



Minutes of Kingsclere Parish Council Ordinary Meeting OM 09/20  
Held at 7.30pm on Monday 26<sup>th</sup> October 2020  
Using Zoom Online Meeting Software

**OM 09/20 – Present:**

Cllrs: Adams; Bowes; Farey; Mussett; Peach R; Sawyer F; Sawyer J. BCllrs: Kinnear; Rhatigan.  
Clerk – Porton; Admin Assistant – Read.

**09/20.1 – Apologies:**

Cllrs N Peach; Price.

**Resolved:** Apologies accepted.

**09/20.2 – Declarations of Interest:**

None

**09/20.3 – Minutes:**

3.1 Minutes of Ordinary Meeting 28<sup>th</sup> September 2020 were accepted and signed. The Council agreed to accept apologies from Cllr Price for September OM that were received during the meeting.

3.2 Minutes of General Purposes Meeting 12<sup>th</sup> October 2020 were accepted and signed.

3.3 Minutes of Finance and Establishment Meeting 19<sup>th</sup> October 2020 were accepted and signed.

**09/20.4 – Matters Arising:**

None.

**09/20.5 – Chairman’s Remarks:**

- i. On 19<sup>th</sup> October 2020, the Chairman sadly received the resignation of the Clerk. During her time at KPC she has thrown herself into the job, happily learning new skills and always willing to work on extra projects such as the WW1 Centenary celebrations, the Kingsclere Spring Cleans, and Remembrance Sunday. She has reformed the accounting system, introducing new software, and streamlined the Cemetery administration including starting the process of mapping the old cemetery. Working from home during lockdown, she continued to support the community, giving volunteers in the village support, and organising a KPC mobile phone to ensure residents could still contact the Parish Office. All the work she has done during the five and a half years as Clerk to Kingsclere Parish Council has been exemplary, and she will be missed by Cllrs and colleagues. Kingsclere Parish Council is sorry to see her go and wishes her all the best for the future.
- ii. On 21<sup>st</sup> October, the Chairman attended the Kingsclere Village Club (KVC) Annual General Meeting. There were no issues directly relevant to KPC to report however it was felt by the Chairman that the great accomplishments of the KVC and its trustees this year were overshadowed by the current petition to the Village Club trustees and the ongoing struggles with the Library. As Chairman of KPC and Kingsclere Film Club, the Chairman thanked the KVC trustees for their continued hard work.
- iii. 8<sup>th</sup> November is Remembrance Sunday. The day will be recognised in the village however not in its usual way. The Chairman will lay a wreath on behalf of KPC as part of a small ceremony.
- iv. The Chairman will attend the virtual meeting of Basingstoke District Association of Parish and Town Councils on 26<sup>th</sup> November.
- v. The holly tree in the church yard is due to be crown lifted on 28<sup>th</sup> October.

**09/20.6 – Review of the Council’s Standing Orders:**

Document circulated prior to meeting. It was agreed to adopt the Standing Orders with minor amendments circulated prior, and with suggested amendments to paragraphs 1.16 and 5.7. changing “he” to “he / she”.

**Resolved:** Standing Orders adopted with amendments.

**09/20.7 – Review of the Council’s Complaints Procedure:**

Document circulated prior to meeting. It was agreed to adopt the Council’s Complaints Procedure with the amendments circulated prior.

**Resolved:** Complaints Procedure adopted with amendments.

**09/20.8 – BDBC Local Plan Update Issues and Options Consultation:**

It was agreed to move item 16 up the agenda and discuss items 8 and 16 together.

**09/20.16 – BDBC – Local Plan Update Meeting:**

On 20<sup>th</sup> October, SA met with a member of BDBC planning department, an email of that discussion was circulated to Cllrs soon after the meeting. The Local Plan (LP) and Kingsclere Neighbourhood Plan (KNP) are current until 2029, they are both reviewed every five years after they were made. The Local Plan update is a non-statutory consultation and is the beginning of the process to review the LP with the aim of having a draft revised LP by winter 2021. The documents for consideration in this consultation are: Local Green Space Proposals; Promoted Sites Document; Settlement Study Part 1; Sustainability Appraisal Scoping Report; Site Assessment Methodology, and Issues and Options Consultation Document. SA has reviewed all documents except for the Sustainability Appraisal Scoping Report.

Regarding the Settlement Study Part 1: it was agreed that Kingsclere's allocation as a category three settlement was accurate. At this stage in the consultation, KPC has no other comments.

Regarding the Promoted Sites Document: sites for potential development in Kingsclere are listed as Yew Tree Farm, Gailey Mill, and Porch Farm. It was stressed this is list of potential development sites put forward by developers and does not mean BDBC support any development on these sites. The Site Assessment Methodology Document will be used to assess the suitability of sites listed in the Promoted Sites Document. At this stage in the consultation KPC does not have any comments.

Regarding the Local Green Space Proposals: this asks if KPC has any green spaces it wishes to put forward to BDBC for Green Space Protection. There are numerous green spaces listed in the KNP, including the playing fields at the Fieldgate Centre which are therefore protected. KPC has no comments.

SA then went through the Issues and Options Document and the council decided which available options it supports.

It was noted that because the KNP is now more than two years old and BDBC hasn't met its 5 year housing supply, Kingsclere could see more speculative planning applications to ensure the 5 year supply is met. It was proposed that once the draft review of the LP is available the process for reviewing the KNP should begin.

It was agreed SA would reply to this consultation on behalf of KPC. It was also agreed that the Planning Panel would take over the review and response to these consultations on behalf of KPC.

**Action:** SA. Planning Panel.

#### **09/20.9 – Important Changes Regarding Play Area Inspections from 1<sup>st</sup> April 2021:**

From 1<sup>st</sup> April 2021 BDBC will be charging to inspect play areas owned by Parish Councils. KPC own one play area on the Recreation Ground. At last GP and it was agreed to recommend to full council that KPC pay £500 per year per site to continue receiving this service from BDBC (Minutes ref: GP 08/20.6).

**Resolved:** £500 for BDBC to continue inspecting the Rec play area agreed, with one Cllr abstaining.

#### **09/20.10 – Declaring a Climate Emergency:**

At last GP it was agreed to recommend KPC declare a climate emergency (Minutes ref: 08/20.8). It was suggested to postpone a decision until a new Clerk is appointed and so that Cllr N Peach could be involved in the discussion. It was noted that KPC accept and agree that there is a climate emergency happening and adopted the "20 Actions Parish and Town Councils Can Take on the Climate and Nature Emergency" document as guidance at OM November 2019 (Minutes ref: OM 10/19.6). It was agreed to make no decision at this time. KPC will investigate what declaring a climate emergency means regarding changes in decision making and policies, and what actions KPC can take, before officially declaring a climate emergency.

#### **09/20.11 – Audit Reports:**

##### **11.1. Internal Audit Report:**

Document circulated prior to meeting. The Clerk is looking into the charitable status of the Recreation Ground as this issue was identified in the Internal Audit. No other comments.

##### **11.2. External Audit Report:**

Document circulated prior to meeting. No comments.

Thanks were expressed to the Clerk for ensuring a clean bill of health for KPC and excellent audit reports.

#### **09/20.12 – Review of Cemetery Fees:**

At last FE it was agreed to recommend full council approve an increase in the Cemetery fees of 2% - in line with inflation - to the nearest £5 (Minutes ref: FE 03/20.6) from 1<sup>st</sup> April 2021. It was suggested that KPC consider increasing Cemetery fees in line with inflation every year as standard.

**Resolved:** Unanimously agreed to increase Cemetery fees by 2% to nearest £5 from 1<sup>st</sup> April 2021.

#### **09/20.13 – To Consider the Costs of Managing the Toilets and Impact on Precept:**

At last FE it was recommended full council discuss options for taking over the running of the toilets in the square from 1<sup>st</sup> April 2021. It currently costs BDBC roughly £5000 a year to run them. To cover this possible additional £5000 expenditure, KPC's precept would need to be increased by approximately 10%. At FE it was suggested KPC advertise this possible increase in precept to residents through the Tower and social media to give residents the opportunity to express their views. The increase in precept would be shown in real money per household to ensure clarity to residents. It was noted that the costings for running the toilets need to be full and clear before a decision is made. KPC would most likely look to run the toilets with a license from BDBC rather than taking on the toilet block as an asset, as this would then incur business rates for both the toilet block and Echinswell Road Cemetery. It was noted that if KPC take over the running, the toilets would most likely be open for more hours than they are currently. It was agreed to informally consult residents before making any decision regarding increasing the precept to take on running the toilets.

**Action:** Clerk, Admin

#### **09/20.14 – Arrangements for Remembrance Sunday:**

It was reported the projector for projecting a poppy onto the Church has been set up. There will be no parade this year, therefore no road closure has been requested. A small service will be held by the War Memorial however members of the public are discouraged from attending. Four wreaths will be laid during this service including the Chairman laying a wreath on behalf of KPC, other residents or organisations who wish to lay wreaths are asked to do so later in the day. This year KPC is asking residents to hold a minute's silence at home. It was noted that the Chairman of Kingsclere Royal British Legion has done a fantastic job and has worked hard to promote the Poppy Appeal this year under difficult circumstances. The large poppies have been installed around the village on drainpipes this year instead of lamp posts and include additional information on those residents of Kingsclere who gave their lives in WW1 and WW2.

#### **09/20.15 – Arrangements for Christmas Lights:**

It was reported the Christmas lights can be installed while maintaining social distancing measures. IB to organise. Lights will be on from 1<sup>st</sup> December.

#### **09/20.17 – County Councillor:**

No report.

#### **09/20.18 – Borough Councillor:**

In notes supplied prior to the meeting it was reported that:

Urban and Civic is in place for Manydown.

Public engagement will be sought in the New Year regarding New Rivar as there is currently uncertainty in the leisure industry

There will be a report submitted to full council and Cabinet for the recommended sale of Mountbatten House, it is hoped this will bring Mountbatten House into use again as offices.

Covid-19 will have impact on how BDBC operates in the future.

There is a new testing centre at the Anvil able to process 850 people a day. Looking at where people are parking and walking, extra hand sanitizers, and marshals are all currently being assessed. Rent payment for offering their venue is good value. The Anvil has not been well prepared for the challenges Covid-19 has brought and it may have a significant fall out if BCBD decide to withdraw funds. BDBC is currently reviewing their grants. There is a potential 3 year contract but due to Covid-19 this may be shorter term such as a 12 month contract.

BDBC will focus on voluntary sector regarding funds, such as Basingstoke Voluntary Action.

The housing allocation figure of 645 has not been confirmed by the Government.

BDBC is aware that infrastructure and infrastructure funding is an important issue and is being considered during the Local plan update process. BDBC will provide a finance statement on how it has spent CIL to EPH. CIL spending is the way to move forward for infrastructure for the Borough. How BDBC delivers on infrastructure needs to be reviewed.

BDBC is trying to get the waste team to Basingstoke to create an in-house relationship.

Free parking is still available at the top of town for an hour.

It is better to report any missed bin collections on BDBC's website. If bins are missed consistently then BDBC needs to report it to the Cabinet Member.

Covid-19 is creating significant financial implications for BDBC. Current estimated cost is £5.98m in 2020/21 which exceeds the £2.13m of funding received from the Government so far. The £5.98m cost consists of £1.04m of additional costs and £4.94m of reduced income. BDBC has received a total of £2.05m of direct revenue funding to cover its additional pressures related to Covid-19, however this still leaves a £2.17m shortfall this year. There is still considerable uncertainty regarding the duration, impact, and level of Government support for the pandemic and BDBC's position will be kept under constant review.

It was also reported that on 27<sup>th</sup> October it will be announced that the hospital will be staying in Basingstoke with a new hospital being built on the current site or by J7 of the M3, there will be a consultation regarding this. LIF funding is coming to an end however KR has sent KPC's application onto the team who will contact IB. Regarding the issues between KVC and Kingsclere Community Library (KCL) regarding rent, BDBC is supportive of both KVC and KCL however this is not an issue BDBC can get involved in. BDBC will wait until HCC position regarding libraries is finalised. There is currently a toilet bill in Parliament which if successful will mean that business rates are not paid on public toilets, BDBC is pressing our MP regarding this. There may be a possible sale of the old council offices on Swan Street. KPC will be kept fully informed.

#### **09/20.19 – Planning Applications:**

**19.1. T/00528/20/TCA – Rear of 3 Cannons Court:** No objections.

**19.2. 20/02677/FUL – The Meadows, Summerhurst Farm, Plastow Green:** No objections.

#### **09/20.20 – Clerk's Report:**

##### **20.1. Funding request from HCC Archives:**

KPC has recently deposited additional records in Hampshire County Council's archives. Whilst this service is free, KPC has been asked if it wishes to make a donation to HCC archives to assist with their budget strains. A Cllr suggested KPC make a £50 donation, this was unanimously agreed.

**Resolved:** £50 donation to HCC Archives unanimously agreed.

**09/20.21 – Approval of Income and Expenditure:**

The accounts for 21<sup>st</sup> October 2020 agreed and signed off.

**09/20.22 – Approval of Quarterly Bank Reconciliation:**

The bank accounts for 30<sup>th</sup> September 2020 were reconciled at £80,672.23 - agreed and signed off.

**09/20.23 – Date of next meeting:**

Monday 30<sup>th</sup> November 2020 7:30pm using Zoom Online Meeting Software unless Government restrictions in place for Covid-19 are lifted, in which case normal meeting procedures will resume in the Village Club.

**09/20.24 – Exempt Business:**

**24.1. To consider arrangements for replacement Clerk and interim Locum Clerk:**

The council discussed and agreed on arrangements for the advertisement of the Clerks role, and the hiring of a new Clerk and temporary Locum Clerk. Confidential minutes refer.

Meeting closed 21:50

Signed:.....Chairman

Date:.....

Signed:.....Clerk

Date:.....

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