



Minutes of Kingsclere Parish Council Ordinary Meeting OM 05/21 Held at 7.30pm on Monday 24th May 2021 in the Village Club

The meeting commenced at 19:58, immediately following the Annual Meeting of Kingsclere Parish Council.

OM 05/21 – Present:

Cllrs: Adams; Bowes; Farey; Mussett; Peach N; Peach R; Price; Sawyer F; Sawyer J. BCllrs: Frost; Poland; Rhatigan. Clerk – Ackrill; RFO – Porton; Assistant Clerk – Read. 2 members of the public.

05/21.1 – Apologies:

CCllr Thacker. PCSO B Island.

05/21.2 – Declarations of Interest:

None.

05/21.3 – Minutes:

3.1 Minutes of Finance and Establishment Meeting 22nd April 2021 were accepted and signed.

3.2 Minutes of Ordinary Meeting 26th April 2021 were accepted and signed.

3.3 Minutes of General Purposes Meeting 5th May 2021 were accepted and signed.

05/21.4 – Matters Arising:

None.

05/21.5 – Chairman’s Remarks:

- i) Thanks are expressed to KPC’s staff for their response throughout the first lockdown and the months that followed. From updating agenda requirements, to sorting out zoom meetings, to minute taking, their hard work behind the scenes ‘kept the show on the road’ at the Parish Council.
- ii) KPC gladly welcomes the new Clerk at its first in person meeting. She started in January and KPC is very pleased to be working with her and to have her on board.
- iii) Thanks are expressed to Cllr R Peach for his work at the allotments. Preparing the allotment toilet for reopening and assisting in the ongoing water leak issue among other things.
- iv) The Chairman has been in contact with HALC regarding a HR review for staff. HALC reposted that it is still only conducting reviews online and the Chairman has negotiated with HALC to inform KPC when it resumes conducting in person reviews.
- v) KPC welcomes its new Borough Councillors and congratulates Cllr Rhatigan on his re-election.
- vi) Everyone at the Parish Council is devastated that the wildflower meadow on the Recreation Ground was mown by KPC’s contractors. The mowing and maintenance contract is very clear about when the wildflower meadow should be mown, and there is no doubt that it is the contractors who are at fault. The Chairman and one of the Tree Wardens went to inspect the meadow the day after it occurred and were glad to report that some species have survived, and there are patches of the meadow still intact, however there is still an enormous amount of damage. It has been suggested that the area be marked off with a few fence posts, and this will be discussed at June GP.
- vii) Last week the Chairman attended the first meeting for the planning of Kingsclere’s Bounceback. It is planned that this village wide celebration will be led by a whole day event on 14th August, with the Making a Difference Awards being incorporated into it.
- viii) The Chairman has met with the principal of JLD Dance School based in 24 Swan Street, teaching over 200 students a week. They are understandably concerned about the future of the dance school, and other businesses that operate from 24 Swan Street, as are KPC. The Chairman has written to BDBC to ask for a meeting that would broaden the discussion on 24 Swan Street.
- ix) Thanks to the Clerk for her work in dealing with the water leak at the Allotments. It looks like the repair work will be covered by KPC’s insurance and it is hoped this issue will get resolved soon.
- x) Last Thursday, the Chairman and Cllr Mussett had a meeting regarding KPC’s budget modelling. This will be brought to discussion by the Council at June OM.
- xi) KPC received a reply from Kingsclere Medical Practice in response to the letter KPC sent, thanking all involved in the vaccination programme. They were very grateful to receive a letter of thanks and have forwarded it to relevant people.
- xii) The wildflower meadow in the Churchyard is looking very good. Thanks are expressed to the residents who look after it.

Action: June GP. June OM.

05/21.6 – Review of Internal Audit Report:

Document circulated prior to meeting. Grateful thanks were expressed to the RFO for ensuring an outstanding report. The report highlights the high quality of work completed by the RFO. No other comments.

05/21.7 – Expenditure Approval:

7.1. Internal Audit 2020/21 cost - £340 + VAT:

KPC had not received notification of the cost before the report was completed. This figure is slightly higher than last years' cost. Agreed to approve £340 + VAT expenditure for the Internal Audit cost.

7.2. PPE for Great British Spring Clean - £42:

At March GP it was agreed to hold a spring clean event with the same format as last years' September clean (minutes ref: GP 03/21.8). No expenditure was approved at GP and items needed to be purchased to run the event in the same format. Agreed to approve £42 expenditure for PPE for the Spring Clean.

7.3. Cleaning and Sanitation Supplies for Allotment Toilet - £69.35:

At May GP it was agreed to reopen the Allotment toilet and to purchase cleaning and sanitation supplies (minutes ref: GP 05/21.7). Agreed to approve £69.35 for allotment toilet cleaning and sanitation supplies.

7.4. Cleaning and Sanitation Supplies for Council Meetings £10.95:

Cleaning and sanitation supplies were purchased for the return to in person council meetings. Agreed to approve £10.95 expenditure for cleaning and sanitation supplies.

Resolved: All expenditure unanimously approved.

05/21.8 – Annual Return:

8.1. Section 1 – Annual Governance Statement 2020/21

Document circulated prior to meeting. Reviewed with no comments. Unanimously agreed to accept.

8.2. Section 2 – Accounting Statements 2020/21

Document circulated prior to meeting. Reviewed with no comments. Unanimously agreed to accept.

Resolved: Unanimously agreed to accept the Annual Return.

05/21.9 – Adoption of Policies Reviewed by FE Committee:

9.1. Review of Reserves:

A number of changes were suggested including explicitly stating the level of 'General Reserve' that should be maintained, for example six or twelve months Council running cost. It was noted that KPC's policy in general is shorter than comparable policies from other Parish Councils and this could lead to there being too much discretion in how the policy is interpreted. If the policy is not explicit, then a more substantial and descriptive policy may need to be created. Concern was raised that KPC may also be 'double counting' its reserves. It was suggested that quantitative risk assessments be created for large cost items such as the public toilets. It was agreed to review the Reserves Policy at next FE.

Action: July FE.

9.2. Review of Grants Policy:

Some suggested amendments to the Grants Policy were put forward, considering recent grants that KPC has made. It was suggested that the grant form and Grant Policy should not be separate documents; that there should be a 'general policy' that a representative of the party applying for the grant should be in attendance at the meeting in which it is on the agenda, in order to answer and potential questions; and that the benefit of the grant to the community should be explained when the initial grant application is made. CM to email suggestion to Cllrs. Grants Policy to be reviewed at next FE.

Action: CM. July FE

05/21.10 – Insurance:

At May OM it was agreed to stay with the current insurance broker. At the time it was not realised that KPC's current long-term agreement (LTA) ends on 31st May 2021. Quotes were sought from the broker for 1 year contracts at £2613.04; £2123.98; and £2197.08; plus a quote for a LTA of 3 years at £2017.78 per year, all with an additional admin fee of £50. It was noted it was difficult to acquire and compare like for like quotes in the time that was available. It was agreed to go with the quote of £2123.98 for 1 year, as it was concluded that this would give KPC time to research and compare insurance cover for next year, without committing to an LTA. It was noted that the price for this years' insurance premium is £500 more than last time, it was suggested this is due to KPC's last policy being an LTA and an increase is inevitable considering inflation.

Resolved: 1 year insurance policy at £2123.98 unanimously agreed

05/21.11 – Great British Spring Clean:

The Kingsclere Spring Clean is due to be held on Saturday 12th June 10am – 1pm. The event has been advertised on KPC's website and social media, as well as in the June Tower, and posters will be going on the noticeboards soon. The event has also been registered on Keep Britain Tidy's website. The gazebo will be borrowed from RP again and Cllrs will arrive in the Churchyard at 9:30am to set up. KPC has requested to borrow litter picker wands from BDBC and has purchased PPE for volunteers. Relevant paperwork and the risk assessment need to be completed and sent to the BDBC events team so litter picker wands can be issued. Residents should contact the Clerk to book a time slot to pick up equipment from the Churchyard.

Action: Clerk, Assist.

05/21.12 – Cemetery Update – Management and Development:

Cllr Mussett provided the Council with a short update on where things currently stand with the cemetery, and mentioned some questions for Cllrs to think about. The draft Development Plan is still being worked on. The allocated budget for the cemetery only covers the mowing and maintenance side of management and does not include things such as repairs or the admin cost of running the cemetery. At the current rate of burials, the cemetery will reach maximum capacity in 10 – 15 years. The current ashes cemetery is full, and a work around has been agreed with the Clerk for the short term, however the long-term planning of burials needs to be thought about. KPC has a burial plan, however this plan assumes that there will be burials covering the whole site and it was questioned if this is the sort of cemetery KPC want. The long-term financial concerns were raised. At a previous meeting it was agreed to ensure the cemetery costs are transparent, and attempt to charge the cost back to the users, like with the allotments. As the only income from the cemetery is burial charges, once maximum capacity is reached there will be no further income however increased outgoing costs to maintain and run the cemetery. There is a backlog of maintenance that needs completing, with the management and maintenance cost increasing with each burial, as well as a more complex and costly mowing and maintenance contract. At a previous meeting it was agreed KPC should look at the whole cost of the required cemetery maintenance works and then decide how to proceed. The Rules and Regulations need to be reviewed, which CM is happy to do; it was noted that some residents are not adhering to them and the R&R are difficult to enforce. The question of a green burial area was suggested, the feasibility of this would be considered in the long-term plan. It was agreed to discuss the Cemetery at next GP.

Action: CM. June GP.

Recess:

Standing orders were suspended at 20:51:

A resident commented saying that the Wildflower Meadow information board on the Recreation Ground was gone. – KPC is aware of this and is looking to get it reinstated as soon as possible.

The resident reported that the Cowslip seedbank has been lost this year, due to the mowing, however should recover next year and that the Yellow Rattle should also recover. There are a few White Saxifrage that have survived, and it may be possible to take some White Saxifrage seed from the Churchyard wildflower meadow and help replant the wildflower meadow on the Rec. It was stressed that no intervention should be made regarding planting flowers or seeds, as the wildflower meadow is a Site of Importance for Nature Conservation (SINC).

Another resident queried if the works to the Love Lane footpath were finished, or still a work in progress. – This work has yet to be finished. CM has been in contact with HCC who has confirmed that HCC contractors will return and complete the resurfacing works. It was noted that KPC are aware that currently two of the new storm drains will not work as they are above the height of the path. It was also noted that the new bicycle barriers are not effective against preventing bicycles from entering the path, as they now need to be compliant with accessibility regulations to allow wheelchairs and pushchairs through.

Back to standing orders 20:57.

05/21.13 – County Councillor:

No report.

05/21.14 – Borough Councillor:

Cllr Rhatigan reported that the Borough Councillors are due to be adopted this Thursday 27th May. Until then BCllrs are unable to act on anything.

A Cllr asked for an update on the negotiations between BDBC and John Lewis. It was reported that BDBC has had two meetings with John Lewis and continue to have dialogue with them. John Lewis is apparently waiting to assess county wide store figures after the May lockdown easing to see if people will return to stores or continue mainly shopping online, prior to making a final decision. It was stressed that BDBC is doing everything it can to retain John Lewis in Basingstoke.

05/21.15 – Planning Applications:

BCllr Rhatigan reported that he will be bring Priors Mill, North Street to BDBC Planning Committee in July. The Heritage officer at BDBC is reportedly planning to oppose the planning application due to the proposed internal layout however KR is supportive of the planning application. It was noted that KPC is fully supportive of the planning application at Priors Mill.

15.1. 21/01253/HSE – 41 Garrett Close: No objections.

15.2. 21/01200/FUL – Land Adjacent to 4 Sandford House Cottages, Knowl Hill:

KPC discussed a planning application for this section of land in December 2020 and objected to it for multiple reasons, including the proposed site being outside the settlement policy boundary and that the proposed building goes against the Neighbourhood Plan, identifying need of small affordable houses. Another reason for objection was because the application did not include a Biodiversity report. This new

application does contain a Biodiversity report however does not address any of KPC's other reasons for objection. It was agreed to object to this application for the same reasons as before. SA to respond.

Action: SA.

05/21.16 – Clerk's Report:

16.1. Health and Safety:

The Clerk has sent out the blank risk assessments for Cllrs to fill in for their respective areas and has received some back. Cllrs are reminded to send completed risk assessments back to the Clerk as soon as completed. The Clerk read out a report received from PCSO Ireland.

16.2. Grant Application from Kingsclere Community Association:

It was reported that the grant application from the Kingsclere Community Association (KCA) has been withdrawn. This grant application would have been for funds to purchase some ladders for use at the Fieldgate Centre, as well as tasks such as installing KPC's Christmas lights. The application was withdrawn, because KPC's grant policy states that any one organisation can apply for grants up to a combined total of £250 each financial year. The KCA was planning on applying for a grant to go towards the match funding they have secured for the "Kingsclere Bounceback" event. Since the Making a Difference Awards are being incorporated into the bounceback event and being paid for by the KCA, the question of if KPC would be willing to donate the money budgeted for the MaD awards to KCA's match funding effort, enabling the KCA to also apply for the grant for the ladders. It was agreed to discuss this at next GP.

Action: June GP.

05/21.17 – Approval of Income and Expenditure:

It was agreed to defer this item to next OM.

Action: June OM

05/21.18 – Date of next meeting:

Monday 28th June 2021 7:30pm in the Village Club.

Meeting closed 21:11

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.