



Minutes of Kingsclere Parish Council Ordinary Meeting OM 04/18

held at 7.30pm on Monday 30th April 2018 in the Village Club

Page 1 of 3

ACTION

- OM 04/18** **Present:** Cllrs: Adams; Bowes; Farey; Mussett; Peach R; Price; Sawyer F; Sawyer J.
- 04/18.1** **Apologies:** Cllrs: Peach N; B.Cllr Don Sherlock.
- 04/18.2** **Declarations of Interest:** 04/18.10 - FS - Village Club Trustee
- 04/18.3** **Minutes:**
- 3.1 Minutes of Ordinary Meeting 26th March 2018 were accepted and signed with an amendment to 03.18.11 an n missing from 'known' and 03/18.6 attributed to BCllr.
- 3.2 Minutes of General Purposes Meeting 9th April 2018 were accepted and signed.
- 04/18.4** **Matters arising:** None
- 04/18.5** **Chairman's Remarks:**
- i) Thank you to Cllrs, especially Vice Chairman MF and the Clerk for the work actioned during the absence of JS and FS.
 - ii) Thank you to SA and the Neighbourhood Plan Group for their hard work preparing for the Independent Examination.
 - iii) Thank you NP for organising the spring bulb planting – much positive feedback has been received and the displays improve year on year as more are added.
 - iv) The Annual Parish Meeting has been mistakenly listed as Monday 4th May in The Tower – the date is actually Monday 14th May 2018 (the 4th is not a Monday).
- 04/18.6** **Boundary Commission – consultation on Council Ward Boundaries for Basingstoke and Deane:** The council agreed at the March OM that a formal response should be submitted and the item deferred to this meeting to discuss further.
- Concern is raised over reducing the number of members when the population is increasing. The electorate in 2014 was recorded at 131144 and is predicted to be 139884 in 2021 and 144049 in 2023. The Citizens Advice is reporting an increased workload particularly in the areas of housing, benefits and debt. Some work could be outsourced but the responsibility still lies with the borough council and therefore it would not appear sensible to be reducing the number of members.
- BCllr KR advised that he considers the workload doable for the Kingsclere Ward. Concern is also raised over the suggested boundaries. The suggestion is for the Kingsclere Ward to include Baughurst but if the boundary was pushed westwards instead, Ecchinswell and Burghclere could be included which are more commonly aligned with Kingsclere. Clerk to send a formal response outlining the concerns raised.
- 04/18.7** **GDPR:**
- 7.1 Appointment of Data Protection Officer** – Advice received has been conflicting with some agencies suggesting it should not be the Clerk while others suggesting it can. Whilst we await further advice from SLCC it was agreed the post should be allocated to the Clerk but reviewed in 3 months.
- Resolved – Clerk appointed Data Protection Officer
- 7.2 Data Protection Policy** – The document was reviewed and it was noted that “and any subsequent legislation” should be included in the introduction.
- Resolved** – Data Protection Policy adopted with one amendment – to be reviewed April 2018.
- 7.3 Privacy Notices** – There are two, one for general use (public) and a second for staff, councillors and Role Holders. The proposed notices have been prepared from model documents issued by NALC.
- Resolved** – General Privacy Notice and Privacy Notice for Staff, Councillors and Role Holders adopted – to be reviewed in one year.
- 7.4 Data Retention and Disposal** – The draft policy was reviewed, it was noted that not all the records the council holds were included in the general list provided by NALC (Appendix 1). The policy was agreed but to be reviewed again in 3 months following a data audit.
- Resolved** – Data Retention Policy adopted
- At a recent HALC event it was suggested that councillors should have a separate email account (from their personal emails) – clerk to investigate accommodating this.
- 04/18.8** **Holding Field – RunTogether Request:** A request has been received to facilitate a RunTogether group with the start and finish on the Holding Field. There would be no charge for participants but they would need to be registered with RunTogether for emergency contact and medical details. The leader is insured. Cllrs acknowledged that use of the Holding Field should be encouraged. It was agreed but the reply offer should include a disclaimer for insurance, confirm no established rights and the approval is based on the identified benefit to the community.
- Resolved** – Permission to be granted for a RunTogether group

Clerk

Clerk



Minutes of Kingsclere Parish Council Ordinary Meeting OM 04/18
held at 7.30pm on Monday 30th April 2018 in the Village Club

Page 2 of 3

04/18.9 Greenham Business Park Local Development Order: A meeting had been held at the Greenham Business Park which SA attended. West Berks consider Greenham Business Park to be one of their premiere sites but it is currently only at 40% capacity. The Development Order should help speed up development and help increase the capacity to 100%. Cllrs welcome the development of the site but there is concern over the impact on the A339. There are two documents published for transport, one demonstrates a 1 week survey showing that there are 5800 vehicle movements per day, 78% of which were workers and 636 goods vehicles per day. Sustainable transport is discussed including car share, walking and cycling which are all aspirational – there is no evidence that they will be taken up. Other developments considered as having an impact were Sandford and the Racecourse but no assessment on Hampshire developments eg Manydown. Evidence collected showed a delay on the roundabout of 60 seconds, 2% of traffic came from Kingsclere, 5% from Basingstoke and peak traffic flow at 2500 vehicles per hour. Cllrs suggested that proper infrastructure is required to connect up the major links – A34, M3 and M4, with particular attention to Tothill. Cllrs are in favour of the development, noting the benefits to employment and the Greenham Trust. Infrastructure does need improvement though with careful planning of cycle and walking routes in addition to the road links. Clerk to send a formal response outlining the council's support with the necessary infrastructure improvements.

Clerk

04/18.10 Village Club – Storage of Deeds: The Village Club have previously had their deeds stored at Lloyds Bank in Newbury. The deeds were retrieved for the purpose of renewing leases and the solicitor, Gardner-Leader have offered to hold them free of charge. The village club would like to accept this offer and request permission from the Parish Council, as custodian trustees, to do this.

Resolved – Grant permission to the Village Club to store deeds at Gardner Leader

04/18.11 ANNUAL RETURN:

11.1 Section 1 - Annual Governance Statement 2017/18 – The Annual Governance Statement (Section 1 on pg 4 of the AGAR) was reviewed and agreed.

Resolved – Chairman and Clerk signed section 1 of AGAR

11.2 Section 2 – Accounting Statements 2017/18 – The internal reports, 'Annual Return' and 'Income and Expenditure' were reviewed, agreed and signed, from which the figures are acquired for the Accounting Statement. The Accounting Statement (Section 2 on pg 5 of the AGAR) along with the Bank Reconciliation and Explanation of Variances as per pro forma forms supplied by the external auditor were reviewed and agreed.

Resolved – Chairman and RFO signed Section 2 of AGAR

Recess Standing Orders were suspended at 20:32:

- 1) The parish paths met last Sunday (7 volunteers in total with 1 newcomer). 2 worked on clearing the mud on Shephard's Steps and the remaining 5 worked at Gailey Brook. There was a blockage down stream causing flooding that was cleared. This path is on the list to be upgraded by the ROW team at HCC – could pressure be applied to prioritise this path.
- 2) A toilet has been dumped in the car park at Anchor Yard which being the main car park is not very welcoming for visitors. The tennis club has applied for funding and is in desperate need of help. Also, an oil drum has been dumped in the cemetery car park.
- 3) Resident had been approached by a lady because he had pulled over on a grass verge. She referred to the article in the March edition of The Tower and was intimidating. The lady then followed the resident who was taking a small child home which caused undue stress to the infant. A visitor's car was later damaged. Resident further highlighted issues of people 'taking the law into their own hands', cutting grass verges that do not belong to them and other anti-social behaviour. *Sympathy was expressed to the resident and it was suggested he contact our local PCSO.*

Back to Standing Orders 20:58.

04/18.12 Update on Neighbourhood Plan: The independent examiner has started work, there were a few emails in the first week requesting further information and additional documents have been uploaded to the NP website. The examiner has visited the village. The draft report arrived today and the group now need to check it for any factual errors. Any corrections need to be submitted to BDBC by 11th May. The report can then be publicised and the NP can move onto the next stage.



Minutes of Kingsclere Parish Council Ordinary Meeting OM 04/18

held at 7.30pm on Monday 30th April 2018 in the Village Club

Page 3 of 3

04/18.13 County Councillor: No report

04/18.14 Borough Councillor: The property team has been reviewing all of the BDBC owned property in Kingsclere including 24 Swan Street. Some of the rents in Swan Street had not been reviewed for 12 years. The budget is well balanced and groups should be encouraged to apply for LIF. KR has arranged a site visit for the planning appeal at Newbury Road (Cottismore). KR objects to the planning application at Hardy's Field as it is too big for the size of plot. Cllrs asked if Green Spaces were being looked at by the property team – Yes, and could the ditches adjacent to the playing fields at the Fieldgate be looked at as they are causing additional drainage issue.

04/18.15 Rolling List:

15.1 Resilience Plan – Document circulated prior to the meeting – contact details redacted until permissions gained in line with the new GDPR. The plan is a living document and is a Resilience Plan not an Emergency Plan (which the borough is responsible for). Advice has been sought from HCC who wrote the BDBC Emergency Plan. The key elements of the document are pages 7 and 8. We already do most of it by performing risk assessments etc. and most of the details are already available via The Tower. The Parish Council will own the document but most of the content is owned by the community. The document will be reviewed over the next month by Cllrs ready for a table of actions to be compiled and subsequently any decisions on what actions are necessary. CM was thanked for his work on the plan.

15.2 Village of the Year – The next meeting is booked for later this week. The National competition is still not advertising application dates – SA will chase. The Hampshire competition is to be applied for in July. Volunteers week is 1st – 7th June and it would be good to do something that week to recognise the volunteers in the village.

04/18.16 Planning Applications:

- 16.1. APP/H1705/W/17/3192317 17/01473/OUT – Crookfur Cottage, Newbury Road – Cottismore Garden Centre is now closed which further isolates the proposed properties. Clerk to write and add this to the original objection.
- 16.2. 18/00962/HSE – Dreboh, Greenacre – no objections
- 16.3. 18/00931/HSE – 40 Garrett Close – no objections
- 16.4. 18/01026/HSE – 17 Hardys Field – no objections
- 16.5. 18/01145/HSE – 11 Hook Road – no objections

04/18.17 Clerks Report:

- 17.1 Hampshire Hoppit 2018 – The organiser has contacted the office to advise the race will be taking place again this year on Sunday 17th June 2018. The race starts and finishes at the stables and there will be a temporary road closure at White Hill to accommodate runners crossing – this will be operated by a specialist traffic management company.
- 17.2 Invitation to CPRE AGM 5th May 2018 and Annual Report – The clerk has a copy of the annual report if anyone would like to view.
- 17.3 Thank you from KCA for grant – The KCA have written to thank the council for the grant of £200

04/18.18 Approval of Income and Expenditure: The accounts for March and April were agreed and signed off.

04/18.19 Approval of Quarterly Bank Reconciliation: The bank accounts for 31-Mar-2018 were reconciled at £69,408.92 - agreed and signed off.

04/18.20 Date of next meeting: Monday 21st May 2018 7:30pm in the Village Club.

Meeting closed at 21:45

Signed:.....Chairman

Date:.....

Signed:.....Parish Clerk

Date:.....