



Minutes of Kingsclere Parish Council General Purposes Meeting GP 05/21
Held at 7.30pm on Wednesday 5th May 2021
Using Zoom Online Meeting Software

GP 05/21 – Present:

Cllrs: Adams; Bowes; Farey; Peach N; Sawyer J. Clerk – Ackrill; Assistant Clerk – Read.

05/21.1 – Apologies:

None.

05/21.2 – Declarations of Interest:

Allotment Toilet – IB, NP.

05/21.3 – Matters Arising:

3.1. FE 01.21.4 – Litter Bins:

At January FE it was agreed to budget £2000 for ten new litter bins: eight as replacement bins and two new bins. It was also agreed that KPC would also ask BDBC to install a new litter bin by the Orchard. After investigation by the Clerk, the cost for purchase, delivery, installation, and removal of old litter bins is likely to be more than the £2000 budgeted. It was agreed for the Clerk and RFO to complete an assessment of KPC owned bins to prioritise the order of replacing bins and see if parts of different bins can be used to make a functioning bin that would not need replacing. BDBC has indicated that a litter assessment would be required before it would consider installing a new bin by the Orchard, therefore it was agreed for KPC to purchase a bin to be installed in the Orchard. It was noted that the bin by the Churchyard wall needs replacing, and the bin opposite McColl's needs fixing down.

Action: Clerk, RFO.

05/21.4 – Project Plan:

At last GP it was agreed that the current format of the Project Plan needs updating. It was agreed that KPC should now be looking at a longer-term budget forecast, around 5 to 10 years, to effectively manage its projects and assets. It was queried if Scribe, the financial management software used by the RFO, has a facility for financial forward planning that could be utilised. It was noted that recently a comprehensive paper has been completed for the cemetery works, and similar papers for each of the major projects would assist in compiling and creating the new Project Plan. It was agreed for Cllrs to create comprehensive papers for any project that they are responsible for, to assist in incorporating projects into the project plan.

Action: All Cllrs.

05/21.5 – Risk Assessments:

The Clerk and Cllr Farey have been reviewing the risk assessments and preparing blank risk assessments for Cllrs to complete in the area's they are responsible for. The Clerk reported that Health and Safety should be included on every agenda even if there is nothing to report, so there is always an opportunity to raise health and safety related issues. It was queried if KPC is responsible for the Parish Paths volunteers, and if KPC should be responsible for completing a Parish Paths activity risk assessment that included the use of equipment. It was concluded that the Parish Paths volunteers would be covered by KPC's insurance so KPC should ensure that there are risk assessments in place, completed by the Parish Paths group. It was noted that KPC ensure the Parish Paths group have access to funds to purchase safety items such as PPE. It was agreed to incorporate Covid19 into all risk assessments, instead of having separate Covid19 specific risk assessments. Risk assessments allocated as follows:

SA: Holding Field. **IB:** Cemetery, Christmas Lights, Recreation Ground. **NP:** Community Orchard, MHOS, Churchyard, Remembrance Day. **AP:** Allotments, SIDs. **Clerk:** Bus Shelters, Noticeboards, Office Working, GBSC. **Clerk & MF:** Litter Warden, Parish Paths. **Clerk & RFO:** Financial and Banking.

Clerk to ask the same person who completed the CCTV risk assessment last year if they are prepared to complete it again this year. It was noted that currently, only the RFO is qualified to undertake topple testing in the Churchyard and Cemetery. Clerk to check when this was last completed as it is KPC's understanding that this testing only needs to be completed every three years. The Clerk reported that a risk assessment template has been received from the Village Club so KPC can prepare for in person meetings.

Action: Cllrs: SA, IB, MF, NP, AP. Clerk, RFO.

05/21.6 – Ecchinswell Road Sign:

The "Kingsclere" sign as you enter the village on the Ecchinswell Road has gone missing. SA contacted HCC to enquire about a replacement. HCC would not charge for a like for like replacement, however if KPC wish to have a "Kingsclere" sign with the addition of the bedbug logo, to match the other new signage being installed at village entrances, KPC would be liable for the cost. The sign with the bedbug logo costs £400 and HCC has agreed to pay 50%, considering that if it were a like for like replacement of a missing sign there would be no charge to KPC. A proposal to cover the remaining 50% at £200 for a new "Kingsclere" sign with bedbug logo was proposed and agreed.

Resolved: £200 for 50% of new sign cost approved.

05/21.7 – Allotment Toilet:

The decision was made last year to close the allotment toilet during the first Covid19 lockdown. As the country is now coming out of lockdown a suggestion to reopen the allotment toilet was put to the council. RP has agreed to clean the toilet and it was agreed to purchase disinfectant spray and paper towels for toilet key holders to use, as well as other items such as hand sanitiser. It was agreed to reopen the allotment toilet and for the Clerk to order cleaning and sanitation supplies.

Resolved: Agreed to reopen Allotment Toilet.

Action: RP. Clerk.

05/21.8 – Request from Resident to have a Photo Memorial Stone in the Cemetery:

The Clerk received a request to have a photo engraving on a memorial stone. The photo would be 6cm by 8cm oval shaped and would be as an addition to a memorial stone already installed. KPC has not received a request for a photo engraving before and the Cemetery Rules and Regulations do not include mention of photo engravings on memorial stones. It was agreed to grant permission to this request, and to look to include rules regarding photo engraving on memorial stones in the updated Cemetery Rules and Regulations that are currently being written. Until the new Rules and Regulations are completed and agreed, it was agreed to consider any future request for a photo engraving on memorial stones on a case by case basis.

Resolved: Request for photo engraving on memorial stone granted.

05/21.9 – Planning Applications:

9.1. 21/01027/LDPO – 4 The Dell: No objections.

9.2. T/00230/21/TCA – Old Orchard, Garrett Close: No objections.

9.3. T/00224/21/TCA – Foxs Barn, Fieldgate Drive: No objections.

05/21.10 – Date of next meeting:

Provisional date of Monday 14th June 2021 7:30pm in the Village Club - to be agreed at the Annual Meeting of the Parish Council on 24th May 2021

Meeting closed 20:42

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.