

**Minutes of the Full Council meeting
held on Monday, 31 March 2025 at 19:30
held in Kings Worthy Community Centre, Fraser Road**

Attendees

Councillors Signe Biddle, Colin Cossburn (Chairman), Mandy Hallisey, Dorry Lawlor & Charlotte Smith

Cllr Tim Paget and Ray Elliott (from PC/25/042 onwards)

Clerk(s)

Parish Clerk (Christopher Read)

Apologies

Cllr Emily Fish (the council resolved to approve Cllr Fish's for absence)

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

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

County & City Councillor(s)

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

Cllr Steve Cramoysan (Winchester City Council [WCC])

Members of the public

Two

PC/25/040 – 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 the public raised concerns regarding the Junction 9 plans, including the provision of animal tunnels.

Cllr Cossburn noted that the Council are periodically updated on the M3 Junction 9 improvement works.

PC/25/041 – Review of COVID-19 meeting recommendations

None.

PC/25/042 – Co-option to fill Councillor vacancies

Mr Paget and Mr Elliott gave a short presentation as why he wishes to stand as Councillor.

A vote was held by show of hands with all Councillors in favour of co-opting Mr Paget and Mr Elliott onto the Parish Council. Cllrs Paget and Elliott both signed their acceptance of office forms.

PC/25/043 – Appointment of Councillors onto committees

Cllr Paget and Cllr Elliott were appointed to the Planning & Highways Committee.

PC/25/044 – 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 Jackie Porter summarised her report to attendees and also noted the following:

- The proposed new care facility at Cornerways has been cancelled by Hampshire County Council.
- That revised plans are being submitted for the approved Ecogen application, and these plans need to be sent before the regulatory committee for consideration.

A copy of the City Councillor's report had been circulated to the Councillors before the meeting. Cllr Jackie Porter and Cllr Steve Cramoysan summarised their report to attendees.

PC/25/045 - Agree and sign the Minutes of the Meeting held on 24 February 2025

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

PC/25/046 – Matters arising from the meeting held on 24 February 2025

None.

PC/25/047 – To receive the minutes of the committees:

- Recreation & Amenities Committee – 13 March 2025 - A copy of the minutes had been circulated to Councillors before the meeting.
- Finance, Administration & Remuneration Committee – 19 March 2025 - A copy of the minutes had been circulated to Councillors before the meeting.
 - Renovation of junior pitches – Three quotations had been sought for the renovation of the pitches with one company unable to provide a quotation due to lack of available resource.
 - Quotation A: £4963.00
 - Quotation B: £7,291.29

It was agreed to ratify the recommendation from both R&A & FAR committees to approve the quotation A from Southern Ground Care. Cllrs Elliott and Paget abstained from the vote with all other Councillors in favour.

- Changes of employment hours for Deputy Clerk – It was agreed to approve the decision from the FAR committee to employ the Deputy Clerk on a 15-hours per week temporary contract, based on her current salary (pro-rata'd), current employment terms, as well as a reduction in the notice period for both parties to two weeks. Cllrs Elliott and Paget abstained from the vote with all other Councillors in favour.
- Request for the Parish Council to take over the running of Tubbs Hall – A working group has been setup to look into the costs and implications to the Council.

PC/25/048 – Lovedon Fields – Update on the allotment site including costs for allotment site preparation, status of works and access

Cllr Cossburn noted that Winchester City Council have approved the Council's CIL grant.

Cllr Cossburn updated Councillors on the current status of the works on site including a delay in the fencing due to the supplier delivering the wrong size posts.

It was agreed to offer access to the plot holders to allow them to start preparing the plots once the fencing is complete.

PC/25/049 – To review the draft forecast outturn (2024/25) & draft budget (2025/26)

The Clerk gave a presentation of the monthly accounts, outturn and budget to Councillors. A copy had been circulated before the meeting. No changes were made, and they were approved. Cllrs Elliott and Paget abstained from the vote with all other Councillors in favour.

(Cllr Paget left at this point)

PC/25/050 – Review of Investment & Reserves policy for 2025/26

A copy of the draft policy had been circulated. No changes were made It was agreed to adopt this policy. Cllrs Elliott abstained from the vote with all other Councillors in favour.

PC/25/051 – Review of the Council's Risk Register (Risk Management Assessment)

A copy of the draft register/assessment had been circulated. No changes were made It was agreed to adopt this policy. Cllrs Elliott abstained from the vote with all other Councillors in favour.

PC/25/052 – Items for inclusion in Council communications

Councillors will send Newsletter items to the office by the end of April.

PC/25/053 – Councillors training courses – confirmation of courses that Councillor are to attend

Cllr Lawlor will be added to the next training session on the 3rd June.

Action - Clerk is to send round the dates for the next Knowledge & Core Skills training sessions.

PC/25/54 – Use of "Next Door" for Parish Council Communications

It was discussed that Next Door should be included alongside Facebook and the website, with a need for consistency across all platforms with posts undertaken by the office.

The proposal was agreed by 3 Councillors, with 1 against and 2 abstentions.

PC/25/55 – Potential Parish Council Stall at Worthys Festival

The office is liaising with the Worthys Festival to secure a space.

PC/25/056 – Parish Council litter pick

Litter pick activity – It was agreed to look at an easter egg hunt (for attendees)

It was also agreed to look at plant pot recycling.

PC/25/057 – Parish Council walkabout – Confirmation of date and items to cover

Action - The Deputy Clerk will circulate the dates.

PC/25/058 – Clerk’s Notices

None.

PC/25/059 – Chairman’s Notices

Cllr Cossburn reminded Councillors that a person cannot be proposed for the position of Chair or Vice-Chair without being asked if they wished to stand first.

PC/25/060 – Items for discussion at the next meeting on 28 April 2025

Asset Register

Cllr Lawlor gave her apologies for the next meeting.

Meeting Closed at 20:51

Signed:

Date:

Management Accounts for the period ending 28th February 2025

Income

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2024/25 Forecast Outturn	2025/26 Budget
Community Infrastructure Levy	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Finance, Administration & Remuneration	£188,642.50	£171,809.05	£172,891.36	£1,082.31	£191,752.36	£214,040.45
Kings Worthy Community Centre	£11,613.21	£10,645.44	£2,013.00	-£8,632.44	£9,969.46	£11,197.64
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£51,698.60	£51,698.60	£51,121.15	-£577.45	£51,953.01	£28,212.26
Totals:	£251,954.32	£234,153.10	£226,025.51	-£8,127.59	£253,674.83	£253,450.35

Expenditure

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2024/25 Forecast Outturn	2025/26 Budget
Community Infrastructure Levy	£393.22	£393.22	£2,715.00	£2,321.78	£2,806.26	£1,200.00
Finance, Administration & Remuneration	£110,805.95	£100,968.61	£93,701.31	£7,267.30	£106,056.16	£112,342.56
Kings Worthy Community Centre	£17,476.72	£16,437.05	£10,560.09	£5,876.96	£12,161.37	£24,323.88
Planning & Highways	£9,386.39	£6,708.53	£4,693.93	£2,014.60	£9,006.72	£10,354.00
Recreation & Amenities	£149,305.81	£113,252.71	£144,890.97	-£31,638.26	£155,313.98	£129,108.26
Totals:	£287,368.09	£237,760.13	£256,561.30	-£14,157.61	£285,344.48	£277,328.69

Position - Actual

Actual Year to Date Position	-£35,413.77	-£3,607.03	-£30,535.79	-£26,928.76	-£31,669.65	-£23,878.34
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Memorandum Position - (Excluding Income & Expenditure for: Fraser Road play area repairs, new accessible roundabout & CIL)

Memorandum Year to Date Position:	-£5,608.77	N/A	-£27,745.65	N/A	-£28,879.51	-£23,878.34
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Balance Sheet for period above

Bank Accounts	
Unity Trust Bank Current Account	£2,464.12
Unity Trust Tailored Deposit Account – 2.75 % gross	£45,328.52
Sub-Total:	£47,792.64
Investments/Deposits	
Nationwide Variable (35-day notice) – 3.35% AER	£85,000.00
Sub-Total:	£85,000.00
Other	
B4B Procurement Card	£3,018.75
Debtors	£461.63
Prepayments	£0.00
Sub-Total:	£3,480.38
Total Current Assets:	£136,273.02
Current Liabilities	
Prepayments	£6.22
Trade Creditors	£12,713.02
Retentions (inc. VAT)	£789.06
Received on Account	£15,495.50
PAYE Payments Due	£580.00
NI Payments Due	£766.63
Pension Payments Due	£1,463.50
VAT to be Paid	-£5.60
VAT to be Reclaimed	-£3,984.12
VAT that has been reclaimed but not received	£0.00
Total Current Liabilities:	£27,824.21
Current Assets Minus Liabilities:	£108,448.81
Earmarked Funds in Reserve	
Play area maintenance reserve (£4,868.71 allocated for future retention - EP Play Area)	£23,839.37
CIL Reserve (aged)	£16,427.64
Total Current Liabilities:	£40,267.01
Net Assets	
General Reserves	£98,717.59
Profit & Loss Year to Date	-£30,535.79
Total Net Assets:	£68,181.80