



Minutes of Kingsclere Parish Council Ordinary Meeting OM 09/21
Held at 7.30pm on Monday 25th October 2021 in the Village Club

OM 09/21 – Present:

Cllrs: Adams; Bowes; Farey; Mussett; Peach R; Sawyer F; Sawyer J.
CCllr Thacker. BCllr Rhatigan. Clerk – Ackrill; RFO – Porton.

3 Members of the Public. 1 member of the press

09/21.1 – Apologies:

Cllr N Peach, BCllrs Frost, Poland.

09/21.2 – Declarations of Interest:

Cllr Bowes Items 7 Mowing of Holding Field for Sports Activities, Cllrs Bowes and R Peach Item 12 Review of Allotment Rents and Fees

09/21.3 – Minutes:

3.1 Minutes of Ordinary Meeting 27th September 2021 were accepted and signed with three amendments.

3.2 Minutes of General Purposes Meeting 11th October 2021 were accepted and signed.

3.3 Minutes of Finance and Establishment Meeting 18th October 2021 were deferred until November OM, as they're still being reviewed.

Action: Nov OM

09/21.4 – Matters Arising:

4.1. OM 07/21.11 Litter Bins:

KPC had previously approved expenditure of £489.85 at July OM (Minutes ref: OM 07/21.11), however following a bin audit the Clerk has now managed to source 3 liner replacements and therefore the need to throw the whole bin away has been eliminated. The Clerk sourced a quote for three replacement liners and 2 new bins, one for the top of the Dell Recreation Ground and one for the William Holding Field. With fittings for the 2 new bins and delivery the quote is £508.00. A quote for installation of all five items was sourced but not required as Cllr R Peach offered to install all the items and Cllr N Peach had previously informed the Clerk that the 3 liners can be disposed of in a scrap metal skip.

Resolved: The sum of £508 was unanimously approved.

Action: RP, Clerk

It was proposed by the Chairman and agreed to take Item 09/21.10 next.

09/21.10 – County Councillor:

[Written County Councillor report attached in Appendix 1.](#)

It was also reported that HCC is planning to instal blue signs at the A339 entrance to Rectory Lane to warn that it is unsuitable for lorries.

Cllr Thacker was asked to follow up on the email request from Cllr Mussett regarding the potential acquisition of Crown Green and provide an update on the Love Lane footpath project.

Cllr Thacker left the meeting at 7.50pm

09/21.5 – Chairman's Remarks:

- i) Great to see village events being organised notably the Photo Club exhibition and the Library book sale.
- ii) Remembrance Day Parade – 14th November, it will be great to see as many Cllrs as possible on the day. Meet at 24 Swan Street for 10.30am. Thanks to the Clerk for sorting the required road closures. A huge thanks to Mark Holden for his service to the village and the Royal British Legion.
- iii) The Chairman wrote to the new Police Crime Commissioner (PCC) in June regarding KPC's concerns with the ongoing safety issues that the speed, road layout, congestion, and parking issues in Swan Street causes. KPC has received a reply from the PCC office, and the Deputy Police Crime Commissioner has indicated he would be pleased to attend a Parish Council Meeting to discuss KPC's concerns. An invitation has been forwarded to Luke Stubbs to attend the November OM. No reply has been received to date. Councillors asked to bring observations and questions to the meeting. Clerk will follow up.

Action: Clerk. Nov OM

09/21.6 – Planning Application 21/02814/FUL – Land Between A339 and Fawconer Road:

This application was discussed at the General Purpose Committee Meeting held on 11th October as the timeframe in which to comment didn't allow for it to be discussed at this meeting. GP committee's decision was to object to the application. A vote was taken to ratify GP's decision to object to this planning application. One Cllr abstained from the vote and all other Cllrs vote to ratify KPC's objection. BCllr K Rhatigan was asked his opinion and he stated he wished to see homes.

Resolved: GP's decision to object to planning application 21/02814/FUL ratified by full council

09/21.7 – Mowing of Holding Field for Child Sports Activities:

Cllr Bowes reported that the drainage work at the Fieldgate Centre will probably continue until the end of next summer. Cllr Bowes proposed the Council try and find a contractor and continue cutting the grass whilst its still growing in order the Mini Rugby and Football teams can continue their training. Clerk was asked to source a contractor and a decision can be made at GP.

Action: Clerk. Nov GP

09/21.8 – Review of the Standing Orders:

This item was deferred as there were some comments and questions raised. Cllrs Bowes and Adams will review the document and bring to GP for discussion. It was suggested to investigate introducing remote meetings where necessary and in special circumstances, this will be considered in the review.

Action: SA, IB. Nov GP

09/21.9 – Review of the Complaints Procedure:

Document reviewed with no comments or alterations. It was agreed to readopt.

Resolved: Complaints procedure readopted.

Recess:

Standing orders were suspended at 20.19:

The Chairman invited questions and comments from members of the public present.

A member of the public said how pleased they were that KPC was still following up on the completion of the Love Lane Footpath works.

Back to standing orders 20.21:

09/21.11 – Borough Councillor:

The Borough Council has produced a sound budget, which will give more funding to frontline services such as Mowing and Maintenance. BCllr Rhatigan admitted the Borough had let the community down especially with the grass cutting and that the Borough had underperformed in this area. Therefore, funds will be increased in this area to ensure this is corrected for next season. He hoped that the public would soon be able to come back to reception in the council offices and allow face to face contact again however further funds were being made available to improve to contact centre services. Cllr Rhatigan stated that the Community Deal mentioned by CCllr Thacker would mean predominantly the merger of Basingstoke and Deane Borough Council (BDBC) with the County Council at Winchester. Cllr Rhatigan stated that it would be his wish that BDBC do all it can to prevent the loss of BDBC as he believed the contact and the services provided by the Borough are far better and more personal. BCllr Rhatigan wanted to reassure those currently paying their council tax to the Brough that the money was being used for local services and would not be swallowed up by the County Council. The County had set out a plan with no direction detail at this point. With regards to the Local Plan the requirement to revisit this is obviously difficult and time consuming but so very needed. Homes are required and the Borough must build the homes to ensure villages thrive, local people can stay local, our schools remain open, and local business remain operational. The homes are needed on the periphery of the villages but with excellent access to the village centres by way of footpath and cycle routes.

Cllr Adams raised concern over the increased workload that our GP surgery would face with additional housing. BCllr Rhatigan replied that the Borough could not decide how many GPs are in a surgery and they were committed to housing people in order they can settle and aid employment as a result.

BCllr Rhatigan then reiterated that he knows BDBC do not get it right all the time but all three of KPC's BCllrs are committed to the village and can be contacted directly with questions and enquiries. He hoped that 24 Swan Street would be registered as an Asset of Community Value, and that Kingsclere's BCllrs are working on options in the background to try and get the best outcome for all involved. With reference to Garden Waste collections, these are due to resume in November and again it was unprecedented that so many crews were restricted by Covid alerts. The nationwide lack of HGV drivers has also had a major impact on waste collections. BDBC has requested a 50% pay rise for drivers which has been delivered but it still takes time to train drivers and teach them routes. BCllr Rhatigan promised to investigate the matter of refunds for those who do not wish to renew their garden waste collections as the website states that you can only obtain a refund by renewing your agreement details. He will email the Clerk with the details and findings about the refund procedure. The Chairman thanked BCllr Rhatigan for his input to the meeting.

09/21.12 – Review of Allotment Rents and Fees:

The proposal had previously been discussed in depth at last week's FE meeting. KPC currently has 54 allotments, (a total of 167 poles) of which 3 plots are in the process of being reallocated. There are 13 residents and 3 non-residents on the waiting list. KPC is committed to providing the facility on a subsidised basis and does not seek to make a profit. The commitment to subsidising shouldn't however mean the allotments are overly reliant on the precept. The precept budget for 2022/2023 will rise substantially and therefore all KPC fees need to be reviewed. A few years ago, it was agreed that KPC would seek to recover money spent over a three-year rolling period allowing improvements without relying on precept. This has not been fully achieved and between 2016-2021 the allotments have generated a cumulative deficit of £993 – it was noted that this figure is a revised figure from the deficit figure presented at October FE. The fees

proposed will see an increase in the basic pole charge and the introduction of an administration charge for renewing or issuing an agreement. The pole increase would be accrued into the deficit of £993 and the administration charges would be apportioned to the office hours required to manage the allotments.

The proposal is:

The proposed increase in fees does not replace the underlying agreed principle that KPC should seek to recover allotment expenditure on a three-year rolling basis, therefore fees would be reviewed again next Autumn for the budget year 2023/24.

The new proposed fees would have an increase of £1.50 per pole which would mean a rise from £7 to £8.50 per pole. The proposed fees to issue a new agreement is £25 and the cost to renew an agreement is £10. KPC continue to split larger plots currently 5 poles into 2 x 2.5 pole plots when they are given up by a tenant, to ensure as many residents as possible can benefit from the allotment's facility.

A vote was held, and it was unanimously agreed to accept the proposed allotment fees.

Resolved: The new fees of £8.50 per pole and administration charges of either £10 to renew or £25 for a new agreement were unanimously agreed, effective from 1st January 2022.

Action: Clerk

09/21.13 – Review of Cemetery Fees and Charges:

The Cemetery continues to be an important facility for the Parish and needs to be further developed, managed, and funded on a sustainable basis. Cllr Mussett and the office staff have undertaken extensive research both with other parishes and through talking to the Institute of Cemetery and Crematorium Management. It has become clear that KPC's fee structure needs to better reflect the operating costs incurred by KPC and not rely so much on the precept. Cllr Mussett presented a revised charging structure which also contained some additional development opportunities. The revised fees suggested were in 2 sections; fees in Section 1 would be apportioned to the office staff time in dealing with burials from allocated plots, managing mowing schedules, approval of memorials, and invoicing. The charges in Section 2 would be accrued to fund future development.

KPC should try and discourage non-resident burials as the burial costs do not cover the cost to maintain and mow the area and residents are paying for this through the precept. The proposal isn't to disallow all non-resident burials but to consider requests in exceptional circumstances on a case-by-case basis. Non-resident fees will be charged at double the cost of resident fees at the time of purchase, for items in Section 1. The definition of resident and non-resident needs to be finalised as the Electoral Role cannot be used for this purpose. The Rules and Regulations are currently being reviewed and a draft will be brought to a meeting before April 2022 along with a detailed development plan for the Cemetery. It was unanimously agreed to accept the proposed new Cemetery fees, effective from 1st April 2022. The Chairman thanked Cllr Mussett for all his hard work and research on this project

[Agreed charges attached in Appendix 2.](#) It is noted that some services are still in the development process and are not yet available, charges for these will be agreed at a later date.

Resolved: The agreed new fees would be introduced from April 2022, Residents and Non-resident definitions need to be confirmed, the new Rules and Regulations would be approved before April 2022. The charges in both sections 1 and 2 will be allocated to either office staff time or future development as proposed.

Action: CM, Clerk, RFO

09/21.14 – Review of 2022-2023 Budget:

The first draft of the Budget for the financial year 2022/23 has been drafted by the FE Committee. There are a few points to consider, KPC has been quietly eroding its reserves and there are a number of reasons for this including staff overtime costs, the cost of removing travellers from the Holding Field, and dealing with fly tipping. It is predicted to overrun this year's budget by £6,000. KPC need to ensure it has ring fenced an emergency fund within the reserves and it has been previously agreed this figure should be three months of operating costs which in turn reduces the reserves figure that KPC can allocate to spend. KPC need to address this and plan how it rebuilds its reserves. In the past the precept has only been increased in 1% or 2% increments and on occasion no increase. This year KPC need to increase the precept by a possible £18,000. The draft budget was considered by all present and questions were raised and addressed. The proposed document contains sums to cover things including Health and Safety requirements in the form of memorial testing and tree works required in the cemetery, an office refurbishment which is required to meet KPC's responsibilities as an employer, improving KPC's website's accessibility, and improvements to the management of the council's cemetery record keeping in the form of new software. Cllrs will study the first draft budget and bring questions and comments to the next meeting.

Action: All Cllrs. Nov OM

09/21.15 – Health and Safety:

15.1. Risk Assessments:

Risk assessments for the Malthouse Open Space, the Cemetery, the Orchard, and the Churchyard have been completed. The Recreation Ground and financial remain outstanding. The Clerk and Cllr M Farey will meet and review all assessments and bring any matters that need addressing to GP.

Action: IB, MF, Clerk, RFO

15.2. Risk Assessments for Remembrance Sunday:

This is being organised by Cllr N Peach.

Action: NP

15.3. Handrail at the Recreation Ground:

The Clerk had obtained one quote although applied for three. It was decided to take the matter to Hampshire County Council rights of way team as it is understood that KPC is not responsible for that section of the path and KPC's liability stops at the top of the steps.

Action: Clerk

09/21.16 – Planning Applications:

None.

09/21.17 – Clerk’s Report:

17.1. Defibrillator Pads:

New pads have been purchased for the defibrillator at the Fire Station, the Clerk will inform the circuit with whom the device is registered to.

Action: Clerk

09/21.18 – Approval of Income and Expenditure:

The accounts for 22nd July 2021 - 21st October 2021 were agreed and signed off.

09/21.19 – Approval of Quarterly Bank Reconciliation:

This item was deferred to November OM as the bank statement did not cover the whole month.

Action: Nov OM

09/21.20 – Date of next meeting:

Monday 29th November 2021 7:30pm in the Village Club.

09/21.21 – Exempt Business:

None.

Meeting closed 21:25pm

Signed:.....Chairman

Date:.....

Signed:.....Clerk

Date:.....

Distribution: Cllrs: S Adams; I Bowes; M Farey; C Mussett; N Peach; R Peach; F Sawyer and J Sawyer.
Noticeboard; Website: www.kingsclere-pc.org.uk.

Appendix 1 - Hampshire County Councillor Update October 2021

HCC budget balancing proposals update.

Hampshire County Council has begun important financial planning - with feedback from residents to be considered - on options to help the Authority address an anticipated two-year shortfall in its budget of at least £80 million by April 2023. This is necessary if the County Council is to deliver a balanced budget, which is required by law. Councils across England are facing similar budgetary pressures.

The proposals will include Children’s Services which aim to achieve savings of £21.3 million over the next two financial years (2022/2023 and 2023/2024). Maintaining good quality education and ensuring safe and effective social care services that are targeted to vulnerable children, young people and their families, are the priorities underpinning these savings proposals.

The resulting proposals from all County Council departments were considered by the County Council’s Cabinet at its meeting on 12 October and will be considered at Full Council on 4 November 2021. The recommendations that went to Cabinet and that will be Considered at Full council for dealing with the £80m deficit include:

- targeting resources on the most vulnerable adults and children, including an investment of £3.2 million p.a. for intensive workers within Children’s Services;
- targeting a further £8 million p.a. for highways maintenance;
- using reserves carefully to help meet one-off demand pressures;
- maximising income generation opportunities;
- Lobbying central government for legislative change to enable charging for some services;
- minimising reductions and changes to local services wherever possible, including by raising council tax by the maximum permissible (currently 3.99%);
- considering further the opportunities for changing local government arrangements in Hampshire;
- considering further the opportunities around devolution of financial powers in response to the Government’s County Deal and levelling up agenda.

A full video of the cabinet meeting: <https://youtu.be/zM7gZwAEnbA>

I have been pressing cabinet members to improve the feedback for members and the public when they have reported a problem using the TrackIT system and subsequently wish to track and chase its progress. A working group of the Economy, Transport and Environment Select Committee has been established and is actively considering how to improve the systems and processes used for reporting and tracking issues and problems.

Cllr Tom Thacker

Appendix 2 – Cemetery Fees from 1st April 2022

	Resident Fee	Non-Resident Fee
<u>Section 1</u>		Section 1 Only available at discretion of Parish Council
Burial Plot		
Purchase of Exclusive Rights	£750	£1500
1 st Interment	£390	£780
2 nd Interment	£390	£780
Ashes Interment (per person)	£200	£400
Note under 16 Years at Death	No Charge	To be discussed
Cremated Remains		
Purchase of Exclusive Rights	£450	£900
1 st Interment (single depth)	£200	£400
2 nd Interment	£200	£400
Scattering of Ashes (per person) Not yet available	£100	£200
Memorials		
Gravestone or Monument	£225	£450
Cremation Tablet	£130	£260
Additional Inscription	£130	£260
<u>Section 2</u>		
Other Charges		
Assignment of Rights (per form)	£25	£25
Grant of Probate (per form)	£25	£25
Statutory Declaration	£50	£50
Request for Burial (Records per person)	£19	£19
Administration Charges (per hour or part thereof)	£30	£30
Approval of Alterations and Repairs to Memorials	£30	£30
Re erection or Replacement of Memorials	£30	£30
Repair Loose Headstones	Quote	Quote
Weekday Burial- Outside 10am to 4pm	£75	£75
Weekend	£150	£150