



Minutes of Kingsclere Parish Council Ordinary Meeting OM 01/21  
Held at 7.30pm on Monday 25<sup>th</sup> January 2021  
Using Zoom Online Meeting Software

**OM 01/21 – Present:**

Cllrs: Adams; Bowes; Farey; Mussett; Peach N; Peach R; Price; Sawyer F; Sawyer J.  
CCllr Thacker; BCllr Rhatigan. Clerk – Ackrill; Admin Assistant – Read. 2 members of the public.

**01/21.1 – Apologies:**

BCllr Kinnear.

**Resolved:** Apologies accepted for Cllr Kinnear

**01/21.2 – Declarations of Interest:**

Cllr R Peach – Items 16 & 20.1.

**01/21.3 – Minutes:**

3.1 Minutes of Ordinary Meeting 30<sup>th</sup> November 2020 were accepted and signed.

3.2 Minutes of Planning Panel Meeting 14<sup>th</sup> December 2020 were accepted and signed.

3.3 Minutes of General Purposes Meeting 11<sup>th</sup> January 2021 were accepted and signed with one amendment.

3.4 Minutes of Finance and Establishment Meeting 18<sup>th</sup> January 2021 were accepted and signed.

**01/21.4 – Matters Arising:**

None.

**01/21.5 – Chairman's Remarks:**

- i) KPC welcomes the new Clerk. Cllrs and KPC employees look forward to working with her.
- ii) Thanks to Cllr Bowes and his team for installing the Christmas lights and star on the Church. There were numerous positive comments from residents and helped brighten up the square.
- iii) Thanks to Sarah Jones for acting as Locum Clerk for KPC and for assisting in the new Clerk's handover in January. Her work to keep KPC functioning during the interim is greatly appreciated.
- iv) Congratulations to the Kingsclere Royal British Legion for winning County based award.
- v) Thanks to the Kingsclere Community Association, Kingsclere Players, and Kingsclere Singers for the Christmas entertainment. It brought a bit of festive spirit to the village.

**01/21.6 – Public Conveniences:**

No further comments or developments since FE meeting. £5000 has been added to the budget for the running of the toilets, with any shortfall to be taken from reserves in year 1, if KPC decide to go ahead with taking on the running of the toilets. CM and IB to send KR KPC's questions for KR to investigate. It was noted that KPC submitted questions to BDBC in September 2020 and has not received a reply. KR said that there are BCllr allowances from the start of the financial year and he will pledge £250 to KPC to assist in the costs of running the toilets. The public responses for feedback on the idea of increasing the precept to allow KPC to afford to run the toilets has been overwhelmingly supportive, and it is clear that residents wish for the toilets to stay open. KPC will do what it is reasonably able, to ensure the toilets remain open. CM and IB to continue to work on a plan for how KPC can run and fund the toilets long term.

**01/21.7 – Letter from Kingsclere Village Club:**

This letter was previously discussed at January GP (Minutes ref: GP 01/21.6) however it requires a response from full council. There were two representatives from KVC attending this meeting. KPC invited representatives from Kingsclere Community Library (KCL) to this meeting however they declined and informed KPC that the Library does not wish for KPC to become involved or act as an intermediary. For KPC to act as an intermediary, all parties would need to be willing to accept this, therefore it was agreed that KPC cannot act as intermediary against KCL's wish. KPC cannot consider assisting KCL with funding for things such as the rent without a request from KCL, rather than KVC, therefore it was agreed that KPC should not grant KVC's request for KPC to assist KCL with funding. KPC expressed thanks to the KVC trustees for their continued work to keep the Village Club running during these difficult times.

**01/21.8 – Climate Emergency:**

CM is drafting a paper focusing on biodiversity, habitat, and KPC owned land usage. This will be a document focused on the Parish and what KPC is able to do within the Parish to tackle the climate emergency. Once drafted CM will work with NP to prepare a document for full council to conder. It is expected that KPC is doing a lot of things to tackle the climate emergency already. In 2019, KPC adopted "20 Things Parish and Town Councils can take on the climate and nature emergency" which may be useful to reference. Overton Parish Council's website was also suggested as having useful documents. Deferred to March OM.

**Action:** CM, NP. March OM.

**01/21.9 – Play Area Fencing:**

GP accepted quote of £532.17 + VAT to remove fence around Recreation Ground play area. Full council approval needed as it is above the £500 GP Committee authorised spending limit. Quote accepted.

**Resolved:** Quote of £532.17 + VAT accepted.

#### **01/21.10 – Ownership of Land Behind the Lines:**

KPC received communication from a resident expressing concern over some overgrown trees on land that they believe to be KPC owned, at the back of the Lines, by the Allotments. Admin Assistant looked on Parish Online and discovered the boundary of the allotments includes this section of land behind the Lines, however there is no reference number meaning the land is not registered. It was noted there is a boundary line running through the middle of the allotments, showing that BCBC own approximately half of the land the allotments are on. It is likely KPC own the section of land behind the Lines, as it is included in the boundary of the section of the allotments that KPC own, and this land has not been maintained and there is no access to it. The tree survey that took place in 2019 did not assess trees on this land, this needs to be addressed – discussion to be held at Feb GP – however visual inspection by Cllrs indicate that the trees are not in any danger of falling or causing harm. Unregistered KPC owned land such as the Recreation Ground and the Allotments needs to be registered by 2025 and documents that prove ownership need to be found. It is unlikely KPC will be able to prove ownership of the land behind the Lines before 1<sup>st</sup> March, therefore any works to the trees will most likely need to wait until September, after nesting season has finished.

**Action:** NP, Admin. Feb GP.

#### **01/21.11 – Christmas Lights:**

The Christmas lights in the square will not be taken down at present due to the current Covid-19 restrictions. There have been suggestions from the public to turn them on and to have a different image projected on the Church. A “Thank You NHS” or a rainbow were suggested. IB to investigate. Referred to February GP.

**Action:** IB. Feb GP.

#### **01/21.12 – Bridges at the Malthouse Open Space:**

KPC received information from a resident saying there were holes in both bridges in the Malthouse Open Space. The Clerk investigated and organised for emergency temporary repairs. KPC has organised and paid for emergency repairs in the past, even though they are not KPC owned or managed bridges. The condition of both bridges is poor, and both require numerous permanent repairs. The main bridge structures are fine, but many of the wooden beams are rotten and need replacing. Clerk to contact HCC to ask for the bridges to be permanently repaired and maintained properly.

**Action:** Clerk.

#### **01/21.13 – Approval of Vodafone SIM Contract:**

The mobile phone does not work at the new Clerk’s home, as there is no network signal. A £12 a month 12-month SIM only contract was proposed and agreed.

**Resolved:** New SIM card contract approved.

#### **01/21.14 – Ratification of Proposals from F&E Meeting:**

##### **14.1. Review and Ratify Budget Figures as Recommended by F&E Committee:**

Document circulated prior to meeting. It was noted the balance of the cost of the traffic calming measures still needs to be paid to HCC and may roll over into the next financial year. It was agreed to make a new column for any spends being carried forward into the next financial year. It was agreed to move Traffic Calming Measures onto page 2. It was questioned if the £250 budget for the Making a Difference Awards would be enough, considering the proposed event would likely be for more people than usual. IB informed Cllrs that the Kingsclere Community Association was applying for a grant from BDBC to hold village wide events to say thank you to residents who have worked and volunteered during the pandemic, therefore there may be some funds available for a joint event. It was agreed to allocate £1000 from reserves and add an additional line in the budget for the cost of registering land. Budget unanimously agreed with amendments.

**Action:** Clerk

**Resolved:** 2021-2022 budget unanimously approved.

##### **14.2. Review and Ratify Parish Precept:**

Document circulated prior to meeting. £2,500 has been added to the precept, making the precept £50,106 which is an increase of 5.25% on last year. This would be an increase of £2.24 for a band D property. Three email signatures are required for the precept this year, as in person signing is not required due to Covid-19. Precept of £50,106 unanimously agreed.

**Resolved:** 2021-2022 precept unanimously agreed.

#### **01/21.15 – Review of Council’s Employment Policies and Procedures:**

##### **15.1. Review of Disciplinary Policy:**

Document circulated prior to meeting. No comments or amendments. Disciplinary Policy adopted.

**Resolved:** Disciplinary Policy unanimously adopted.

##### **15.2. Review of Health and Safety Policy:**

Document circulated prior to meeting. It was suggested that KPC should have a nominated Cllr responsible for Health and Safety. The Vice Chairman Cllr Farey was suggested and agreed. This will be added to the general statement at the beginning of the policy. Health and Safety Policy adopted.

**Resolved:** Health and Safety Policy unanimously adopted with one amendment.

**It was agreed to move item 16 down to be discussed after item 20.1.**

#### **01/21.17 – County Councillor:**

Works are currently underway on the Love Lane footpath between Love Lane and North Street and North Street and Longcroft Road. TT expects the drainage issue reported by a resident on footpath 68 (Love Lane) will be resolved with the works currently happening. TT has been informed of some surface repair works in July or sept for resurfacing Rectory Lane. TT has written Cllr Humby, copying in the leader of HCC, regarding the long-term funding for permits for Kingsclere residents to access the Newtown Road Waste Recycling Centre and is awaiting reply. TT has written to officers enquiring what is the status of the A339 part 1 assessment as more information regarding this was expected at the end of 2020. Cllr Thacker said that if KPC face any problems in getting HCC to address the requests for a replacement dragons tooth, repair of the bridge at Bear Hill, and installing preventative measures next to #70 Swan Street (as discussed at January GP; minutes ref: GP 01/21.3.1.) or the issues with the bridges in the MHOS in item 12, then contact him but otherwise go through normal channels. Cllr Thacker was given an update on the progress of KPC's traffic calming measures and asked for feedback regarding the ease of use of the scheme. TT was informed that KPC is pleased with the work Hampshire Highways undertook on Swan Street in 2020, JS wrote at the time to thank all parties involved.

#### **01/21.18 – Borough Councillor:**

BDBC has budgeted for a renew of permits for the Newtown Road Waste Recycling Centre (NWRC) for North Hampshire residents from July 2021. KR has been in contact with The Kingsclere Community Association regarding the remedial work to the Fieldgate Centre in the hopes that it will be ready to open once restrictions allow. KR has been in contact with Southern Water (SW), at the request of KPC, regarding public parking on its forecourt at Bear Hill. SW indicated to KR that it would be conducting a survey to see how often the forecourt is used for parking by SW staff and will hopefully be able to allocate some space for public parking. The proposed removal of free pest control for residents on benefits, and free disabled parking in the borough, as well as a 10% phased reduction in grass cutting grants to Parish Councils originally proposed in the 2021-2022 BDBC budget have been scrapped. KR is supportive of KPC taking on the running of the toilets in the square and will pledge £250 to KPC to assist with the running costs. There are grants available for businesses who have been affected by the pandemic and the new lockdown. BDBC think is has contacted all businesses eligible, however it encourages people to contact the grants team. BDBC has paid out £10.4 million in grants in the last 10 months. Most over 80s in the borough have received their first vaccination, get in contact if there is anyone who has been missed. There is a temporary mortuary opening in Basingstoke this week. Basingstoke Fire Station will be opening as a new community hub for vaccination on 1<sup>st</sup> February, more than doubling the vaccination capacity for the borough. Basingstoke Hospital currently has more patients in intensive care than in April / May 2020, as has opened two more wards as ICU wards to increase capacity. The number of admitted patients has flattened off, however is still high. The level of infection in the borough is still high at 353 per 100,000 but is slowly decreasing. The report from the Police regarding rural crime is positive with reports that rural communities are largely complying with the current restrictions. BDBC will be defending its decision on the Cottismore planning application as it is being appealed. This is a planning application that KPC objected to and KR and BDBC support this objection and agree that the proposed development is not suitable for the prosed site. Written submissions to the appeal are accepted. It was also reported that Lidl are appealing the decision to deny its planning application in Tadley, KR is supportive of Lidl and its appeal. The suggestion at November OM that the Fieldgate Centre may be used as a vaccination site is something that is out of BDBC's control, as vaccinations are being led by central government. The current distribution of vaccines is focused on delivering the majority of doses to central sites and does not accommodate delivery to numerous smaller sites. The recycling centre at the Fieldgate Centre is open and BDBC is aware the cardboard recycling bins are filling up more quickly than normal due to people receiving more deliveries and will be making additional trips to empty.

#### **01/21.19 – Planning Applications:**

**19.1. 20/03429/HSE – 41 Garrett Close:** No objection.

**19.2. 20/03558/HSE – 7 King John Road:** No objection.

#### **01/21.20 – Clerk's Report:**

##### **20.1. Grant Application for New DofE Centre in Kingsclere:**

KPC received a grant application from two residents, who are Scout leaders, for the cost of registering and setting up a new Duke of Edinburgh (DofE) Award branch in the village and associated initial training costs. Concerns were raised over the fact that, at present, there is no branch of the DofE Award in the village as this grant is for the initial set up costs. Therefore, if KPC were to approve this grant it would be paid into a private individuals' bank account, rather than a bank account belonging to an organisation. This is against Point 3 of KPC's Grants Policy. It was suggested that the grant could be applied for retrospectively for these costs, once a Kingsclere DofE Award branch bank account is set up; or, for KPC to approve the grant and pay invoices for the specified registration and training costs directly, avoiding the need to transfer money into a private bank account. It was agreed that KPC would make a grant to meet invoices presented for training costs and venue hire, as written on the grant application, to the value of £260.

**Resolved:** KPC to pay invoices directly to the value of £260 approved, with 2 Cllrs abstaining.

**01/21.16 – Request from Resident asking KPC to Accept Grant Applications from Individuals**

**Completing DofE Awards:**

The grant application in item 20.1 was also received with a request from the residents who will be running the DofE Award branch, asking KPC to consider accepting grant applications from individuals who may otherwise be unable to afford to take part in the DofE Award scheme. It was agreed that KPC cannot approve grant applications from individuals as it is against Point 3 of KPC's Grants Policy, however the suggestion that the Kingsclere DofE Award branch applying for grants on individual's behalf was put forward.

**01/21.21 – Approval of Income and Expenditure:**

The accounts for 22<sup>nd</sup> October 2020 to 14<sup>th</sup> January 2021 were agreed and signed off.

**01/21.22 – Approval of Quarterly Bank Reconciliation:**

The bank accounts for 14<sup>th</sup> January 2021 were reconciled at £66,663.78 - agreed and signed off.

**01/21.23 – Date of next meeting:**

Monday 22<sup>nd</sup> February 2021 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.

**01/21.24 – Exempt Business:**

**24.1 Personnel Arrangements:**

It was agreed to ratify F&E Committee's decision to: pay the Admin Assistant for overtime worked since the departure of the previous Clerk, during the time the Locum Clerk was in place, and during the current Clerk's first month; pay the current Clerk for the overtime worked in the first two weeks of January 2021; and offer the former Clerk a fixed term contract of 5 hours per week to work alongside the new Clerk and act as Responsible Financial Officer for 6 months, with a review in 4 months. Confidential minutes refer.

**Action:** May OM.

Meeting closed 21:35

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).