



Minutes of Kingsclere Parish Council Ordinary Meeting OM 09/22  
Held at 7.30pm on Monday 31<sup>st</sup> October 2022 in the Village Club

**OM 09/22 – Present:**

Cllrs: Adams; Bowes; Conquest; Farey; Mussett; Peach N; Sawyer. BCllr Morrow.  
Clerk – Ackrill; RFO – Porton; Assistant Clerk – Read. Press – NWN. 4 members of the public.

**Not Present:**

None.

**09/22.1 – Apologies:**

Cllr R Peach.

**09/22.2 – Declarations of Interest:**

None.

**09/22.3 – Minutes:**

- 3.1 Minutes of Ordinary Meeting 26<sup>th</sup> September 2022 were accepted and signed.
- 3.2 Minutes of General Purposes Meeting 10<sup>th</sup> October 2022 were accepted and signed.
- 3.3 Minutes of Finance and Establishment Meeting 24<sup>th</sup> October 2022 were accepted and signed.

**09/22.4 – Questions from the Public:**

A resident spoke about their [planning application, which an update was later given on in item 20.6](#). They asked if there was anything that could be done differently in a future application and if KPC had any advice that would help the application be granted in future. The Chairman explained that KPC is a statutory consultee and is asked to comment on all planning applications. The most important thing KPC does when considering a response to an application is consult the Kingsclere Neighbourhood Plan (KNP) to see if relevant policies are complied with. The Chairman recommended that the resident look at the KNP and Local Plan, both available on BDBC's website, and see what policies are relevant to their particular application.

Another resident reported that two trees outside the flats on George Street have died, and one has been cut, possibly by contractors. They also noted that one tree has got suckers growing at the base, and asked permission to remove them to prevent a bush growing at the bottom of the tree. It was explained that this land does not belong to KPC so the resident should contact Vivid housing.

**09/22.5 – Chairman's Remarks:**

- i) Welcome to the new Parish Paths co-ordinator Andrew Slater. Thanks to Ian and Pam who have now stepped down. Thanks, in anticipation to the new co-ordinator.
- ii) Those who wish to be involved in the remembrance parade should be at 24 Swan Street car park by 10:40am on 13<sup>th</sup> November. The Clerk has organised the road closure.
- iii) The Chairman reminded Cllrs and members of the public present that KPC is guided by policies and guidance made previously by the council. There will be meetings in the next few months where there may be differences of opinion, and it is important to remember that the Council and its Cllrs are bound by the policies and guidance that has been adopted.
- iv) KPC is at the midpoint of the 2023-2024 budget preparations, and it is important that it is given as much foresight as possible.

**09/22.6 – Approval of Owen Allpress Independent Arboriculture Consultant:**

Documents circulated prior to meeting. No questions or comments. This is for KPC's tree condition survey that is required to be completed every three years. Expenditure of £720.00 unanimously approved.

**Resolved:** Expenditure of £720.00 unanimously approved.

**09/22.7 – Review of External Audit Report:**

Report circulated prior to meeting. KPC has no actions identified by the auditor. Massive thanks to the RFO for another glowing report. No questions or further comments.

**09/22.8 – Hampshire Pension Fund:**

It was unanimously agreed to accept FE Committee's recommendation for KPC to remain part of the Town and Parish Group in the Hampshire Pension Fund.

**Resolved:** Unanimously agreed to remain part of the Town and Parish Group in the Hampshire Pension Fund.

**09/22.9 – Bowls Club Lease:**

**9.1. Progress Update:**

The Clerk has received quotes from solicitors and has attempted to source quotes from valuers, however they have thus far not provided any quotes. NP has contacted the Bowls Club asking if they would be willing to meet for an informal chat prior to solicitors drafting a new lease, to discuss what both parties would be looking for. The Bowls Club indicated they would be very happy to do this and asked the meeting take place after their AGM on 3<sup>rd</sup> November. The Bowls Club stated that their Chairman, Secretary, and Treasurer would be in attendance, and NP recommended that a similar delegation from KPC attend. After investigation

NP explained that the paperwork from the time the last lease was drawn up clearly shows that KPC has ownership of the Bowls Clubhouse. It was queried if KPC has the physical deeds for the Bowls Club land. NP explained that the deeds are probably in the archives or with the land registry department, however since the land is registered, only the registry numbers are required for the purpose of issuing a new lease.

### **9.2. Approval of Recommendation from FE for Potential Estimated Expenditure of £2200 for Solicitor and Valuation:**

The cheapest quote received from a solicitor is £1200 and NP has estimated valuation costs at £1000. When the last lease was written, the District Valuer valued the property. KPC has contacted the District Valuer to ask for a quote for a valuation but has not received a reply. NP does not imagine the cost of a valuation from the District Valuer would be more than that from a surveyor. The approval of £2200 expenditure was proposed by Cllr N Peach, seconded by Cllr Sawyer, and was unanimously agreed.

**Resolved:** £2200 expenditure for solicitor and valuation fees unanimously approved.

### **9.3. Approval of Recommendation from FE for the Requirement to Draw Up a Holdover Lease:**

NP explained that the current Bowls Club lease does not allow for it to end without anything prepared to replace it. It was proposed that £200, an estimated cost, be approved to get a Holdover Lease prepared which would continue the terms of the current lease. A period of six months was agreed. Estimated £200 expenditure for a Holdover Lease was proposed by Cllr N Peach, seconded by Cllr Sawyer and was unanimously agreed.

**Resolved:** Estimated £200 expenditure for a Holdover Lease unanimously approved.

### **09/22.10 – Public Conveniences:**

Document circulated prior to meeting. The Chairman provided a brief history of the Public Conveniences item and an update on the latest proposal from BDBC. The chairman mentioned that the predicted running costs for KPC and the running costs supplied by BDBC do not completely match, mainly due to the fact that BDBC does not include admin overhead costs in their model, and they only clean the toilets once a week. Whereas KPC has to take into consideration admin costs and would look to have more regular cleaning. There was lengthy discussion about what individual Cllrs viewpoints were. It was generally agreed that KPC would like to see the toilets stay open in the village, however a public consultation would need to be held as KPC taking on ownership and running the public toilets would require a considerable increase in the precept. It was suggested that local businesses could sponsor the toilet block as a way to reduce the funds needed directly from the precept. It was also suggested that a contactless payment system could be installed to raise additional funds, however it was noted that not every person has contactless payment capabilities and that the admin cost to process the payments could outweigh the revenue generated. It was queried what maintenance work needs undertaking, considering BDBC is proposing to provide KPC with a one-off payment after completion of refurbishment works. A Cllr mentioned that in BDBC's proposal, it states that "the premises are to be used for no other purposes other than for the purpose of a Public Convenience and washing facilities" however doesn't see how BDBC can decide what KPC should do with its own building, should the purchase be agreed. A Cllr also noted that they would wish to see the Title Document and Title Plan before KPC enter into an agreement, that that they don't see why KPC should incur legal fees, referring to the line "each party to bear their own legal costs" in BDBC's proposal. Concerns were raised regarding if KPC is a suitable organisation to be managing a public convenience, considering that KPC would look to have the toilets open dawn until dusk seven days a week. KPC only has part time staff, compared to BDBC's staff that can respond around the clock if required. It was generally agreed that it would not be practical to include the cost of the toilets in the 2023-2024 budget, therefore this would have to wait until the 2024-2025 budget. It was queried of BDBC would extend this proposal until then.

After discussion had ended, it was agreed to consult KPC residents based on the information now available. CM to summarise Cllrs thoughts and compile a response to BDBC and circulate to Cllrs.

**Action:** CM

### **09/22.11– Making a Difference Awards 2023:**

JS explained what the Making a Difference Award event format was like prior to Covid and compared the differences to the Covid Making a Difference Awards held in 2021 in conjunction with the thank you event held at the Fieldgate Centre. After short discussion it was agreed that KPC would like to see the old format returned and it was agreed a Making a Difference Awards would take place on 15<sup>th</sup> June 2023. Clerk to advertise in the Tower for nominations, RFO to include budget provision in the 2023/24 budget.

**Action:** Clerk, RFO.

### **09/22.12 – Neighbourhood Plan:**

Following the B&DBC cabinet meeting where it was agreed to postpone the consultation on the draft Local Plan review (Reg 18), the Neighbourhood Planning Group (NPG) agreed not to review general policies in the Kingsclere Neighbourhood Plan (KNP) as the proposed changes in the Local Plan aren't known, therefore there is nothing to build on. It was agreed to continue with the site selection work, housing needs assessment, and public consultation activities only.

The draft housing needs assessment should be with KPC by the end of the week for comment. SA will circulate to Cllrs as well as members of the NPG. Three landowners who own land north of the village have

agreed to put their land forward for a site selection survey. The Porch Farm, Yew Tree Farm, and Gaily Mill sites will also be included. Work on this should commence shortly.

The group has been awarded a grant of just over £1000 which must be spent by the end of the financial year. The group has been working on a questionnaire for residents of the parish which should be published by the end of the year. It is intended to have an on-line questionnaire, but hard copies will be available. Barton Wilmore, the agents for the Coppice and Stokins Road sites, have requested a meeting which will take place at 3pm on Friday 4th in the Holding Room. All Cllrs are welcome to attend.

**09/22.13 – Draft Budget 2023/24:**

Document circulated prior to meeting. The RFO went through the budget line by line with explanations. The Litter Warden grant and mowing and maintenance grant figures aren't known yet. The RFO asked Cllrs to consider if they wish to have an Annual Report written next year, so it is known if funds need to be allocated for it. Clerk to check when topple testing is due, so funds can be allocated in the budget if needed.

**Action:** Clerk, All Cllrs

**09/22.14 – Finance Budget Liabilities and Expenditure:**

**14.1. Employers Liability Review for Health & Safety Office Requirements:**

There is money in the budget to improve the office for the benefit of staff and to comply with health and safety legislation. A PAT test has been undertaken of office equipment, and the purchase of adjustable monitors is being investigated. A quote needs to be sought for decorating the office, and to improve the electrics and lighting.

**Action:** Clerk, RFO, CM.

**09/22.15 – Digital Mapping Package Quote for Cemetery:**

This is a quote of £1450.00 for a digital map to be created which links to the burial register, which would be available on the website for anyone to use. Saving admin time by directing relevant enquiries to this map. There are surplus funds available from the cemetery this year which can be used to fund it. There would be a £90 per annum maintenance fee in addition, but the initial £1450.00 is a one-off cost. It was proposed to accept the quote by Cllr Bowes, seconded by Cllr Sawyer and unanimously agreed.

**Resolved:** Quote of £1450.00 unanimously agreed.

**09/22.16 – County Councillor:**

Cllr Thacker sent his apologies prior to the meeting. No report was received.

**09/22.17 – Borough Councillor:**

Cllr Rhatigan sent his apologies prior to the meeting.

[BCllr Morrow's report is attached in Appendix 1](#) and was circulated to Cllrs. Regarding the cost-of-living crisis, it was noted that the Greenham Trust has offered Cllr Simon Bound at BDBC £20,000 if BDBC would match it. This would be to help organisations. A Cllr noted, regarding the Aquadrome, that the current Aquadrome is not very accessible for disabled users and the new Aquadrome should improve drastically on this. It was clarified that the traffic warden role was being taken over by HCC, in the changeover to HCC managing traffic enforcement.

Cllr Morrow left the meeting at 21:12.

**09/22.18 – Health and Safety:**

**18.1. Risk Assessments:**

Most risk assessments have now been received into the Office. The Clerk and DC are meeting tomorrow to go through them and identify any immediate actions needed.

**18.2. Parish Paths:**

The Clerk and DC reported that there are three mechanical pieces of parish paths equipment. The new parish paths co-ordinator has stated that they prefer to use manual equipment so would not use them, so it was suggested that KPC sell them. This would avoid KPC servicing equipment that would not be used. After a short discussion it was agreed to take the equipment out of use, and service them as and when a member of the parish paths wish to use them in future.

**Resolved:** Agreed to take the three pieces of equipment out of use at present.

**09/22.19 – Action List:**

Cllrs to review the Action list and update actions.

**Action:** All Cllrs.

**09/22.20– Planning Applications:**

**20.1. 22/02614/FUL – Kingsclere Nursery:**

KPC's objection to this application still stands. An application to build a house on this site was rejected in recent years, however planning in principle was granted in 2021. It was agreed that KPC's opposition remains unchanged, on the basis that the site is outside the Settlement Policy Boundary. It was noted that if the planning in principle means that a house will be built there eventually, KPC would expect it to comply fully with the relevant design and construction policies in the Kingsclere Neighbourhood Plan and Local Plan.

**20.2. 22/02483/FUL – 35 George Street:**

It was noted that Kingsclere Parish Council has an interest in this planning application as it is a tenant of Kingsclere Village Club. No objection, provided the conservation officer is happy with the application.

### **20.3. 22/01359/RET – 4 Basingstoke Road:**

This is a retrospective application that was refused. KPC wish to communicate to the planning team the matter of enforcement; to emphasise the need for compliance with both the Kingsclere Neighbourhood Plan and the Local Plan, and to enforce the law. KPC understand that the residents have three months to comply with the decision notice, so will revisit this application in January 2023 if required.

**Action:** Jan OM

### **20.4. 22/02856/LBC – 35 George Street:**

It was noted that Kingsclere Parish Council has an interest in this planning application as it is a tenant of Kingsclere Village Club. No objection, provided the conservation officer is happy with the application.

### **20.5. 22/02851/FUL – Kingsclere Filling Station:**

No objection.

### **20.6. 21/02921/HSE – Horsebrook:**

This application was taken to the planning committee and was refused. The decision notice specifies policies in both the Kingsclere Neighbourhood Plan (KNP) and the Local Plan (LP). The application was for a new driveway proposed on the justification of safety, even though the original driveway was widened on the justification of safety in the recent past. It was clarified that this proposal included disturbing and removing parts of a substantial ancient chalk embankment in the conservation area and create a driveway through it. CM was present at the planning committee meeting and noted that he had to reiterate points so that the application was not misrepresented. It was also noted as a matter of concern that one of Kingsclere BCllrs was lobbying the Borough Council to overturn the planning officers' proposal to object, against the KNP. It was agreed that KPC should maintain its stance of objection on this application until such a time when policies in the KNP and LP may change.

### **20.7. T/00455/22/TCA – 1 Byfields Road:**

No objection.

### **20.8. 22/02889/HSE – Frobury Farm – Amendment:**

This is an amendment to an application which KPC did not object to in the first instance. No objection.

### **20.9. 22/01856/FUL – Porch Farm:**

This planning application was previously discussed by KPC at July OM (Minutes Ref: OM 07/22.15.2). KPC is not planning to make any more representations to BDBC regarding this planning application. KPC is a statutory consultee and has given a response of objection. The Chairman clarified that residents are still able to write to BDBC regarding this application if they wish.

### **09/22.21 – Clerk's Report:**

The Clerk reported that a Police report had been received prior to the meeting and circulated to Cllrs. The [Police report is attached in Appendix 2.](#)

It was also reported that two poppy wreaths have been ordered for Remembrance Parade and the road closure has been authorised. The defibrillator was taken away for a software update is now back in situ at the fire station. A PAT test of the office equipment has been completed. The Clerk and RFO have received some more training of the new Edge system, in particular on the Epitaph (cemetery) system, however there are still things to work out. A new padlock had to purchase for the Orchard Gate as the old one went missing. The Clerk is attending an Officers Update in Basingstoke next week.

### **21.1. Grant Request – Kingsclere Village Club:**

It was noted that Kingsclere Parish Council has an interest in this grant application as it is a tenant of Kingsclere Village Club.

After a short discussion, Cllrs agreed that the application complies with KPC's grant policy and a £250 grant to go towards KVC's Energy Efficiency Project was unanimously approved.

**Resolved:** Grant of £250 for KVC's Energy Efficiency Project unanimously approved

### **09/22.22 – Approval of Income and Expenditure:**

The accounts for 21<sup>st</sup> September 2022 – 26<sup>th</sup> October 2022 were agreed and signed off.

### **09/22.23 – Approval of Quarterly Bank Reconciliation:**

The bank accounts for October 2022 were reconciled at £81,289.10 - agreed and signed off.

### **09/22.24 – Matters for Future Consideration:**

None.

### **09/22.25 – Date of Next Meeting:**

Monday 28<sup>th</sup> November 2022 7:30pm in the Village Club.

### **09/22.26 – Exempt Business:**

### **26.1. To Discuss Staffing Hours / Pay Review and Possible Reallocation of Assistant Clerk's Hours as per Confidential Report:**

Confidential report circulated prior to meeting. The proposal, as per the confidential report, was agreed in principle if can be afforded in current budget to begin 1<sup>st</sup> November 2022. Approved for future years and to be budgeted for in future years. CM to cost out as to funding of proposal and report back at November OM. Proposal will have to be adjusted if not in budget.

**Action:** CM

**26.2. To Discuss Bowls Club Lease**

Discussed broad lease terms. NP to set up meeting with Bowls Club to discuss.

**Action:** NP

Meeting closed 22:26

Signed:.....Chairman Date:.....

Signed:.....Clerk Date:.....

**Distribution: Cllrs:** S Adams; I Bowes; D Conquest; M Farey; C Mussett; N Peach; R Peach; and J Sawyer.  
Website: [www.kingsclere-pc.org.uk](http://www.kingsclere-pc.org.uk).

**Appendix 1 - Borough Council Report by Kerry Morrow Oct 22**

This month I have attended two council meetings and jointly set up the Kingsclere and North Hants Cost of Living Forum with David Conquest (separate report to follow).

**Community, Environment and Partnerships**

We received a presentation from Hampshire County Council on on-street parking and traffic management as the borough is returning services to HCC.

There is not much to report as the service level remains the same, with the same provision of civil enforcement officers for the Borough (6 CEOs, 2-3 officers per day). NSL is the service provider and is monitored by HCC.

Numbers are down on parking permits as people have sold their second cars and are working from home. Current permits will be valid until their end date and then replaced with an HCC version. Letters will be sent to residents to explain how to renew.

'My Permit' is the online permit system.

Kingsclere is receiving two charging points at the Anchor Road car park.

**Aquadrome**

At the beginning of 2023, there will be a cabinet decision on the future plans for the Aquadrome. We received a presentation from FMG who the consultants on the project.

The current proposal seems to be leaning to a new building comprising of:

- 8 lane 25m competition pool
- 4 lane 20m teaching pool
- Lagoon pool, slides and flumes
- 150 station gym
- 1 spinning room
- 3 party rooms
- A thermal Spa
- Indoor soft play
- Indoor climbing
- Café

The favourite model is a design, build, operate and management contract, which is thought to carry the least risk to the council.

The current Aquadrome usage has recovered well after Covid and will be used until the new building is operational, although, I stress this is all at the consultation stage.

Debate on the night revolved around demanding a higher spec facility and the possibility of a 50m pool. My personal feelings are that during these tough financial times, we should push forward with the current proposal. It does offer small improvements and will be more deliverable.

I also raised the point that the building should be as energy efficient as possible. With a life span of at least 20 years we need to plan for all our futures.

## **Full Council**

The first notable discussion revolved around the 2022/23 corporate performance monitoring scorecard. This seems to be the way the Borough keeps tabs on its performance. The cross-party group from Scrutiny were not happy with the scorecard and successfully motioned for it to be returned to Scrutiny. There was a collective willingness to work together with the leadership and all parties to get this right.

Ashford Hill and Headley's neighbourhood plan was accepted.

There were 3 motions on the night:

Basingstoke Independent councillors passed a motion to keep the local plan and planning control in the hands of locally elected councillors and in the interests of our communities. It asked for a locally determined housing target and to reject the current Standard Method. There was mention of the merits of the localism policies that came in during the coalition government.

They also passed a motion for a Business Support Fund to support small businesses struggling with the extreme costs of energy. We are currently awaiting progress on more support, although this is changing daily.

Labour raised a motion against the implementation of voter ID. The vote on the night is recorded and Labour lost their motion by one with all but two Conservative voting against. Liberal Democrats believe a vote is a human right and should not have any barriers in the way. Concerns were raised at the capability of government to provide voter IDs in a timely fashion. Certainly passport and driving license delivery has not been at its best in recent times and I don't see the need to add to the workload.

It was an interesting night and all council meetings can be viewed on YouTube if you want more insight. I was both hopeful and disappointed with the debate. There were some councillors in the room who spoke about being there for residents and wanting to work cross party. Then there was the ugly tribal and derisive politics, which I don't believe helps our residents.

## **Kingsclere and North Hants Cost of Living Forum**

There was a good turnout that filled the Atkinson room at the Fieldgate Centre. The participants shared their contact details and gave a picture of how their organisations have been hit by both Covid and the cost of living crisis. The forum identified many issues, most of which are common to each of the organisations.

We are working on the following issues:

- Signposting and communication to reach the people who need and are not receiving help.
- Transport as Kingsclere is isolated from Basingstoke and people can't afford taxis and bus fares.
- Warm hubs – looking to have a community space open every day of the week.
- Action required on the lost Care Group in Kingsclere.

Actions going forward:

- Pressing B&D for funding and HCC for banners for our warm hubs.
- Asking local businesses for support. BCMS from Kingsclere Business Park contacted us and want to help.
- Newsletter updating members of the Forum.
- Continue to expand the Forum.
- Email BVA about transport options
- Update BVA of our issues for their Cost of Living webinar.

Busy Bees preschool has just set up a GoFundMe page as they are struggling financially.

<https://gofund.me/196fe0e3>

I'm concerned that voluntary organisations may not receive support with the funding that is set to come.

David Conquest produced a summary of the meeting with useful links to send to the participants and I will circulate the minutes by the end of the week.

## **Appendix 2 – Police Report:**

This is a police report for the area of Kingsclere in the past 30 days.

### **Burglary Residential X1**

- Reports that informant was woken by someone outside with a torch and later discovered that a garage at the end of the lane has been broken into.

### **Concern for Safety X3**

- Informant reporting that they are on the way to Basingstoke on the A339 on a pushbike.
- Three teenagers arguing on the Holding Field next to the tennis court with a 5yr boy in tears.
- Online report received - Students were all talking about people they know in their village. One alleged that one was at risk.

### **Criminal Damage X1**

- Reporting criminal damage to their front door

### **Dangerous Driving X5**

- A339 south back to Basingstoke ambulance swerving onto the other side of road to avoid a car.
- Informant reporting continued speeding through their village that nearly caused an accident earlier today with themselves and another car.
- Informant reporting driver on their mobile phone.
- Car driving dangerously on the A339.
- Car driving dangerously on the A339 could be drunk.

### **Drug Offences X1**

- Offence reflecting cannabis possession.

### **Making Off Without Payment X2**

- Inft works at petrol station, vehicle has entered and has no number plates back or front, left without paying.
- Informant reporting they have made a delivery to a customer and the customer has not paid for the food.

### **Malicious Communications X2**

- Informant reporting threats made on the phone.
- Same as above.

### **Public Order X4**

- Public order between neighbours.
- Informant reporting harassment from a neighbour.
- Informant neighbour has caused her Harassment/Alarm/Distress (HAD) by making comment about shooting their dog.
- Verbal abuse between neighbours that live in the same flat.

### **Road Related Incident X4**

- Report of tailgating.
- Vehicle seen driving without MOT or Insurance.
- Excessive Speeding.
- Driver speeding past cars and went through a red light.

### **Road Traffic Collision X1**

- Reporting a car has rolled over off the A339 into a field the driver has left.

### **Suspicious Other X1**

- Informant reporting sus vehicle entered caravan park yard setting off alarms, no details of vehicle.

### **Suspicious Person X1**

- Informant reporting suspicious female after unknown female has approached a child asking her where they lived.

### **Suspicious Vehicle X6**

- Informant reports a person on a motorcycle riding up and down A339 on the pavement near the petrol station.
- Vehicle swerving into the other side of the road. This has been going on since Basingstoke.
- Two sus cars seen at Private caravan site at the top of Cottington Hill near the TV transmitter, driving around on the grass doing 'wheelies'
- Male got out of a van and climbed into a field with a white box. Looked suspicious.
- Silver BMW – Partial registration – 2 young lads wearing balaclavas and hats on, looking round the car park area of the dance school.
- Silver 4x4 made off from police at speed > A339