



## Minutes of Kingsclere Parish Council Ordinary Meeting OM 05/22 Held at 7:30pm on Monday 30<sup>th</sup> May 2022 in the Village Club

The meeting commenced at 20:08, immediately following the Annual Meeting of Kingsclere Parish Council.

### **OM 05/22 – Present:**

Cllrs: Adams; Conquest; Farey; Jones; Mussett; Peach N; Sawyer. BCllr Morrow.

Clerk - Ackrill; RFO - Porton; Assistant Clerk - Read. Press – Newbury Weekly News. 2 members of the public.

### **Not Present:**

None.

### **05/22.1 – Apologies:**

Cllrs: Bowes; Peach R. BCllr Frost.

### **05/22.2 – Declarations of Interest:**

None.

**It was agreed to take item 4 next.**

### **05/22.4 – Chairman’s Remarks:**

- i) The Chairman thanked Cllr Sawyer for his exemplary work over the considerable number of years he was Chairman, and stated he was grateful Cllr Sawyer remains on the council for another year. Cllr Sawyer responded, saying he chose to step down as Chairman at this time as he knew KPC is in a strong position, with the teamwork of existing Cllrs ensuring that KPC’s work will continue to be completed.
- ii) Thank you to all those who attended Kingsclere Annual Parish Meeting on 23<sup>rd</sup> May. The Chairman felt it was one of the best Parish Meetings held. Thanks to all those involved in organising it and to Chris Boulton. It was remarked that there seems to be lots of opportunities for the village from the Greenham Trust.
- iii) Thanks to all those involved in organising the Jubilee Celebrations around the village over the next week.
- iv) Congratulations to Kerry Morrow being elected as one of our Borough Councillors. The Chairman thanked BCllr Morrow for being present at this meeting. KPC look forward to working with him and supporting him in his work for the Borough and Parish.
- v) There are a number of things KPC need to address in the coming year. There are things that have been budgeted for, such as the website and social media development, which KPC should focus on actioning.

### **Questions from the Public:**

#### **Standing orders were suspended at 20:15:**

A resident identified themselves and explained they had emailed Cllr Mussett in the weeks prior regarding the War Memorial and the status of its repair. They asked for information KPC held on what has been done regarding arranging a repair so as they can contact the War Memorial Trust and possibly make some progress on this issue.

#### **Back to standing orders 20:19.**

### **05/22.3 – Minutes:**

3.1 Minutes of Ordinary Meeting 25<sup>th</sup> April 2022 were accepted and signed.

3.2 Minutes of General Purposes Meeting 9<sup>th</sup> May 2022 were accepted and signed.

### **05/22.5 – Review of Financial Risk Assessment 2021:**

Document circulated prior to meeting. It was clarified that the risk assessment was completed in November 2021 however was missed off the agenda until now. No comments. Financial Risk Assessment 2021 was accepted.

### **05/22.6 – Internal Audit:**

#### **6.1. Review of Interim Internal Audit 2021/22 Report:**

Document circulated prior to meeting. It was recommended full council approve any payments for overtime worked prior to payment, which was agreed. It was suggested that Cllrs could instead approve the overtime itself before it was worked, however it was explained this would not be practicable in terms of how the office work operates. No other comments.

#### **6.2. Review of Final Internal Audit 2021/22 Report:**

Document circulated prior to meeting. There were two recommendations, one to schedule the Financial Risk assessment to be checked every year, and the other to recheck the bank reconciliation once a statement for 31<sup>st</sup> March is received. The RFO has checked the bank statement dated 31<sup>st</sup> March 2022 and all figures add up, so this matter is resolved for this year. The RFO will look into getting online bank access. No other comments.

**It was agreed to take item 13 next.**

### **05/22.13 – Borough Councillor:**

BCllr Morrow reported that he has had development control training. He also reported that 264 Ukrainian individuals have been sponsored by 111 people in the Borough and so far, 117 people have been offered a place to stay in 51 households. There is a Water Cycle Study now available to view, which may be useful for any development plans. Cllr Morrow stated that he is aware of some of the issues in Kingsclere and is waiting for meeting to be organised regarding these. If he doesn’t hear anything soon, he will start chasing what is happening

with the meetings. SA asked when the draft Local Plan will be available to view, KM will investigate. KM was also asked how he plans to work alongside the two other BCllrs, KM indicated this will be discussed when he sees them, however, hasn't seen BCllrs Frost or Rhatigan since the election. The Chairman stated that KPC will endeavour to keep KM up to date on KPC issues.

**It was agreed to take items 8 and 9 next.**

#### **05/22.8 – Office Management Software Quotes:**

The RFO left the meeting for this item as they work for one of the companies that quoted. Quotes from two companies were received for finance and cemetery management software. A quote for allotment management software was received from one of the companies, but not the other as they do not supply it. Funds have been budgeted for, for finance software and cemetery management software, but not allotment management software. However, the savings from combined discounts from one company for purchasing a subscription to all three for a 5-year contract meant that the budget would not be adversely affected. After short discussion, it was unanimously agreed to purchase subscriptions to all three items of software from one company at £340.00 for the first year and £282.00 annually for finance software, £406.20 for the first year and £196.20 annually for the cemetery management software, and £256.00 for the first year and £198.00 annually for the allotment management software. It was noted that additional one-off costs such as set up and training costs are not included in the above figures. The quote supplied for the three items of software was £1199.20 + VAT, which was unanimously agreed.

**Resolved:** Quote of £1199.20 + VAT for office management software unanimously agreed.

#### **05/22.9 – FILCA:**

Document circulated prior to meeting. It was clarified that FILCA stands for The Financial Introduction to Local Council Administration. Cost of £120 for RFO to complete this course and qualification unanimously approved.

**Resolved:** £120 expenditure for FILCA course for RFO unanimously approved.

#### **05/22.7 – Annual Return:**

##### **7.1. Section 1 – Annual Governance Statement 2021/22:**

Document circulated prior to meeting. The RFO went through the document, there were no comments from Cllrs. It was agreed to accept the Annual Governance statement 2021/22.

##### **7.2. Section 2 – Accounting Statements 2021/22:**

Document circulated prior to meeting. The RFO went through the document, there were no comments from Cllrs. It was agreed to accept the Accounting Statements 2021/22.

**Resolved:** Annual Governance Statement 2021/22 and Accounting Statements 2021/22 unanimously accepted.

#### **05/22.10 – Yew Tree Farm:**

Notes from meeting held with KPC and Thakeham Developers on 17<sup>th</sup> May 2022, and the "Vision" document as supplied by Thakeham Developers circulated prior to meeting. SA explained that the "Vision" document does not include a proposed layout of houses, just a general plan of the area. Thakeham seem to be an environmentally conscious developer, with their plan taking into consideration biodiversity and the impact on the environment; however, the Yew Tree Farm site remains 5<sup>th</sup> on the list in the site evaluation in the Kingsclere Neighbourhood Plan (KNP). KPC's main objection is that the bulk of development would be in the Area of Outstanding Natural Beauty (AONB). KPC is still waiting on the draft Local Plan and any additional housing figures, and to that end will continue to support the existing KNP. It was suggested to put the information provided from Thakeham Developers on the website, as residents should be kept informed. It was noted that KPC should share the information provided from the proposal at Porch Farm, to be consistent. It was agreed to share the documentation on KPC's website, clarifying that they are not planning applications, and informing the developers that KPC has done this.

**BCllr Morrow left the meeting at 21:07.**

#### **05/22.11 – Insurance Renewal:**

Circulated prior to meeting. KPC's current insurance expires on 1<sup>st</sup> June 2022. Two quotes have been sought and after short discussion it was agreed to go with a quote of £1446.07 for a 1-year contract from BHIB.

**Resolved:** Quote of £1446.07 for insurance unanimously accepted.

#### **05/22.12 – County Councillor:**

No report.

#### **05/22.14 – Health and Safety:**

JS reported that he had contact Hampshire Highways about the state of the road on Foxs Lane numerous times and has not received a reply. The road surface is severely damaged and is dangerous to all users. Clerk to see if it is logged as an issue on Hampshire Highway's website, contact CCllr Thacker to ensure he is aware of this issue.

**Action:** Clerk

#### **05/21.15 – Action List:**

Cllrs were reminded to update any actions on the Action List.

#### **05/22.16 – Planning Applications:**

**16.1. 22/01282/HSE – 47 Garrett Close:** No objections.

**16.2. 22/01399/HSE – 32 Fawconer Road:** No objections.

**16.3. 22/00620/LBC – Drake Cottage 16 Swan Street:**

It was explained that this application is party retrospective, for internal work already undertaken on the listed building without permission. It was noted that there are significant inconsistencies within the documentation, and

that the heritage statement is not as detailed or thorough as what would be expected for an historic property such as this. It was also unclear from the application exactly what work is new, proposed work, and what work has already been completed, with permission being sought retrospectively. There were concerns that the proposed work to the outside of the building needs clarification, as any change to the appearance of the building would be in breach of the Neighbourhood Plan. It was agreed to object to this application and ask BDBC's Conservation Officer to attend the property. It was noted that breaching Listed Building Consent is a criminal offence.

**16.4. 22/01354/HSE – Crookfur Cottage:** No objections.

**16.5. T/00199/22/TCA – The Orchard Foxs Lane:**

This is an application to fell a tree that has ash die back. It was noted that despite KPC's objections at the time, BDBC granted permission for a number of trees to be felled in this property, located in the conservation area, in 2017. It was requested the resident be asked to replace with native trees as detailed in the Neighbourhood Plan.

**16.6. 22/01456/HSE – Frobury Farm:** No objections.

**05/22.17 – Clerk's Report:**

No report.

**05/22.18 – Approval of Income and Expenditure:**

The accounts for 20<sup>th</sup> April 2022 to 24<sup>th</sup> May 2022 were deferred to the next meeting.

**Action:** June OM

**05/22.19 – Matters for Future Consideration:**

None.

**05/22.20 – Date of Next Meeting:**

Monday 27<sup>th</sup> June 2022 7:30pm in the Village Club.

**05/22.21 – Exempt Business:**

**21.1. Office Staff Overtime Payments:**

Confidential report circulated prior to meeting. The payment figures detailed in the confidential report were agreed.

**Resolved:** Payments for overtime hours detailed in the confidential report were unanimously approved.

Meeting closed 21:22

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).