



Minutes of Kingsclere Parish Council Ordinary Meeting OM 01/22  
Held at 7.30pm on Monday 31<sup>st</sup> January 2022 in the Village Club

**OM 01/22 – Present:**

Cllrs: Adams; Bowes; Conquest; Farey; Jones; Mussett; Peach N; Peach R; Sawyer. BCllr Rhatigan.  
Clerk – Ackrill; RFO – Porton; Assistant Clerk – Read. Nine members of the public.

**Not Present:**

CCllr Thacker.

**01/22.1 – Apologies:**

BCllrs: Frost; Poland.

**01/22.2 – Declarations of Interest:**

None.

**01/22.3 – Minutes:**

3.1 A correction to the minutes of Ordinary Meeting 25<sup>th</sup> October 2021 was required. A figure in Appendix 2, the new fees for the Cemetery, was mis recorded in the minutes. It was agreed to correct the figure of £500 for the cost of a gravestone or monument for a non-resident to £450.

3.2 Minutes of Ordinary Meeting 29<sup>th</sup> November 2021 were accepted and signed.

3.3 Minutes of General Purposes Meeting 17<sup>th</sup> January 2022 were accepted and signed.

3.4 Minutes of Finance and Establishment Meeting 24<sup>th</sup> January 2022 were accepted and signed.

**01/22.4 – Matters Arising:**

**4.1. GP 02/21.5. – S106:**

At February 2021 GP it was agreed to apply for the cost of two benches for the Community Orchard from the Open Spaces S106 fund. NP has since sourced quotes for benches and proposed that KPC approve £1187 + VAT expenditure for two benches, delivery, and fixing kits, with the aim to then claim the money back through the Open Spaces S106 fund. £1187 + VAT expenditure was unanimously approved.

**Resolved:** £1187 + VAT expenditure for total cost of two new benches with the full cost being recovered through Open Space S106 funding unanimously approved.

**01/22.5 – Chairman's Remarks:**

- i) Thanks once again to the team who installed and then took down the Christmas lights, and all those who supported the community during the festive season.
- ii) Many thanks to Reverend Ben Read for his service to the village and community over the last 7 years. It has been announced that he is moving to become involved in mission work. The Chairman will write on behalf of KPC to thank him and wish him and his family well.
- iii) On 21<sup>st</sup> February 2022 it is the centenary of the death of John Porter who founded Park House Stables. A resident is currently researching the life of John Porter and is aiming to publish a free 4-page booklet on his life.
- iv) Thanks to Cllr Bowes for arranging for some of the trees obtained by KPC from the Greenham Common Trust to be planted around the village. This was part of KPC's ongoing greening campaign.
- v) The pond in the Malthouse Open Space was cleared by KPC's contractors at the beginning of January. KPC is aware that the whole pond was cleared whereas only one third of the pond should have been cleared. The plant matter was left by the side of the pond to enable wildlife to return.
- vi) The memorial safety checks have been completed in the Cemetery and the Churchyard by a qualified company. There are reportedly fourteen unsafe memorials, three of which were so unsafe the inspector laid them down. The Clerk is working to track down the owners.
- vii) There are three vacant allotment plots, and the Clerk is working down the waiting list to reallocate vacant plots. KPC is still waiting to receive a number of allotment rent agreements and payments.

**01/22.28.2. - 21/03852/FUL – Buildings at Bishops Hill, Echinswell Road:**

It was agreed to take item 28.2 next as there were members of the public who wished to speak on this item. The application is for the erection of a 5-bed house, following the demolition of redundant buildings. SA explained that KPC's concerns are the fact that the site is located outside the Settlement Policy Boundary and inside the Area of Outstanding Natural Beauty (AONB). The applicant has not been in contact with the planning department at BDBC, there is no evidence that the applicant has contacted Natural England which is responsible for AONB sites, and there are no environmental assessment documents included in the application. The application states that as there are currently redundant buildings on the site, it is a brownfield site, however the definition of a brownfield site excludes land occupied by agricultural buildings. As BDBC is unable to meet its 5-year housing land supply, the policies in the Kingsclere Neighbourhood Plan (KNP) and the Local Plan do not carry any weight if a developer can prove that their application meets the principle of sustainable development. There was concern that if application is approved, it would set the precedent for development both outside the Settlement Policy Boundary and inside the AONB. There are

numerous redundant buildings in the AONB, and this could cause creep of residential buildings replacing these redundant buildings. It was noted that KPC received a lot of guidance regarding the AONB when creating the KNP and selecting sites for development that were adjacent to the AONB, even if the sites were within the Settlement Policy Boundary, was not encouraged.

The Chairman invited the members of the public to speak.

One member of the public identified themselves as the applicant. They explained that Bishops Hill Farm has been in their family for 50 years and that it had been used for keeping animals. They explained that it has always been a family dream to build a family house on the site. In planning terms, this site would be classed as brownfield or previously developed land. They also explained they had worked with an architect to design a farmhouse and that this new house would enable them to move back into the area.

The other member of the public explained that this application should be considered under Local Plan Policy SS6a and National Planning Policy Framework section 11 paragraph D. They also argued that demolishing redundant buildings and replacing with a designed building would enhance the site.

BCllr Rhatigan stated that this proposal was a bigger intrusion on the AONB than he would support and that it was a stretch to say that a new building would be better than redundant buildings for this site. He stated that as it is not a working farm, he doesn't think the application meets the specified criteria. KR agreed that if application is successful, it could cause a creep of development into the AONB. KR stated that if the officer recommendation for the application is to approve, he would ask for it to be taken to BDBC's Planning Committee.

The Chairman brought discussion back to Cllrs and thanked the residents and KR for their contribution. A vote was held, and it was unanimously agreed to object to planning application 21/03852/FUL.

**Resolved:** Unanimously agreed to object to planning application 21/03852/FUL.

#### **01/22.6 – Councillor Dispensations:**

It has been suggested that KPC needs more clarity regarding what happens when a Cllr declares an interest. There have been previous instances where Cllrs have declared an interest during a meeting, and then spoken on the item for which they have an interest. It was queried if this was correct. It was noted that sometimes the Council finds it useful for a Cllr to speak on an item for which they have an interest, the allotments being given as an example. The Clerk has been investigating this and suggested that KPC adopt a dispensation policy, and that the council should consider granting dispensations for Cllrs with a pecuniary interest, so Cllrs are able to speak on the matter if the Council feels it is appropriate. It was noted that sections A and B in the Councillor Code of Conduct explain the difference between a pecuniary and non-pecuniary interest. It was agreed to discuss this at February OM. The Clerk will investigate answers to questions raised and prepare a proposal for KPC to consider.

**Action:** Clerk. Feb OM.

#### **01/22.7 – Annual Leave cover for the Litter Warden:**

The Clerk reported some problems with the annual leave cover arrangements provided by BDBC for the litter warden over Christmas. Some work was not completed over the Christmas period which caused a backlog of work when the litter warden returned. KPC accept that BDBC's own personnel were stretched over the Christmas period however it was agreed that this issue needs to be addressed. BCllr Rhatigan suggested that KPC ask neighbouring Parish Councils if their litter wardens would be willing to work for KPC when the Litter Warden is on annual leave. The Clerk will contact neighbouring Parish Councils.

**Action:** Clerk.

#### **01/22.8 – Salt Bin at Popes Hill:**

KPC has received requests for a salt bin to be installed at Popes Hill. The previous Clerk had already investigated this possibility and it was discovered that if KPC purchase a salt bin, KPC would be responsible for keeping it filled which would not be viable in the long term. The other option was to request HCC or BDBC to install a bin, but the question of where to locate it was proving an issue. BCllr Rhatigan stated that Tom Payne at BDBC should be contacted and would be able to provide a bin and the initial fill of salt, but after this it would be HCC's responsibility to fill the bin. The question of location was raised, and the bottom of Field Gate Drive next to the current litter bin was suggested, as this is BDBC land. Clerk to contact BDBC.

**Action:** Clerk.

#### **01/22.9 – Local Plan Review:**

In December 2021 KPC was made aware of the Strategic Housing and Economic Land Availability Assessment (SHELAA) that was being drafted by BDBC. This document lays out the allocation of rural housing and the methodology used to calculate the allocation for each area. This document was due to be discussed by BDBC in December 2021, but the meeting was postponed, and it was discussed at a BDBC meeting on 6<sup>th</sup> January 2022. When the draft paper was first published, KPC could not understand the methodology used to calculate housing allocations, and the Chairman wrote to BDBC asking for clarification. A reply was received just before Christmas however it did not clear up the confusion on how allocations are calculated. The reply also failed to address KPC's request to BDBC in December 2021 to organise a meeting with all Parish Councils to discuss rural housing allocations. It was noted that two further BDBC meetings discussing the SHELAA have taken place since 6<sup>th</sup> January, however no minutes from any of the meetings are available to view on BDBC's website, and as such KPC has no idea if the SHELAA was approved. BCllr

Rhatigan clarified that minutes are not due to be published until the second week of February, and that the SHELAA was approved. They stressed however that the housing allocation figure for Kingsclere as stated in the SHELAA could be less once the Local Plan review is complete, and that the SHELAA does not decide the locations of developments. KR explained that the housing figure is given from central government and is calculated on economic and population growth. It was queried what BDBC is doing to reduce the housing allocation for the Borough and KR explained that BDBC is preparing to make a case to Central Government for a reduction in housing allocation due to exceptional circumstances meaning that BDBC is unable to build housing at the same rate. These exceptional circumstances include the nitrates water problem to the south of the Borough, the emergency exclusion zone in Tadley due to the Atomic Weapons Establishment, and the vast amount of land that is designated as an Area of Outstanding Natural Beauty which therefore has more development restrictions. It was noted that a decision on housing allocation is expected in spring 2022.

**01/22.10 – Proposed Porch Farm Development:**

Notes circulated prior to meeting. KPC Cllrs and the developers for the proposed development of houses at Porch Farm met for a presentation and question and answer session on 12<sup>th</sup> January. It was explained that KPC felt the proposal was premature, as the Local Plan (LP) review has not gone out for consultation yet and KPC has not yet begun the review process for the Kingsclere Neighbourhood Plan (KNP). It was explained that Porch Farm was a runner up site in the KNP, and the KNP was written to plan development in Kingsclere up to 2029. As BDBC has not met its 5-year land supply, the policies in the LP and KNP are not as secure, meaning this proposal has come about. It was noted that the proposed development complies with most policies in the KNP, the only concern KPC has is that this development is being proposed now, and not after the first 50 houses have been built on the three agreed sites as laid out in the KNP. The developer indicated that they would be intending to hold a public consultation soon, with a planning application submitted soon after. It was felt that for Kingsclere to find itself open to this kind of development after only 3-years since the KNP was made, due to the fact BDBC has been unable to meet its 5-year land supply, was disappointing. It was noted that while the KNP's planning policies were severely compromised, the policies regarding things such as the design of developments still stand. A Cllr queried if the proposed development at Porch Farm allocated enough area as open space, and it was clarified that any application would need to be policy compliant, including having the minimum requirements for open space allocation.

**Recess:**

**Standing orders were suspended at 20:42:**

A resident introduced themselves as the Chairman of the Kingsclere Community Association (KCA). They stated that the KCA would like to work with other village organisations to run events to celebrate the Queen's Jubilee, or, communicate with others to ensure that events held do not clash with one another. They asked if there was any funding available for Jubilee celebrations. BCllr Rhatigan stated that there are funds allocated in BDBC's budget for this so there will be grant funding available for village organisations to apply for. The grant funding that will be available for each parish will be calculated based on population and the figure for Kingsclere will be available at the February OM.

A resident introduced themselves and spoke regarding the proposed development at Porch Farm. They stated that they object to this development as it is a short-term development solution to a long-term planning problem. They noted that land at Yew Tree Farm; land North of Gaily Mill; and land at Porch Farm were all included in the Strategic Housing and Economic Land Availability Assessment even though these areas are outside the settlement policy boundary. They stated that there will be a 6-week consultation for the draft Local Plan and urged KPC to put in place a response to the consultation. – *the Chairman clarified that KPC will be sending in a response to the consultation when the opportunity arises.*

A resident introduced themselves as living in Wellmans Meadow and wished to speak on the proposed development at Porch Farm. They explained that they have chosen to live in the village with their family, however a family member cannot register with the dentist as they are over-subscribed, and there may be an issue with registering their children into the primary school as the school may also be over-subscribed. They stated that if they are unable to access health or education facilities in the village they would be forced to move. With this in mind, they queried if there are any provisions to ensure services are in place before building new houses, most relevantly at Porch Farm. BCllr Rhatigan addressed the resident and stated that the NHS is under pressure and can choose to allocate GPs and provide dental provision to rural areas but chooses not to. KR noted that health services are used more in the village due to the large population percentage that are elderly. KR also noted that some of the residents who would move into new developments already live in the village in the form of sofa surfing or living with parents and therefore would not add to the strain of the current services. Cllr Adams added that the effect on current infrastructure was a point KPC raised in the presentation from the developers. It was noted the school does have land that could be built on if required, however the GP surgery is struggling and would need more capacity. Parking issues were also raised, as it was noted that even though the developer is proposing to improve the footpaths that connect Porch Farm to Garrett Close and Wellmans Meadow, people will still drive into the village. Another resident added that this proposed development is similar in size to another development they are aware of, and this similar development has provision to build additional services such as school, GP surgeries, and shops prior to houses. They consider that the developer is rushing into building houses with no consideration

to services. A Cllr added that as a final note at the presentation from the developers and KPC, KPC informed the developers that consideration would need to be made to services if the developer wishes for residents to be open to the proposed development.

**Back to standing orders 20:58.**

**01/22.11 – 24 Swan Street – Proposed Kingsclere Performing Arts and Youth Centre:**

At the end of 2021 BDBC classified 24 Swan Street as an Asset of Community Value (AoCV). Cllr Bowes declared an interest that they do not consider pecuniary, as they are involved with the new community group that has been formed with the aim of managing the building on behalf of the community. This new community group is the Kingsclere Performing Arts and Youth Centre Community Interest Company (KPAYCCIC), and this company is working to form a Charitable Incorporated Organisation. IB reported that this organisation wants to purchase 24 Swan Street, and that public authorities have the ability to adopt a Community Asset Transfer Policy. This enables public authorities to transfer the ownership of assets valued at less than £2 million to community organisations for a discounted price. The Charitable Incorporated Organisation would be looking for BDBC's support in adopting such a policy. IB reported that a new website for the KPAYCCIC is about to be launched which will explain the plan for how the building will be developed. It was noted that no fundraising has commenced, as no target is known. BCllr Rhatigan explained that BDBC is in discussions with the KPAYCCIC however he personally is keeping distance from the discussions as he needs to remain impartial. IB noted that there was a grant funding opportunity that expires on 8<sup>th</sup> February, however without documentation clarifying the transfer agreement with BDBC the grant will fall through. It was clarified that a community organisation has a 6-week window for the right to bid on the property and 6 months to raise the money, once the designation of a AoCV is confirmed and the local authority has determined how much the property is to be put on the market for.

**01/22.12 – County Councillor:**

No report.

**01/22.13 – Borough Councillor:**

BCllr Rhatigan reported that there will be BDBC grants available for celebrations to mark the Queen's Jubilee. BCllrs also have individual grant funds that they are able to allocate to applicants in their wards. BDBC is currently running a 2-year budget and has a budget surplus for this financial year. BDBC has new mowing staff, if there are any mowing issues please report and BDBC will work to resolve them. A Cllr asked if KR has any contact details for the BDBC Solar Together scheme as the Cllr was struggling to get in contact with the scheme. KR stated that they did not know who was running it.

**01/22.14 – Review of Councillor Areas of Responsibility:**

After two resignations from the Council at the end of 2021, there are some vacancies in Councillor responsibilities. After discussion it was agreed that the road areas of responsibility would remain as Cllr Adams - Newbury Road; Cllr Bowes - Basingstoke Road and Ashford Hill Road; Cllr Farey - George Street; Cllr N Peach - Ashford Hill Road; and Cllr Sawyer Swan Street, Winchester Road, Bear Hill, and Foxs Lane. It was agreed that Cllr Jones would be the Police Liaison, Cllrs R Peach and N Peach would be responsible for the Allotments, Cllr Conquest would replace Cllr Bowes as Cllr responsible for the Dell Recreation Ground, and Cllrs Conquest and R Peach would be responsible for the SIDs.

**01/22.15 – Review Appointments of Councillors to Committees and Sub-Committees:**

**15.1. Finance and Establishment Committee:**

Finance and Establishment Committee lost two Councillors at the end of 2021 after two resignations from the Council. After discussion it was agreed that Cllrs: Conquest; Jones; and Mussett would be appointed to the F&E Committee in addition to the current members Cllrs: Bowes; Farey; R Peach; and Sawyer.

**15.2. General Purposes Committee:**

General Purposes Committee lost one Councillor at the end of 2021 after two resignations from the Council. Cllr Mussett requested to leave GP Committee, and after discussion it was agreed to appoint Cllr Conquest to GP Committee in addition to the current members Cllrs: Adams; Bowes; Farey; N Peach; and Sawyer.

**15.3. Planning Panel:**

The Planning Panel lost one Councillor at the end of 2021 after two resignations from the Council. After discussion it was agreed that Cllr Jones would be appointed to the Planning Panel in addition to the current members Cllrs: Adams; Farey; and Sawyer.

**15.4. Employment Panel:**

The Employment Panel lost two Councillors at the end of 2021 after two resignations from the Council. Cllr Mussett requested to leave the Employment Panel, and after discussion it was agreed to appoint Cllrs: Jones; N Peach; and Sawyer to the Employment Panel in addition to the current member Cllr Farey.

**01/22.16 – Mowing and Maintenance Tenders 2022:**

The Mowing and Maintenance Tenders 2022 were discussed at January GP (minutes ref: GP 01/22.6). GP Committee's recommendation is to accept the quote from Countryside Grounds Services at £14,950.00 for a 1-year contract, not including on request items. This was agreed.

**Resolved:** It was agreed to accept the quote of £14,950.00 plus the cost of on request items from Countryside Grounds Services for a 1-year Mowing and Maintenance contract with 8 votes in favour and 1 abstention.

### **01/22.22 – Jubilee Commemorations:**

It was agreed to take item 22 next as there was a member of the public who wished to speak on this item. Referred from GP. It was reported that there has been a suggestion that, considering Kingsclere's proximity to Park House Stables and the Queen's love of racehorses, a statue of a racehorse could be purchased and placed on the site of the old phone box. It was agreed that this would not be something KPC could facilitate doing. Various suggestions were put forward by Cllrs including KPC writing to Windsor Castle to congratulate the Queen; planting trees that are available from the Greenham Common Trust to celebrate the Queen's Jubilee; adding a new engraving to a face of the Victorian lamp in the square; investigating if it is possible to repair the Victorian lamp so that it can be lit up again; and renaming an area such as the Malthouse Open Space and adding a plaque showing the new dedication. It was agreed that residents would want to celebrate, and so all efforts should go to ensure no events held in the village clash. It was suggested to convene a meeting with village organisations by promoting this on social media and emailing organisations. The member of the public who identified themselves earlier at the meeting as Chairman of the Kingsclere Community Association (KCA) stated that the KCA will be holding a public meeting on 16<sup>th</sup> February, and this would be the ideal time to discuss village celebrations and ideas with residents.

### **01/22.17 – Recommendations from Finance and Establishment Committee:**

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

The budget was reviewed and a proposal for OM agreed at January FE (minutes ref: FE 01/22.6). It was explained that this budget is designed to be sustainable for the future as KPC has historically relied heavily on a cash reserve. It was queried if the salary budget includes the increase in national insurance and it was clarified this was not the case. The RFO indicated that it could be included in the budget and that some budget lines would need to be re-evaluated to absorb this additional cost. It was noted that the budget variance included in the proposed budget should not be spent unless absolutely necessary, as then it would need to be replaced the following year. It was noted that because KPC has plans for numerous large cost projects, the funds for these needing to be saved up over a number of years, the proposed increase this year would not be a one-off occurrence. It was also noted that with the proposed precept, the equivalent Band D cost would still be below the average for a Band D property. Cllrs asked if it was possible to have the mowing and maintenance cost for each area separated out in the budget, so it is cleared what funds are allocated for mowing and maintenance for that area and what funds are available for other expenses. It was unanimously agreed to approve the proposed 2022-2023 budget, as recommended by F&E Committee. The Chairman thanked the RFO and Cllr Mussett for their considerable work on the 2022-2023 budget.

**Resolved:** 2022-2023 budget unanimously approved.

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

With the approved 2022-2023 budget the precept was calculated to be £68,808. This was calculated to be an increase of £14.24 per year, or 27 pence per week, for a Band D property. The precept of £68,808 was unanimously approved.

**Resolved:** Precept of £68,808 unanimously approved.

### **01/22.18 – Clerk's Training Invoice:**

The Clerk attended training at a cost of £144 including VAT. It was agreed that the Chairman could approve this budgeted expenditure as the Chairman can approve this kind of budgeted expenditure up to £500.

**Resolved:** Expenditure of £144 including VAT for Clerk's training approved.

### **01/22.19 – Tree Works in the Cemetery, Community Orchard, and Holding Field:**

At January GP quotes for tree works in the Cemetery, Community Orchard, and Holding Field were considered with a recommendation to OM agreed upon (minutes ref: GP 01/22.7; GP 01/22.8; and GP 01/22.9). It was agreed to accept quotes from the same contractor for all the works required at a total cost of £1280 + VAT. This was agreed with 8 votes in favour and 1 abstention.

**Resolved:** Quotes totalling £1280 + VAT accepted with 8 votes in favour and 1 abstention.

### **01/22.20 – Cemetery Plot Layout and Selling of Exclusive Rights:**

At January GP it was proposed to resume the selling of Exclusive Rights in mapped areas A and B and refer to OM (minutes ref: GP 01/22.17.2). This was agreed with 8 votes in favour and 1 abstention.

**Resolved:** Agreed to resume the selling of Exclusive Rights in mapped areas A and B with 8 votes in favour and 1 abstention.

### **01/22.21 – Review of Councillor Allowances by Independent Remuneration Panel:**

KPC was invited to respond to a survey from BDBC regarding a review of Councillor Allowances. The survey was circulated prior to the meeting. The Chairman read out the survey questions and answers were agreed on by Cllrs. Clerk to respond to the survey with agreed answers.

**Action:** Clerk.

### **01/22.23 – Review of the Standing Orders:**

Document circulated prior to meeting. The Standing Orders were discussed at January GP (minutes ref: GP 01/22.5) where some amendments were recommended in line with updated templates from NALC. It was unanimously agreed to adopt the updated Standing Orders.

**Resolved:** Unanimously agreed to adopt updated Standing Orders.

**01/22.24 – Review of the Health and Safety Policy:**

Document circulated prior to meeting. No comments. Health and Safety Policy readopted.

**Resolved:** Unanimously agreed to readopt Health and Safety Policy with no amendments.

**01/22.25 – Review of the Employee Disciplinary Policy:**

Document circulated prior to meeting. No comments. Employment Disciplinary Policy readopted.

**Resolved:** Unanimously agreed to readopt Employee Disciplinary Policy with no amendments.

**01/22.26 – Health and Safety:**

There were no health and safety concerns to report.

**01/21.27 – Action List:**

Cllrs were reminded to regularly check and update their actions on the Action List.

**01/22.28 – Planning Applications:**

**28.1. 21/03729/HSE – 4 Sandford House, Knowl Hill:**

No objection.

**01/22.29 – Clerk’s Report:**

**29.1. SLCC Membership Renewal for Clerk and Assistant Clerk:**

SLCC membership for the Clerk and Assistant Clerk is due to expire on 28<sup>th</sup> February 2022. The total cost for both memberships is £284. £284 expenditure for SLCC memberships was unanimously approved.

**Resolved:** Expenditure of £284 for SLCC membership renewals unanimously approved.

**01/22.30 – Approval of Income and Expenditure:**

The accounts for 26<sup>th</sup> November 2021 to 25<sup>th</sup> January 2022 were agreed and signed off.

**01/22.31 – Approval of Quarterly Bank Reconciliation:**

The bank accounts for 25<sup>th</sup> January 2022 were reconciled at £47,961.64 - agreed and signed off.

**01/22.32 – Date of Next Meeting:**

Monday 28<sup>th</sup> February 2022 7:30pm in the Village Club.

**01/22.33 – Exempt Business:**

**33.1. Personnel Matters:**

The Clerk, RFO, and Assistant Clerk were asked to leave the meeting. It was agreed that NP would take the minutes for this item.

There was discussion regarding the new contract for the Responsible Finance Officer. It was understood that the current staff member would agree to a new contract. It was unanimously agreed to offer the current staff member a further 6-month contract.

**Resolved:** Responsible Finance Officer contract to be renewed for a further 6-months.

The Chairman received a request on 18<sup>th</sup> January 2022 from the Assistant Clerk asking for an increase in contracted hours and to be moved to SCP14 on the standard pay scale. The increase in pay was unanimously agreed and it was agreed that this would be effective immediately. Following discussion regarding the request for additional hours, it was decided this would need to be considered in consultation with all current staff and following a complete review of all current roles, contracts, and job descriptions, therefore a decision on this request was deferred.

**Resolved:** Unanimously agreed to move the Assistant Clerk to SCP14, and to defer a decision regarding the request for additional hours until after a work review has been completed.

After discussion it was agreed that reviews of the current staff roles, contracts, and job descriptions would be conducted and led by Cllr Jones.

**Resolved:** Cllr Jones to lead the work review.

**Action:** SJ.

Meeting closed 22:47

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)