

**Minutes of the Full Council meeting  
held on Monday, 29 September 2025 at 19:30  
held in Kings Worthy Community Centre, Fraser Road**

**Attendees**

Councillors Colin Cossburn (Chair), Ray Elliott, Emily Fish, Ian Gordon, Mandy Hallisey, Philip Horne, Dorry Lawlor, Tim Paget & Charlotte Smith.

**Clerk(s)**

Parish Clerk (Christopher Read)

**Apologies**

Cllr Signe Biddle

Cllr Mark Sullivan

**County & City Councillor(s)**

Cllr Jane Rutter (Winchester City Council [WCC])

**Members of the public**

None.

**PC/25/126 – 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/25/127 – Review of COVID-19 meeting recommendations**

None.

**PC/25/128 – Co-option to fill Councillor vacancies**

The Clerk noted that no applications had been received before the deadline.

It was agreed to re-advertise for co-option at the November full council meeting.

Action – Re-advertise vacancy on noticeboards including re-publishing of additional informational poster.

**PC/25/129 – Appointment of Councillors to committees**

None.

**PC/25/130 – 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 Jane Rutter summarised her report to attendees.

A copy of the County Councillor's report had been circulated to the Councillors before the meeting.

(Cllr Rutter left at this point)

### **PC/25/131 - To review and approve the Council's Standing Orders**

Following a query received regarding the vote held at the July meeting, a vote was held to confirm their adoption. The vote was held by show of with 8 in favour and 1 abstention.

### **PC/25/132 - To receive the external auditor's report for the year ending 31 March 2025**

Councillors reviewed the report and noted that the comments made. It was agreed that no further action was required.

Action - It was agreed to publish the Notice of Conclusion of Audit notice on the Council's website for the same period of time as the Annual Governance & Accountability Return (AGAR). The notice will be erected on the noticeboard for a period of 30 working days.

### **PC/25/133 - Agree and sign the Minutes of the Meeting held on 28 July 2025**

The following additions were unanimously agreed:

- PC/25/109 – addition of:

*Update on shared ownership property within the Parish – Permission had been given to advertise the property to the whole district with the proviso that they contact the Parish Council when a full application is received to allow the Council to make a formal decision.*

*Update on Fryers Close pedestrian barriers – See above.*

- PC/25/111 – addition of the word "over".

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

### **PC/25/134 – Matters arising from the meeting held on 28 July 2025**

- Update on shared ownership property within the Parish – This property has now received an offer in-line with the s106 agreement.

### **PC/25/135 – To receive the minutes of the committees:**

- Recreation & Amenities Committee – 11 September 2025 – Copies of the minutes had been circulated to Councillors before the meeting.
- Finance, Administration & Remuneration Committee – 13 August 2025 & 17 September 2025 – A copy of the minutes had been circulated to Councillors before the meeting.
  - Spend on replacement door closer – It was unanimously agreed to ratify the decision to replace the automatic door closer at Kings Worthy Community Centre at a total cost of £3,003.23, undertaken by Croma Fire & Security.  
*Power to spend: Local Government (Miscellaneous Provisions) Act 1976 s.19*
  - Grant to Worthy's Festival – It was unanimously agreed to authorise this grant of £440.00 for the provision of an accessible toilet and rubbish disposal bin.  
*Power to spend: Local Government Act 1972 s.145 (provision of entertainments)*

- Grant to Citizens Advice Winchester – It was unanimously agreed to authorise this grant of £850.00 for the cost of running the service.

*Power to spend: Local Government Act 1972 s.142*

- Insurance renewal – Three quotations had been requested with one provider unable to provide a quotation.
  - Quotation A = £9,373.51 (including Insurance Premium Tax which cannot be reclaimed). This quotation was received via our current broker.
  - Quotation B = £7,450.65 (including Insurance Premium Tax which cannot be reclaimed)

Due to the timescales and work needed to fully compare, it was unanimously agreed to approve the recommendation from the FAR committee to proceed with the quotation from AJG Gallagher a total cost of £9,384.78.

It was also agreed to proceed with the quotation from Coalition (via our current broker) for the Council's cyber cover at a total cost of £393.84.

*Power to spend: Local Government Act 1972 s.111*

- Update on replacement Deputy Clerk – 18 applications had been received for the position. The working group will be reviewing the applications this week with interviews planned to take place from 29 September.

The salary range advertised was £26,824.00 - £28,598.00; it was unanimously agreed to ratify this range.

- Management accounts report – The Clerk gave a presentation of the accounts to Councillors and they were approved with no changes.
- Planning & Highways Committee – 22 July 2025, 19 August 2025 & 23 September 2025 – Copies of the minutes had been circulated to Councillors before the meeting.

### **PC/25/136 – Lovedon Fields – Update on the allotment site including status of works**

An update on the site was given and it was confirmed that due to an issue with Southern Water's contractor locating the existing water supply pipe, our Maintenance Technician will be hand digging to locate the pipe in the location of the water meter.

### **PC/25/137 – Representative for an advisory committee to administer the Acorn Bioenergy community fund**

This organisation provides an annual fund for communities in the vicinity of one their facilities. It was agreed to appoint Cllr Paget onto the advisory committee which assists with the distribution of the funds.

### **PC/25/138 – Parish Council storage container**

Quotations have been requested and are awaited.

### **PC/25/139 – Potential grant applications for Council projects**

To enable potential for additional allotments to be considered, it was agreed to submit a grant application to the WCC Community Infrastructure Levy grant scheme for potential additional allotments at Lovedon Fields to ascertain if funding is available only. Once a

decision on funding is received, the potential provision of additional allotments will be then considered.

**PC/25/140 – Autumn litter pick arrangements**

The litter pick will be on Saturday 25<sup>th</sup> October (2-4pm). All Councillors were asked to volunteer their time if they are available.

**PC/25/141 – Council communications – including items for inclusion**

Due to the work required to finalise the newsletter, it was agreed for Cllrs Fish & Smith to review the existing draft newsletter and help complete it ready for publication.

**PC/25/142 – Update on Councillor training courses**

The Clerk noted that Hampshire Association of Local Councils (HALC) have one Knowledge & Core Skills course planned for January 2026.

Action - It was agreed for the Clerk to ask HALC if they have any additional dates planned, or when their next set of dates will be published.

**PC/25/143 – Updated pension scheme membership resolution**

It was unanimously agreed to resolve that the Parish Council offer the Local Government Pension Scheme to all employees of the Parish Council.

**PC/25/144 – Request for copies of legal documents related to the ownership of Eversley Park**

A request had been received for copies of documentation related to the ownership of Eversley Park. Councillors discuss the request and unanimously agreed to release these documents only once a written request had been received from the organisation's duly authorised solicitor, stating the reason for the request and documents needed.

**PC/25/145 – Clerk's Notices**

None.

**PC/25/146 – Chairman's Notices**

None.

**PC/25/147 – Items for discussion at the next meeting on 29 September 2025**

Forecast Outturn & Annual Budget

Meeting Closed at 21:07

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**Signed:**

**Date:**

## Kings Worthy Parish Council management accounts report for the period ending 31<sup>st</sup> August 2025

### Income

Committee/Department	Annual Budget	Budget YTD	Actual YTD	Variance YTD
Community Infrastructure Levy (CIL)	£0.00	£ -	£ 395.95	£ 395.95
Finance, Administration & Remuneration (FAR)	£213,840.45	£ 88,193.32	£ 88,440.59	£ 247.27
Kings Worthy Community Centre (KWCC)	£11,397.64	£ 4,767.55	£ 915.00	-£ 3,852.55
Planning & Highways (P&H)	£0.00	£ -	£ -	£ -
Recreation & Amenities (R&A)	£28,212.26	£ 22,109.00	£ 6,786.12	-£ 15,322.88
<b>Total Income:</b>	<b>£253,450.35</b>	<b>£ 115,069.87</b>	<b>£ 96,537.66</b>	<b>-£ 18,532.21</b>

### Expenditure

Committee/Department	Annual Budget	Budget YTD	Actual YTD	Variance YTD
Community Infrastructure Levy (CIL)	£1,200.00	£ -	£ -	£ -
Finance, Administration & Remuneration (FAR)	£112,342.56	£ 43,039.28	£ 35,919.25	-£ 7,120.03
Kings Worthy Community Centre (KWCC)	£24,323.88	£ 9,538.62	£ 4,087.47	-£ 5,451.15
Planning & Highways (P&H)	£10,354.00	£ 894.20	£ 443.00	-£ 451.20
Recreation & Amenities (R&A)	£129,108.26	£ 53,376.02	£ 48,534.03	-£ 4,841.99
<b>Total Income:</b>	<b>£ 277,328.69</b>	<b>£ 106,848.12</b>	<b>£ 88,983.75</b>	<b>-£ 17,864.37</b>

Net surplus/deficit position:	Annual Budget	Budget YTD	Actual YTD	Variance YTD
Income minus expenditure	<b>-£23,878.34</b>	<b>£ 8,221.75</b>	<b>£ 7,553.91</b>	<b>-£ 667.84</b>

## Balance Sheet for the month ending 31/08/2025

### Current Assets

<b>Asset</b>	<b>Balance</b>
Current account	£ 13,942.54
Instant access savings account	£ 70,455.73
35-day notice savings account	£ 45,000.00
Procurement cards account	£ 528.60
Debtors	£ 1,790.28
Prepayments (asset)	£ -
<b>Total Current Assets</b>	<b>£ 131,717.15</b>

### Current Liabilities

<b>Liability</b>	<b>Balance</b>
Creditors	£ 2,718.71
Accruals	£ 3.30
Retentions (including VAT)	£ 789.06
Received on account (including Precept)	£ 17,541.94
PAYE payments due	£ 490.40
National Insurance payments due	£ 860.61
Pension payments due	£ 1,383.03
VAT to be paid to HMRC	-£ 5.60
VAT to be reclaimed from HMRC	-£ 2,135.41
VAT that been reclaimed but not yet received	£ -
<b>Total Current Assets</b>	<b>£ 21,646.04</b>

**Total Current Asset minutes Liabilities = £110,071.11**

### Earmarked funds in reserve

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

### Net Assets

<b>Net Asset</b>	<b>Balance</b>
General reserve	£ 84,735.93
Profit & Loss year to date	£ 7,553.91
<b>Total Current Assets</b>	<b>£ 92,289.84</b>