



Minutes of Kingsclere Parish Council Ordinary Meeting OM 04/23
Held at 7.30pm on Monday 24th April 2023 in the Village Club

OM 04/23 – Present:

Cllrs: Adams; Bowes; Conquest; Farey; Gaines; Mussett; Peach N; Peach R; Sawyer.
Clerk – Ackrill; RFO – Porton.

04/23.1 – Apologies:

None

04/23.2 – Declarations of Interest:

NP, IB, RP Allotment Allocation Policy

03/23.3 – Minutes:

3.1. Minutes of Ordinary Meeting Monday 27th March 2023 were accepted and signed.

3.2 Minutes of Finance and Establishment Meeting Monday 17th April 2023 were accepted and signed.

04/23.4 - Questions from the Public:

Tennis Club Lease – wanted to ask a question about the lease but having spoken to a councillor before the meeting opened, now know it is in hand. The Chairman has spoken to Chairman of the Tennis Club, we are dealing with the Bowls Club lease first but there is nothing about the Tennis Club Lease that is likely to cause an issue for a renewal so the Club should not be concerned.

04/23.5 – Chairman's Remarks:

Thanks were expressed to the out-going councillors who are attending their last full council meeting tonight. Thank you to the residents who paid for some of the Lime Trees to be pollard in the Churchyard this month the remainder will be completed in the Autumn – there is budget for this.

Thanks were expressed to Lord Huntingdon and his team for clearing the footways on Winchester Road. A follow up to the Newbury Weekly News article on the precept rise – a statement has been issued on the website. The Chairman suggests that we intend to release further question and answer article concerning various aspects of the Parish Council responsibilities during the forthcoming year.

04/23.6 – Clerk's Report:

6.1 Grant Request Victim Support – request for £100 requested for equipment.

Unanimously agreed.

Resolved: Grant of £100 awarded to Victim Support

6.2 Grant Request Kingsclere Twinning Association - To purchase gifts, plaque, and a cake to be distributed at a reception for 8 visitors from Cormicy. A group of 8 residents of Cormicy will be visiting on the weekend of the Coronation including the mayor of Cormicy request for £220.

Unanimously agreed.

Resolved: Grant of £220 awarded to the Twinning Association

The Spring Clean was cancelled due to the weather (heavy downpours of rain), it has been rebooked for 27th May 2023.

The water has been switched on at the Cemetery - the stolen tap has been replaced. There is a leak in one of the tanks and in the toilet block at the Allotments which has prevented the water being turned on - this will be fixed soon. The Clerk expressed thanks to Councillor R. Peach for his work on this.

The deadline for Annual Report Submissions is still the 28th of April.

A new office printer has arrived and has been installed.

This year's schedule for Lengthsman has arrived, we have 33 hours for the year split over May/Aug/Oct/Feb - dates not issued yet.

There has been a request for the Bear Hill Bridge to be painted - resident has been put in touch with CCllr. Thacker for help. It is tricky for Lengthsman as his days are scheduled and this is weather dependant.

04/23.7 –Update from Meeting with Hampshire County Council re A339:

Cllrs met with Officers from HCC - a strategy has been produced between West Berkshire Council and HCC, but we (KPC) have not seen it yet. HCC has £300k of S106 funds that need to be spent quickly and the Officers are recommending the A339 at Kingsclere should benefit from this. KPC are therefore asked to submit recommendations the officers suggested targeted bus stop improvements. improvements at Union Lane roundabout or Ashford Hill Rd. junction.

Following debate KPC suggestions are: Provision of warning signs adjacent to the entrances to the petrol station and Budgens. Visibility exiting this site is sometimes difficult and there have been accidents and near misses with cars coming into and leaving.

The provision of dragon's teeth road markings at the top of Ashford Hill Road when adjoining the A339. These have been provided at other entrances to the village along with white gates, but this entrance was put 'on hold' pending development in this area. KPC see no reason why the road markings at least can't be completed now.

A prominent stop sign at the bottom of Knowle Hill where the road meets the A339.
White paint showing the road edges along the A339 as well as repainting road markings generally thus making them more prominent.
Work to reduce/stop the flooding which occurs where the A339 meets the Basingstoke Road slip road.

BCllr. Rhatigan highlighted that the lack of paint on the road is the biggest issue.

04/23.8 – County Councillor:

TH not present. No Report. Noted that complaints have been raised about the road surface in Foxs Lane approaching the junction with Ecchinswell Road.

04/23.9 – Borough Councillor:

SF not present. KM – present but no report due to illness. KR gave a verbal report. The Public toilets will be open on the Coronation Weekend (BCllr. Rhatigan will open and close them himself). A senior officer is supposed to be visiting the site of the felled trees at the entrance of the village with a view to mitigating the damage done.

04/23.10 – Community Engagement and Media:

10.1 Coronation Plans

Plans of the weekend are coming along – detail publicised in the posters. Risk Assessment for the Conga needs to be done.

04/23.11 – Health and Safety:

None raised.

04/23.12 – Action list:

Any members who have not managed to gain access to the list to update, please inform the Clerk.

04/23.13 – Review of Terms of Reference for Committees/Panels:

13.1 General Purposes Committee:

13.2 Finance and Establishment Committee:

13.3 Planning Panel:

13.4 Employment Panel:

13.5 Personnel Procedure and Policy Committee (PPP):

The above five items were discussed as whole. It was queried whether it was necessary for the Chairman and Vice Chairman to be compulsory members of the committees – this will need to be checked.

It was agreed:

- Banking arrangements and the checking/authorisation of regular payments, memberships and DD payments is to be left with the FE Committee.

- Insurance to be reviewed by FE and removed from the GP Terms of reference.

It was highlighted that the minimum number of meetings for GP is currently four and this may need to be reviewed if there is any change to the schedule to meetings.

It was agreed to adopt the Personnel, Procedure and Policy Committee (PPP) and the Employment Panel will now be incorporated into the new PPP committee, draft Terms of Reference for the PPP committee were circulated prior to the meeting reviewed with a few minor amendments, alterations required to the existing and remaining Committee Terms bring in line their operating parameters with introduction of the PPP.

Action: Clerk

04/21.14 – Review of Policies not already reviewed this year ready for approval at Annual Meeting in May:

14.1 Press and Media: reviewed with no amendments

14.2 Complaints Procedure: reviewed with no amendments

14.3 Grievance Policy: Grievance Panel and Appeal Panel - how are the members decided and appointed – the policy needs to set this out – Clerk to research, draft and circulate.

14.4 Equality and Diversity Policy: It should have “Inclusion” added to the title – it’s a little bit outdated. Clerk to review.

14.5 Allotment Allocation Policy: Reviewed with no amendments

14.6 Data Protection Policy: reviewed with no amendments.

14.7 Data Retention Policy: reviewed with no amendments

Action: Clerk

04/23.15 – Community Asset Transfer Policy for assets owned by Kingsclere Parish Council: It was resolved to move item to 15 to part 2 due to the commercial sensitivity while both the Tennis and Bowls Club’s leases are being negotiated.

4/23.16 – Delegation of Powers to Proper Officers – Document circulated prior to the meeting – the document will allow the Proper Officers to make decisions in the event of an emergency eg Covid. It was noted that GDPR needs to be included where Data Protection legislation is mentioned. No other recommendations document will do to Annual Meeting.

Action: Clerk

04/23.17 – Planning Matters:

17.1. **T/00127/23/TPO** West Kingsclere Filling Station – application is to fell four TPO trees because they need to be removed for the extension already approved. KPC response to be we insist they are replaced but it is noted there is limited space at the site. It was suggested that we write to the owner and offer them space on our land for replacement trees if they supply.

Action – Chairman and Clerk to write to owners.

17.2 **T/00141/23/TCA** Clanna – application to remove a Walnut tree that is close to a wall and the roots are pushing up a neighbour's carport. Cllrs understood that tree is causing issues, a list of native trees is published in NP.

Action - Clerk

17.3 **23/00837/HSE** Horsebrook / Henlou – This is the 5th application for this site, this time, Hampshire Highways have approved the application albeit with lots of conditions. The concerns of KPC and the reasons for rejection at the Development Committee last time have not been addressed by the applicant. There is no change to the basis of the KPC objection. Agreed that KPC will submit an objection to the current application including the technical policy aspects of concern.

Action – SA, Chairman and Clerk

04/23.18 – Approval of Income and Expenditure:

The accounts for the period 21st February 2023 to 22nd March 2023 were agreed and signed off.

04/23.19 – Approval of Quarterly Bank Reconciliation:

The bank accounts reconciled to 31st March 2023 at £49891 were agreed and signed off.

04/23.20 – Internal Audit Terms of Reference and Letter of Engagement:

Reviewed at FE.

Resolved: Internal Audit Terms of Reference approved.

04/23.21 – Matters for Future Consideration:

None

04/2.22 – Date of Next Meeting:

Monday 22nd May 2023 following the Annual Meeting of the Council which commences at 7:30pm in the Village Club.

04/23.23 Exempt Business – to propose and pass a resolution in accordance with the public bodies.

(admission to meetings) Act 1960 to exclude the public and press for the discussion of the following matters where publicity might be prejudicial to the special nature of the business.

04/23.15 – Community Asset Transfer Policy for assets owned by Kingsclere Parish Council

Local Authorities do/can have the power to allow transfer at below market values, but this entails meeting certain criteria, and a robust policy would need to be place this would need drafting and approving. No further action agreed at this point.

23.1 To Discuss Bowls Club Lease –

A Meeting with Bowls Club has taken place with Councillor Mussett and Councillor N.Peach attending to ensure that there was a mutual understanding of the situation by all attending parties. KPC are clear that ownership of building remains with the Parish Council but have suggested that the Bowls Club should seek their own legal advice. Regarding the new lease, quotes have been obtained from various Solicitors with the cheapest being £1000 from Talbot Walker who coincidentally are the solicitors used to draw up the current lease. Talbot Walker will also draw up a letter outlining the ownership details for the sum or £275.00 and then the BC can use this when seeking their own advice. Regardless of whether we lease at market rate or a lesser value KPC are required to obtain a current valuation by a surveyor. KPC have contacted many surveyors and have only found one, Savills, who are willing to undertake the work and have quoted £1000 but the director at Savills who will carry out the valuation is very experienced with sports club leases. All members in favour.

Resolved: £275.00 agreed for ownership letter from Talbot Walker; £1000 agreed to draw up the new lease (Talbot Walker) and £1000 agreed for the surveyor's valuation (Savills) All figures quoted are plus VAT

23.2 To Discuss Tennis Club Lease – Chairman has spoken to the Tennis Club who were concerned at delay in providing renewal details, annual fees are being taken that go beyond the end of the lease and they also have some development they would like to do. The Tennis Club have emailed the details of the terms they would like.

Meeting closed 21:58

Signed:.....Chairman

Date:.....

Signed:.....Clerk

Date:.....

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