeting held on 29 September 2025

The following changes to the minutes were agreed:

- PC/25/147 – Change 29 September 2025 to 27 October 2025.
- On the attached balance sheet – Change “minutes” to “minus”

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

PC/25/152 – Matters arising from the meeting held on 29 September 2025

None.

PC/25/153 – To receive the minutes of the committees:

- Recreation & Amenities Committee – 09 October 2025 – A copy of the minutes had been circulated to Councillors before the meeting. Cllr Smith noted that the tree grant application is due for decision on the 17th November.
- Finance, Administration & Remuneration Committee – 15 October 2025 – A copy of the minutes had been circulated to Councillors before the meeting.
 - Grant – It was unanimously agreed to authorise this grant of £800.00 for the replacement of a bench on the disused railway line, replacement posts for the existing information board, tools and annual insurance cover. This is subject to confirmation that the organisation has permission to undertake the works and that proof of spend is provided.

Power to spend: Local Government (Miscellaneous Provisions) Act 1976.

Management accounts report – The accounts has been published and circulated to all Councillors and they were approved with no changes.
- Planning & Highways Committee – 21 October 2025 – The minutes were not available in time for meeting and will be considered at the next meeting.

PC/25/154 – Lovedon Fields – Update on the allotment site including status of works

Digging to locate the water connection is scheduled to take place next week.

It was agreed for the Clerk to ask our Grounds Contractor for a quotation to prepare the allotment site for the volunteers to lay the turf.

PC/25/155 – Update on recruitment of Deputy Clerk

Interviews are being booked and due to availability, it was agreed for the interview panel to consist of Cllrs Fish, Gordon, and the Clerk.

PC/25/156 – To review and approve the review & approve the Council's data retention policy

A reviewed policy was published with the agenda and circulated to all Councillors. All suggested amendments were approved with the following additional changes:

Councillor information – Following advice received; it was agreed to hold to amend the document to make the retention period for Disclosable Pecuniary Interest forms will be retained until the Councillors vacates office. The other Councillor documentation (including declarations of acceptance of office) will be retained for one year after they have vacated office.

Annual return – Following advice received; the Annual Governance & Accountability Return (Annual Return) will be retained indefinitely.

PC/25/157 – Potential additional voluntary (CSR) work by Ridge & Partners LLP

A report with suggested work had been published and circulated to all Councillors. The voluntary work offered consisted of the laying of the turf paths at the allotment site, redecoration of Kings Worthy Community Centre, repainting of the Burial Ground gates and benches, as well as the repainting of the benches at Eversley Park and gates at Broadview.

The cost to the Council would be materials associated with the works and the provision of refreshments.

It was unanimously agreed to accept their offer to undertake this voluntary work.

PC/25/158 – Parish Council storage container

Quotations are still awaited and will be chased.

PC/25/159 – Council communications

No update.

PC/25/160 – Update on Councillor training courses.

The Clerk noted that next scheduled training session in January was now full. He had asked HALC (Hampshire Association of Local Council) if they are considering any additional online training dates.

PC/25/161 – Clerk’s Notices

None.

PC/25/162 – Chairman’s Notices

None.

PC/25/163 – Items for discussion at the next meeting on 24 November 2025

Forecast Outturn (2025/26) & Budget (2027/28)

Meeting Closed at 20:41.

Signed:

Date:

Kings Worthy Parish Council management accounts report for the period ending 30th September 2025

Income

Committee/Department	Annual Budget	Budget YTD	Actual YTD	Variance YTD
Community Infrastructure Levy (CIL)	£0.00	£0.00	£395.95	£395.95
Finance, Administration & Remuneration (FAR)	£213,840.45	£106,072.47	£107,206.99	£1,134.52
Kings Worthy Community Centre (KWCC)	£11,397.64	£5,700.69	£1,098.00	-£4,602.69
Planning & Highways (P&H)	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities (R&A)	£28,212.26	£22,168.28	£7,186.25	-£14,982.03
Total Income:	£253,450.35	£133,941.44	£115,887.19	-£18,054.25

Expenditure

Committee/Department	Annual Budget	Budget YTD	Actual YTD	Variance YTD
Community Infrastructure Levy (CIL)	£1,200.00	£0.00	£0.00	£0.00
Finance, Administration & Remuneration (FAR)	£112,342.56	£51,297.60	£42,133.91	-£9,163.69
Kings Worthy Community Centre (KWCC)	£24,323.88	£11,401.91	£5,963.86	-£5,438.05
Planning & Highways (P&H)	£10,354.00	£894.20	£443.00	-£451.20
Recreation & Amenities (R&A)	£129,108.26	£61,261.13	£56,647.39	-£4,613.74
Total Income:	£ 277,328.69	£124,854.84	£105,188.16	-£19,666.68

Net surplus/deficit position:	Annual Budget	Budget YTD	Actual YTD	Variance YTD
Income minus expenditure	-£23,878.34	£9,086.60	£10,699.03	£1,612.43

Balance Sheet for the month ending 30/09/2025

Current Assets

Asset	Balance
Current account	£11,616.04
Instant access savings account	£204,661.38
35-day notice savings account	£0.00
Procurement cards account	£673.33
Debtors	£1,753.28
Prepayments (asset)	£0.00
Total Current Assets	£218,704.03

Current Liabilities

Liability	Balance
Creditors	£1,988.92
Prepayments	£3.30
Retentions (including VAT)	£789.06
Received on account (including Precept)	£105,251.52
PAYE, National Insurance & Pension payments due	£1,753.01
VAT to be paid to HMRC	-£5.60
VAT to be reclaimed from HMRC	-£4,292.41
VAT that been reclaimed but not yet received	-£0.00
Total Current Assets	£105,487.80

Total Current Asset minus Liabilities = £113,216.23

Earmarked funds in reserve

Earmarked Reserve	Balance
Play area maintenance reserve	£16,125.38
Aged Community Infrastructure Levy (CIL) reserve	£1,655.89
Total Current Assets	£17,781.27

Net Assets

Net Asset	Balance
General reserve	£84,735.93
Profit & Loss year to date	£10,699.03
Total Current Assets	£95,434.96