



## Minutes of Kingsclere Parish Council General Purposes Meeting GP 01/22 Held at 7.30pm on Monday 17<sup>th</sup> January 2022 in the Village Club

### **GP 01/22 – Present:**

Cllrs: Adams; Bowes; Conquest; Farey; Jones; Mussett; Peach N; Sawyer J.  
Clerk – Ackrill; Assistant Clerk – Read.

### **01/22.1 – Apologies:**

None.

### **01/22.2 – Declarations of Interest:**

None.

### **01/22.3 – Matters Arising:**

None.

### **01/22.4 – Malthouse Open Space Project Update:**

Since Nov GP, JS contacted the resident who replied. NP who has prepared the draft specification for the proposed work in the MHOS is waiting on a reply from the resident and will contact them again.

**Action:** NP.

### **01/22.5 – Review of the Standing Orders:**

Deferred from Nov GP. Proposed amendments to Standing Orders circulated prior to meeting. The only alterations are proposed amendments from the latest model Standing Orders from NALC. Some queries raised by Cllrs were answered. Agreed to refer amended Standing Orders to OM for full council approval.

**Action:** Jan OM.

### **01/22.6 – Mowing and Maintenance Tenders 2022:**

The current 3-year mowing and maintenance contract is due to end in March 2020. The Clerk issued an invitation to tender in November 2021. Four quotes were received by the deadline. The Clerk tabulated the tendered values in a summary document circulated prior to the meeting, listing quotes from Bidders 1 to 4. The procedure for the receipt of tenders was compliant with KPC's Financial Regulations for contracts up to the value of £25,000 however the procedure was not compliant for contracts valued at over £25,000. With the prices quoted this meant that KPC can only agree to a 1-year contract not a 3-year contract. It was confirmed that KPC's Financial Regulations do not require the lowest cost to be accepted. One Cllr mentioned that usually if KPC change contractors initially only a 1-year contract is taken out to ensure performance and compliance is achieved, so being unable to place a 3-year contract would not be a major issue. Prior to going out to tender, the Clerk and Assistant Clerk created a pricing schedule that separates tasks into the various areas, including discretionary tasks only to be done on request by KPC. The summary document showed the total quoted prices for all the scheduled work for all areas but excluded the discretionary request items. Before considering prices to determine selection the quality of the various bidders' work had to be assessed. References were provided by bidders and KPC also had operational experience of several of the bidders. It was noted that in the last year that the franchisee delivering KPC's contract changed. There had been problems with the previous franchisee, and these got worse with the current provider where there have been numerous issues with the work undertaken including public complaints. The impact Covid-19 and the unusual spring weather in 2021 may have had on the contractor's ability to complete works as per the schedule was raised however it was noted that there were problems prior to the Covid-19 pandemic despite requirements being set out in the contract and advice from KPC on requirements. One of the bidders had previously worked for KPC. When asked why KPC moved away from that company it was clarified that it was a matter of cost and that there was a considerable difference in quotes so KPC could not justify the added expenditure given that credible references had been provided. It was proposed that KPC should not consider Bidder 1 due to the numerous problems experienced in the past year and the amount of Clerk and Cllr time used to remedy the issues, it was argued that it was not worth the money that may be saved. This was agreed. The remaining quotes were then assessed, and it was agreed not to consider the highest priced, Bidder 2, any further. After further discussion regarding the remaining two bidders, it was agreed to recommend to full council that KPC accept the quote of Bidder 3 at a contract value detailed in the summary document plus the cost of any additional on request items, for a 1-year contract.

**Action:** Jan OM.

### **01/22.7 – Quotes for Tree Works in the Cemetery:**

Items 7, 8, and 9 were discussed concurrently.

Quotes circulated prior to meeting. The Cemetery risk assessment identified that the trees bordering the old cemetery needed to be cut back, as the branches were too low to the ground and were a safety issue. The Clerk sought and received three quotes for all the tree works required in the Cemetery, Community Orchard, and Holding Field. The quotes for the Cemetery are to tidy, and crown lift the trees, with the option to remove the chippings or leave them on site. After discussion it was agreed to go with the quote of £750 + VAT to tidy and crown lift the trees to 6m and leave the chippings on site. Referred to OM for full council approval.

**Action:** Jan OM.

#### **01/22.8 – Quotes for Tree Works in the Community Orchard:**

Items 7, 8, and 9 were discussed concurrently.

Quotes circulated prior to meeting. The Clerk sought and received three quotes for all the tree works required in the Cemetery, Community Orchard, and Holding Field. The works in the Community Orchard are to grind two tree stumps which pose a risk to mowers and are a health and safety issue. For two of the three quotes, the cost of the Orchard works is included in the cost of the tree works on the Holding Field. It was agreed to go with the same contractor as the one agreed to do the works in the Cemetery, which includes the price of the Orchard work in their Holding Field work quote. Referred to OM for full council approval.

**Action:** Jan OM.

#### **01/22.9 – Quotes for Tree Works in the Holding Field:**

Items 7, 8, and 9 were discussed concurrently.

Quotes circulated prior to meeting. The Clerk sought and received three quotes for all the tree works required in the Cemetery, Community Orchard, and Holding Field. The works on the Holding Field is to remove 6 dead elm trees and grind down the stumps, two trees being located in the hedge and four in the open by the tennis courts. It was agreed to go with the same contractor as the one agreed to do the works in the Cemetery, with the quote of £530 + VAT to remove the 6 trees and grind the stumps. This quote includes the cost of the works in the Community Orchard. Referred to OM for full council approval.

**Action:** Jan OM.

#### **01/22.10 – Request from Bowls Club to Budget for Replacement Fence:**

The Council received a request from the Bowls Club for KPC to budget for a replacement fence, as the current Bowls Club fence is in a state of disrepair and will need replacing within the next year or so. The Clerk investigated whose responsibility purchasing a replacement fence would be according to the lease, and it was concluded that as per section 4.4 of the lease it is the Bowls Club's responsibility to keep the fence in a state of good repair and therefore replace the fence if required.

**Resolved:** KPC conclude that it is not the council's responsibility to replace the fence.

#### **01/22.11 – SID on Winchester Road:**

At Nov OM, the Deputy Police and Crime Commissioner stated that no data from the SID on Winchester Road had been received. KPC accept that as it has been a few years since data was sent to the Police, any data KPC sent would probably no longer show on their systems. It was agreed to send the police up to date data from the SID, however the Cllr whose responsibility this has since left KPC. The Clerk has contacted the SID manufacturer and has received an instruction manual for the SID. DS volunteered to attempt to extract the data from the SID, and IB indicated that they could ask the former Cllr if they would be willing to help with this. CM indicated that a resident may be able to help position a large vehicle in the road, to help protect whoever was retrieving the SID data, as it requires ladder access close to the road edge.

The suggestion of moving the SID to a location into the 40mph zone on Winchester Road was put forward. A change of location may make it easier and safer to extract data, and in this location, it would also have the benefit of helping target speeding cars before they enter the 30mph zone. After a short discussion it was agreed that the location of all of the SIDs were chosen to serve a specific purpose and have the greatest impact for the most residents. Changing the location of a SID would incur an un-budgeted cost.

**Action:** IB, DC.

#### **01/22.12 – Possibility of a Jubilee Tree being Planted in the Churchyard:**

KPC received communication from St Mary's Church (SMC) saying that SMC had received a request from the local Women's Institute (WI) to plant a tree in the Churchyard to celebrate the Queen's Jubilee. The Church own the Churchyard however KPC manage and maintain it, therefore SMC wish to know KPC's opinion. It was clarified that it was the WI's intention to fund the cost of the tree and planting. It was agreed that KPC has no issue with a tree being planted provided SMC is not opposed, the tree is a suitable species, and is planted in a suitable location. It was agreed to ask SMC to contact NP who will assist in ensuring the species and location is appropriate. It was suggested to discuss Jubilee Commemorations at January OM.

**Resolved:** KPC has no issue with a tree being planted, provided species and location are appropriate and SMC is not opposed.

#### **01/22.13 – Hedging for Gaps in Holding Field Hedge:**

At last GP it was agreed NP would source quotes for mature hedging for the gaps in the Holding Field hedge (minutes ref: GP 10/21.13). NP has since identified that the gaps in the hedge will need an estimated ten plants to fill and has sourced a quote for holly plants at £7.92 per plant. It was noted that this is a health and safety issue, as the gaps in the hedge lead onto roads. It was agreed to allocate £200 from the Health and Safety budget.

**Resolved:** Budget of £200 for holly plants approved for gaps in Holding Field hedges approved.

#### **01/22.14 – Request from Bowling Club to Install Advertising Banner at Entrance to Holding Field Car Park:**

The Council received a request from the Bowls Club to install an advertising banner on the grass bank at the entrance to the Holding Field Car park for approximately one month. Cllrs agreed that they had no issue with this, providing the banner does not obscure any sight lines.

**Resolved:** KPC has no issue with an advertising banner provided no sight lines are obscured.

**01/22.15 – Concerns from Resident over Condition of the Footpath to Community Orchard:**

KPC received an email from a resident regarding the condition of the footpath to the Community Orchard, running alongside the allotments, and asking KPC to budget for improvements to the footpath in the coming year. Management of this right of way is Hampshire County Council's responsibility not KPC's. It was agreed to ask the resident to report this issue to HCC.

**Resolved:** Agreed to direct resident to report issue to Hampshire County Council.

**01/22.16 – Wood Piles on Holding Field Left by Travellers:**

The Clerk wrote to KPC's mowing and maintenance contractors in December 2021 regarding a number of incomplete mowing and maintenance tasks. One of these tasks was to chip a pile of wood left on the Holding Field (HF) by the travellers in August 2021 and take the chipping to the Orchard. During the meeting, the Clerk received an email from the contractors stating that numerous outstanding jobs had been completed since the new year and the wood pile on the HF would be dealt with next week.

**01/22.17 – Cemetery:****17.1. Cemetery Rules and Regulations:**

The Clerk explained a small addition to the Cemetery Rules and Regulations by including a version number and date of first publication on the acceptance back page. This will ensure that from now on it is clear what agreement is in place between the individual and KPC. Cllrs were happy with this addition.

**17.2. Plot Layout Update:**

At November OM it was agreed to suspend the selling of exclusive rights until after KPC has finished mapping and plotting the Cemetery (minutes ref: OM 10/21.17.1). CM reported that no progress has been made regarding this however Cllrs agreed that the position regarding the Cemetery is to not allocate anything on the Fieldgate Centre side of the path due to the fact that it has not been mapped or plotted yet, along with the potential need to widen the path. After a short discussion it was proposed to restart the selling of exclusive rights in areas that have been mapped (areas A and B) in the new cemetery. Referred to OM for full council approval.

**Action:** Jan OM.

**01/22.18 – Review of Councillor allowances by Independent Remuneration Panel:**

Responses to this questionnaire are required by 21<sup>st</sup> January 2022. The Clerk emailed to enquire if KPC could be granted an extension in order for this to be discussed at OM on 30<sup>th</sup> January 2022. Since the agenda was published, the Clerk has received a reply granting KPC an extension. It was therefore agreed to defer this item to Jan OM, and it was suggested that it be included in Chairman's remarks.

**Action:** Jan OM.

**01/22.19 – Health and Safety:****19.1. Quote to Replace Bus Shelter Perch Seat:**

Quote circulated prior to meeting. At last GP it was agreed the Clerk would source quotes to replace the bus shelter seat in The Square (minutes ref: GP 10/21.13). After investigation the Clerk discovered that the replacement seat is only available directly from the bus shelter manufacturer so the quoted price of £485 + VAT would be the only price KPC could consider. The seat is designed as part of a panel that fits into the frame of the bus shelter. It was noted that this quote does not include fitting, though this is an option that KPC could pay for, however the manufacturer included instructions for installation for KPC to install the seat itself. It was agreed that KPC will install the seat. Quote of £485 + VAT approved.

**Resolved:** Quote of £485 + VAT for new bus shelter seat not including installation, approved.

**01/22.20 – Planning Applications:**

None.

**01/22.21 – Date of Next Meeting:**

Monday 14<sup>th</sup> February 2022 7:30pm in the Village Club.

**01/22.22 – Exempt Business:**

None.

Meeting closed 21:18

Signed:.....Chairman

Date:.....

Signed:.....Clerk

Date:.....

**Distribution:** Cllrs: S Adams; I Bowes; D Conquest; M Farey; S Jones; C Mussett; N Peach; R Peach; and J Sawyer.

Website: [www.kingsclere-pc.org.uk](http://www.kingsclere-pc.org.uk).