



Minutes of Kingsclere Parish Council Ordinary Meeting OM 04/22  
Held at 7.30pm on Monday 25<sup>th</sup> April 2022 in the Village Club

**OM 04/22 – Present:**

Cllrs: Adams; Bowes; Conquest; Farey; Jones; Peach N; Peach R; Sawyer. BCllrs: Frost; Rhatigan.  
Clerk – Ackrill; Assistant Clerk – Read. Press – Newbury Weekly News. One member of the public.

**Not Present:**

None.

**04/22.1 – Apologies:**

Cllr Mussett, CCllr Thacker.

**04/22.2 – Declarations of Interest:**

Cllr N Peach: Item 11 – Kingsclere Rugby Club

**Questions from the Public:**

**Standing orders were suspended at 19:31:**

The member of the public enquired on the progress made to repairing the war memorial and asked if KPC has contacted the War Memorials Trust. JS gave a short explanation and update on the progress made and confirmed that KPC has been in contact with the War Memorials Trust for many years regarding this issue.

**Back to standing orders 19:33.**

**04/22.3 – Minutes:**

3.1 Minutes of Ordinary Meeting 28<sup>th</sup> March 2022 were accepted and signed.

3.2 Minutes of Finance and Establishment Meeting 11<sup>th</sup> April 2022 were accepted and signed.

**04/22.4 – Chairman's Remarks:**

- i) The Chairman gave an update on the events being planned in the village for the Queens Jubilee weekend. [A full list of events as of 25<sup>th</sup> April can be found in Appendix 1.](#) As the Kingsclere Royal British Legion is celebrating its 100 anniversary this year, they have been invited to light the beacon at 9:15pm, the national time as declared by Buckingham Palace. Thanks to Lord Huntingdon for giving permission for the beacon to be lit on his land. Cllrs are asked to volunteer to assist with car park marshalling on the night. The road close for the Grand Parade had been confirmed for between 2pm and 3pm, however the busses need to be avoided as they leave the village at approximately 2:05pm. KPC is asking for volunteers to be road marshals, as there are more roads being closed for this than for the Remembrance Parade. RP offered to write a closure plan; the risk assessment has already been completed. Park House Stables has kindly offered to supply an ex-racehorse and jockey wearing the Queen's colours to lead the parade. Residents and village organisations who wish to be in the parade are asked to fill out the online form on KPC's website. JS is organising the prizegiving for the best costumes of the parade, to be handed out at the party at the Fieldgate Centre after. NP is organising making bunting and there are some "bunting bees" planned at the Fieldgate Centre, the first being held tomorrow. KPC's social media and dedicated page on the website will be regularly updated, as well as posters around the village and information being published in the tower.
- ii) Thanks to everyone who attended the Kingsclere Great British Spring Clean. It was a good opportunity for KPC to do something practical around the village and engage with residents. Thanks to Cllrs who volunteered their time and to the office staff for organising the event and volunteering their time during the event.
- iii) Thanks to the Litter Warden for his hard work. Cllrs received numerous comments at the Kingsclere Spring Clean regarding how clean the village is, which is testament to his diligent work.
- iv) In the village recently there have been various events including the Green Sustainable Market, the Craft Market, and the Friends of St Marys Church quiz.
- v) The Chairman noted that the debris from the damaged church wall has been cleared up, and believes it is a particular resident based on the vehicle parked in the churchyard at the time. The Clerk was asked to write a letter of thanks to the resident.
- vi) Next Thursday 5<sup>th</sup> May is election day for Borough Councillors. Please go out and vote.

**04/22.5 – Annual Parish Meeting:**

IB has invited the speaker, Chris Boulton - CEO of the Greenham Trust, to the Annual Parish Meeting (APM). Village organisations have been invited to attend and read out a short report which would then be included in the 2022 Annual Report. At February OM it was agreed to offer refreshments. A budget of £50 was agreed for food, NP to purchase. The Clerk will look into wine merchants. The RFO and Assistant Clerk indicated they were happy to assist with serving. It was agreed the APM should be advertised on social media.

**Resolved:** Budget of £50 for food unanimously agreed.

**Action:** NP, Clerk, Assistant Clerk

**04/22.6 – New Code of Conduct:**

Document circulated prior to meeting. IB pointed out that the document doesn't really make sense as it seems to be a mix of a Code of Conduct and a councillor's declaration. It was agreed to remain with KPC's own Code of Conduct and IB would work on a new Code of Conduct and bring back to an OM when ready.

**Action:** IB.

**04/22.7 – Review of 2022/2023 Budget:**

2022-2023 Budget circulated prior to meeting. FE Committee in April agreed that it would be good to give full council the opportunity to ask any questions about the budget. KPC has been discussing the budget since June 2021 and has been discussed at every OM and FE since. It was noted that the Bowls and Tennis Club rents are due for renewal at the end of the year, and that a budget for proper legal advice has been included in this year's budget. It was noted that while KPC has increased the precept in large percentage terms, the actual amount of money is small. There were no questions regarding the budget.

**04/22.8 – Orchard Bench Theft:**

At some point during the first half of the week commencing 4<sup>th</sup> April 2022, one of the new benches that was installed in the Community Orchard in February was stolen. The theft has been reported to the Police and anyone with any information or things such as CCTV or dashcam footage are asked to contact the police using the crime number INC20220407-1804. The Clerk has reported the loss to KPC's insurance company and received a reply from the insurance brokers today that they have all the information they require and will begin processing the claim. NP expressed her fury at the theft of the bench and suggested to discuss at GP how to fasten the remaining bench to the ground more securely.

**Action:** May GP

**04/22.9 – Green Area between 70 Swan Street and Bear Hill Bridge:**

KPC has received notification from HCC regarding HCC's intention to enclose the green area next to 70 Swan Street by the bridge at Bear Hill. This is due to the fact that cars are regularly parking there and restrict access to the fire hydrant and water stopcock to which access is required 24/7 by the Fire Brigade and Water Supply Company; and the fact that the grass is being damaged by the cars parking on it and the pavement is not designed to take the weight of vehicles. KPC is not happy that the area is in the state that it is in, however understand parking availability is pressured. KPC has investigated other parking options for residents, however the Water Works is not co-operating and negotiations to purchase land by Hollowshot Lane to create parking on fell through. Concerns were raised over the type of bollard used to enclose the area, and it was mentioned that this area is in the Conservation Area so appropriate materials should be used. It was suggested that the bollards used either match the ones on Swan Street or match the wooden pegs at the top of Pound Green. In response to HCC, it was agreed that Kingsclere Parish Council understand this area needs to be closed off because of access requirements, and the fact that it is amenity area. Parking continues to remain a huge issue in the village. As the area in question is in the Conservation Area, the bollards used should be in keeping with the surrounding area. Therefore, Kingsclere Parish Council's preference to the type of bollard used is either ones that match the grey bollards along Swan Street, or timber pegs that are on Pound Green.

**Resolved:** KPC understand the area needs to be closed off, and request the bollards used are in keeping with the surrounding area as it is in the Conservation Area.

**04/22.10 – Village Toilet Block:**

At the start of 2020, KPC was informed that BDBC would most likely be closing the public toilets in the square on 1<sup>st</sup> April 2021 and asked if KPC would be interested in taking them over from the Borough Council. KPC indicated at the time that it agreed in principle, as KPC agreed that it would not wish for the toilets to be closed, however could not commit to, or discuss anything, without a proposal from BDBC. Background work by KPC on costings and logistics for running the toilets continued throughout 2020 and 2021, while KPC waited for a proposal from BDBC. CM received documentation from BDBC at the end of February 2022 and circulated to Cllrs. CM explained in the email to Cllrs that he replied to BDBC explaining KPC's budget cycle and the fact that no funds had been allocated in the budget for 2022-2023, therefore if KPC were to take over the toilets it would not be until 2023 at the earliest. It was noted that if KPC take on the ownership and running of the toilets, it would require a precept increased higher than the increase that was made this year. It was noted that the one-page document from BDBC was severely lacking and was missing important information such as if this agreement would be a freehold or leasehold and the relevant legal documentation. The issue of if KPC would be required to pay business rates if the toilet block is taken on was also raised. The BCllrs noted that they had not been included in the email from BDBC to CM, so did not know a proposal had been made to KPC. They were provided with a printed copy from a Cllr and agreed that the document was insufficient for an agreement such as this.

**04/22.11 – Kingsclere Rugby Club:**

Cllrs agreed via email in early April to allow the Rugby Club to continue to use the Holding Field on Wednesday evenings while work continues on the sports fields at the Fieldgate Centre. It was agreed to ratify this decision with NP abstaining due to a conflict of interest.

**Resolved:** Decision to allow the Rugby Club to continue using the Holding Field ratified with one abstention.

**04/22.12 – Youth Football Sessions on the Holding Field:**

Cllrs agreed via email in early April to allow the Youth Football Club to continue to use the Holding Field on Saturday mornings and some possible summer evenings while work continues on the sports fields at the Fieldgate Centre. It was agreed to ratify this decision with IB abstaining due to a conflict of interest.

**Resolved:** Decision to allow the Youth Football Club to continue using the Holding Field ratified with one abstention.

**04/22.13 – Review of Reserves Policy:**

Document circulated prior to meeting. April FE suggested some changes to the Reserves Policy and recommended OM adopt the policy with the proposed changes. This was unanimously agreed.

**Resolved:** Reserves Policy adopted with proposed changes.

**04/22.14 – Review of Grant Policy:**

April FE recommended to OM to readopt the Grant Policy with no changes. This was unanimously agreed.

**Resolved:** Grant Policy readopted with no changes.

**04/22.15 – SLCC Membership Renewal for Responsible Financial Officer:**

The RFO's SLCC Membership is due for renewal on 1<sup>st</sup> May 2022. It was unanimously agreed to approve £98 expenditure for the RFO's SLCC Membership for another year.

**Resolved:** £98 for RFO SLCC Membership unanimously approved.

**04/22.16 – County Councillor:**

No report.

**04/22.17 – Borough Councillor:**

KR and some KPC Cllrs attended the charity gala evening at the Anvil on 6<sup>th</sup> April. KR said that it was an amazing show and that he was humbled by the talent that was showed by the performers; it emphasised how important 24 Swan Street is. KR reported that he has met with Hannah from the Kingsclere Performing Arts College regarding how to progress after purdah. 24 Swan Street will probably be sold by BDBC, however the BCllrs believe that the community should be given the opportunity to purchase it. KR noted that the cardboard recycling bins have been removed from the Fieldgate Centre, IB stated that he hasn't received a reply from BDBC regarding this. It was also noted that the sign for the recycling centre says plastic recycling is available when this in fact not the case. There are plans to install CCTV at the Fieldgate Centre, however because of GDPR and Data Protection the public should be consulted. KR indicated that this could be done at a full council meeting if it is an agenda item. KR reported that the parking issue at Longcroft Road is under review.

SF stated that the BCllrs were embarrassed that they had not seen the proposal from BDBC regarding the Public Toilets, and the Clerk was asked to reply to BDBC and copy the BCllrs in so that the BCllrs could start dialogue with BDBC. SF said he has been attending the Development Control meetings and Parish Council meetings, and that a Local Plan update is expected after the May elections.

**BCllrs Frost and Rhatigan left the meeting at 20:39**

**04/22.18 – Health and Safety:**

NP reported that they had filled the drain cover on the Holding Field, which was identified as a trip hazard, using soil from the verge clearance on Ashford Hill Road in recent months.

**04/21.19 – Action List:**

Cllrs were reminded to review and update their actions.

**Action:** All Cllrs.

**04/22.20 – Planning Applications:**

**20.1. 22/00963/HSE – 43 King John Road:** No objections

**Cllr R Peach left the room at 20:46**

**04/22.21 – Clerk's Report:**

The Clerk reported that KPC has received a letter of thanks from Victim Support for the grant of £100. The Clerk has also chased KPC's insurance broker for the possible claim on the water bill from the water leak in the allotments last year, they are following it up with KPC's insurance. A credit notice for £780 + VAT has been received from last year's mowing and maintenance contractor. This is to end the dispute that KPC has with them regarding the work that had been invoiced for but not completed. The new mowing and maintenance contractors have started. The Clerk was informed that they had staff sickness within the team, however the works are being caught up with. The initial cut was long as you cannot cut too short for the first cut of the year, however the next grass cut will be shorter. The Clerk will also be attending an in-person training course on Wednesday 27<sup>th</sup> April.

**21.1. Grant Request from Kingsclere Cricket Club:**

Documents circulated prior to meeting. It was agreed that as the grant application doesn't identify a specific use for funds and doesn't clarify if it either for capital or revenue funding, KPC cannot approve the request as it doesn't fit the criteria or comply with the Grant Policy. It was suggested the Clerk write to the Cricket Club with this explanation and suggest they submit another grant application that fits the criteria in the Grant Policy that KPC could then consider.

**Action:** Clerk

**04/22.22 – Asset Register:**

Document circulated prior to meeting. FE Committee reviewed this at April FE and some minor changes were suggested which the Clerk and RFO have completed. The Asset Register was unanimously approved with the proposed changes.

**Resolved:** Asset Register unanimously approved.

**04/22.23 – Review of Internal Audit Terms of Reference and Letter of Engagement:**

Document circulated prior to meeting. FE Committee reviewed this at April FE and no changes were proposed. FE recommended to OM to approve the Audit Terms of Reference and Letter of Engagement with no changes; this was unanimously agreed.

**Resolved:** Unanimously agreed to accept Audit Terms of Reference and Letter of Engagement with no changes

**04/22.24 – Approval of Income and Expenditure:**

The accounts for 28<sup>th</sup> March 2022 to 11<sup>th</sup> April 2022 were agreed and signed off.

**04/22.25 – Approval of Quarterly Bank Reconciliation:**

The bank accounts for 6<sup>th</sup> April 2022 were reconciled at £29,525.09 - agreed and signed off.

**Cllr R Peach returned to the room at 20:51**

**04/22.26 – Matters for Future Consideration:**

None.

**04/22.27 – Date of Next Meeting:**

Monday 30<sup>th</sup> May 2022, after the Annual Meeting of the Parish Council 7:30pm, in the Village Club.

Meeting closed 20:53

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).

**Appendix 1 – List of Jubilee Events as of 25<sup>th</sup> April 2022**

**24<sup>th</sup> May – 4<sup>th</sup> June**

Children's Scavenger Hunt being run by the library.

**Thursday 2<sup>nd</sup> June**

The Jubilee Beacon being lit at 9.15pm as part of the national jubilee beacon scheme. Marshalled parking will be available at the foot of the hill, or there will be good views on the footpath from the top of Bear Hill.

**Friday 3<sup>rd</sup> June**

Twinning Association Duck Race at the Stream at the foot of Pope's Hill. A Street Party being hosted by The Crown

**Saturday 4<sup>th</sup> June**

Cream Teas and Exhibition of 1950s Life at the Village Club, timed to watch the Grand Parade go past. The 1950s and Royals themed Grand Parade through the village at 2pm from the Holding Field to the Fieldgate Centre. Organisations and families are invited to join, please fill out the online form on KPC's website. The Village Party at the Fieldgate Centre after the parade with food, entertainment, and prizegiving.

**Sunday 5<sup>th</sup> June**

Platinum Jubilee Service, 10.30am at St Mary's Church. The Big Jubilee Lunch picnic in St Mary's Churchyard. BBQ and live music from 4pm at the Bel & the Dragon at The Swan.