Kings Worthy Parish Council

Minutes of the Full Council meeting
held on Monday, 28 September 2026 at 19:30
held in Kings Worthy Community Centre, Fraser Road

Attendees

Councillors Luke Ainscough, Signe Biddle, Colin Cossburn, Ray Elliott, Emily Fish, Ian Gordon, Phillip Horne (from PC/26/146), Tim Paget, Charlotte Smith & Mark Sullivan

Clerk(s)

Parish Clerk (Christopher Read)

Apologies

Councillor Mandy Hallisey (the Council resolved to approve Cllr Hallisey's reason for absence).

County & City Councillor(s)

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

Members of the public

None.

PC/26/145 – 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/26/146 – To receive reports from City & County Councillors and Parish Councillors following external meetings

A copy of the City Councillor's report had been circulated before the meeting. Cllr Jane Rutter summarised their report to attendees.

Jackie Porter summarised her report to attendees.

Cllr Rutter left the meeting at this point.

PC/26/147 – To agree and sign the Minutes of the meeting held on 27 April 2026

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

PC/26/148 – Matters arising from the meeting held on 27 April 2026

Cllr. Cossburn noted that emergency evacuation will be included in our Civil Emergency Plan.

PC/26/149 – To agree and sign the Minutes of the meeting held on 27 July 2026

The minutes of the previous meeting were agreed as a true record of the meeting by show of hands, with 1 abstention. They were then signed by the Chair.

PC/26/150 – Matters arising from the meeting held on 27 July 2026

The electric vehicle charging proposal went to Planning & Highways committee where a working group was formed, consisting of Cllrs Ainscough, Elliott & Paget.

PC/26/151 – To receive the minutes of the committees:

- Finance, Administration & Remuneration Committee – 16 September 2026 – A copy of the minutes had been published and circulated to all Councillors.
- Recreation & Amenities Committee – 10 September 2026 – A copy of the minutes had been published and circulated to all Councillors.
- Planning & Highways Committee – 22 September 2026 – A copy of the minutes had been published and circulated to all Councillors.

PC/26/152 – To consider items related to the Parish Councils allotment sites (including potential sites)

- Existing Lovedon Fields - Update on site status – An update was provided on the site's official opening and current status.
- Additional Lovedon Fields site – Update on feasibility of the site for use as allotments – Test holes indicated that the site lacks the topsoil depth for allotments and therefore is unviable. Instead, the possibility of a Community Garden will be explored.
- To approve the purchase of an additional site on Worthy Down Lane for the provision of Parish Council allotments including purchase price, purchase process, legal costs (including site investigations), pre-application and status of Community Infrastructure Levy (CIL) funding available for the site

  (Cllr Horne declared an interest and left the meeting at this point)

  An update was given, noting that the CIL funding had been approved to purchase the site.

  - Cost of the land = £142,673.80
  - Legal costs = £4,900.00
  - Soil test = £1,600.00 (budget)
  - Services check = £366.00

  It was unanimously agreed by show of hands to proceed with purchasing the land for allotments, potential open space and a scouts facility, subject to confirmation regarding the overage clause.

  (Cllr Horne returned to the meeting at this point)

PC/26/153 – To review and approve the quotation(s) for the Parish Council insurance cover

Councillors reviewed the two quotations received (a third had been sought but was not received in time for the meeting and renewal deadline).

Quotation A = £5,768.01
Quotation B = £9,286.00

It was agreed to proceed with Quotation A (from James Hallam Ltd underwritten by Aviva) at a total cost of £5,768.01, on the condition that our solar panels are covered and that our previous claim has been noted. If solar panels are not covered, it was agreed to proceed with Quotation B.

The Clerk noted that the cyber cover would be from the same provider as the current policy and the representative for James Hallam had recommended proceeding with them.

Action – Cllr Cossburn will speak with the maintenance contractor to ensure play area inspection documentation is submitted in-line with the policy requirements.

PC/26/154 – To review and approve the recommendation for the Parish Council's grounds maintenance services including tender process, revisions to the contract specification, priced schedule and contract agreement/conditions of contract

The Clerk gave a presentation on the tender procedure followed and confirmed that 3 compliant tenders had been received and scored:

Scores (including quality and score)

Tender A = 8.44
Tender B = 9.00
Tender C = 3.87

It was unanimously agreed by show of hands to accept the published changes to the contract specification and maintenance schedule, and award the tender to Green Smile Ltd at a total cost of £50,511.02.

PC/26/155 – To receive the external auditor's report for the year ending 31 March 2026

The external auditors report had been circulated and published with the agenda. All items were noted and it was unanimously agreed. Thanks were given to the Clerk for their work on the accounts.

PC/26/156 – To review & approve the management accounts report for the period ending 31 August 2026

The accounts were reviewed and approved.

PC/26/157 – Update on potential volunteer projects for Ridge & Partners LLP

It was noted that it should be checked they have suitable insurance in place following the terms of our new policy.

PC/26/158 – Council communications – Including newsletter items

Electric vehicle charging locations to be added to the newsletter.

PC/26/159 – To consider a potential use of the community centre as a collection

point for users of local food banks

After a discussion it was agreed to speak to food banks regarding insurance and drop-ins.

PC/26/160 – Update on Councillor training courses (including cyber security and data training)

It was agreed to defer this item to the next meeting.

PC/26/161 – To approve the variation of the eligibility criteria for the sale of shared ownership properties from within the parish (only if required)

None.

PC/26/162– Clerk's Notices

None.

PC/26/163 – Chairman's Notices

It was noted that the Deputy Clerk had resigned from their role on the Parish Council.

(Cllr Porter left at this point)

PC/26/164 – Items for discussion at the next meeting on 30 November 2026

- Contractor review

Meeting Closed at 21:29

Signed: **Date:**

Kings Worthy Parish Council management accounts report for the period ending 31/08/2026 – Summary

Income

Income - Committee/Department	Annual Budget	Budget YTD	Actual YTD	Variance YTD
Community Infrastructure Levy (CIL)	£0.00	£0.00	£16,559.03	£16,559.03
Finance, Administration & Remuneration (FAR) committee	£217,374.00	£89,757.32	£90,252.25	£494.93
Kings Worthy Community Centre (KWCC)	£10,421.52	£4,360.93	£1,029.07	-£3,331.86
Planning & Highways (P&H) committee	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities (R&A) committee	£16,124.17	£8,526.34	£0.00	-£8,526.34
Total Income:	**£243,919.69**	**£102,644.59**	**£107,840.35**	**£5,195.76**

Expenditure

Expenditure - Committee/Department	Annual Budget	Budget YTD	Actual YTD	Variance YTD
Community Infrastructure Levy (CIL)	£0.00	£0.00	£0.00	£0.00
Finance, Administration & Remuneration (FAR) committee	£121,738.15	£47,369.49	£45,848.19	-£1,521.30
Kings Worthy Community Centre (KWCC)	£40,198.76	£14,488.84	£8,089.92	-£6,398.92
Planning & Highways (P&H) committee	£13,095.22	£1,428.67	£4,482.69	£3,054.02
Recreation & Amenities (R&A) committee	£116,717.04	£45,242.92	£31,138.74	-£14,104.18
Total Expenditure:	**£291,749.17**	**£108,529.92**	**£89,559.54**	**-£18,970.38**

Net surplus/deficit position:	Annual Budget	Budget YTD	Actual YTD	Variance YTD
Income minus expenditure	**-£47,829.47**	**-£5,885.33**	**£18,280.81**	**£24,166.14**

Balance Sheet for the month ending 31/08/2026

Current Assets

Asset	Balance
Current account	£15,313.56
Instant access savings account (1.96% AER)	£152,391.20
Procurement cards account	£707.16
Debtors	£478.10
Prepayments (asset)	£524.98
Total Current Assets	**£169,415.00**

Current Liabilities

Liability	Balance
Creditors	£3,473.57
Accruals	£0.00
Retentions (including VAT)	£0.00
Received on account (including Precept)	£17,864.50
PAYE payments due	£3,061.88
PAYE, National Insurance & Pension payments due	-£7.82
VAT to be paid to HMRC	-£1,992.16
VAT to be reclaimed from HMRC	£0.00
VAT that been reclaimed but not yet received	£22,399.97
Total Current Assets	**£3,473.57**

Total Current Asset minutes Liabilities = £147,015.03

Earmarked funds in reserve

Earmarked Reserve	Balance
Aged Community Infrastructure Levy (CIL) reserve	£8,258.49
Total Current Assets	**£8,258.49**

Net Assets

Net Asset	Balance
General reserve	£68,041.69
Profit & Loss year to date	£18,280.81
Total Current Assets	**£86,322.50**