



Minutes of Kingsclere Parish Council Ordinary Meeting OM 08/20  
Held at 7.30pm on Monday 28<sup>th</sup> September 2020  
Using Zoom Online Meeting Software

**OM 08/20 – Present:**

Cllrs: Adams; Bowes; Farey; Mussett; Peach R; Sawyer J.

BCllrs: Rhatigan. Clerk – Porton.

**08/20.1 – Apologies:**

Cllr. Sawyer F; B.Cllr. Kinnear; Admin Assistant.

**Resolved:** Apologies accepted.

Apologies were received by email from Cllr. Price at 20:07 but the Clerk did not have email open during the meeting.

**08/20.2 – Declarations of Interest:**

Cllr. Bowes – Item 17.3 Kingsclere Youth Football Club Treasurer.

**08/20.3 – Minutes:**

3.1 Minutes of Ordinary Meeting 27<sup>th</sup> July 2020 were accepted and signed.

3.2 Minutes of General Purposes Meeting 14<sup>th</sup> September 2020 were accepted and signed.

The Chairman thanked the Admin Assistant for her work preparing the minutes.

**08/20.4 – Matters Arising:**

**08/20.4.1. 07/20.12 – Non-Domestic Rate Demands Received from BDBC:**

On the advice of HALC, a Small Business Rate Relief Application was submitted and 100% relief has been granted by BDBC.

**08/20.4.2. 07/20.13 – Traffic Calming Measures:**

The Chairman informed the council that by the time the letter requesting help with funding for this project was prepared it was clear the council no longer had a shortfall so he informed the Clerk not to send it. The Council raised no objections to this overrule.

**08/20.5 – Chairman's Remarks:**

- i. Thanks were expressed to HCC for the efficient resurfacing works in Swan Street and also replacing the damaged and / or missing bollards. The Chairman will send a thank you letter and also invite them back to complete works in other areas.
- ii. It was great to be able to host the Great British Spring Clean last Saturday (26<sup>th</sup>) which had been postponed until the Autumn due to Covid-19. Many appreciated the opportunity to be able to get out into the community to do something positive for the village. Thanks to Councillors, volunteers and also Eleanor and Louise, especially for the preparation work that enabled them to confidently leave the team at the gazebo to manage the booking in and out.
- iii. Congratulations to Dr Bond on her retirement this coming Wednesday. The Chairman will send a note of thanks.
- iv. It was sad to hear of the very sudden death of Bill Cooper, it is reported that the family are still in shock. Bill was a real community man. He managed the events at the Village Club for many years, supported a range of activities at The Fieldgate Centre and was on the Committee of the KCA. Bill was also an active member of the Players, he helped out at the "Meet up for the old folk" and arranged the discos that Les Farr ran. He will be greatly missed. Due to Covid-19 numbers at the funeral will be restricted but those who wish to pay their respects are invited to line the streets. The hearse will leave home at 12:50 on 7<sup>th</sup> October and drive through Kingsclere from the George and Horn down George Street towards and along Swan Street.
- v. The Chairman attended the HALC AGM on Thursday last week, there were 102 attendees. There was an excellent talk by a Planning Officer from Winchester City Council.
- vi. Thank you to all those involved with the production and delivery of the Annual Report which has been well received.

It was noted that there were some young people at the GBSC on Saturday who were very enthusiastic about the part they played and enjoyed the experience, this should be capitalised on. There was not a great deal of litter in the Village but quite a lot of hidden fly tipping was found. This will be mapped and sent to BDBC for help with clearing. BCllr Rhatigan is working with us on this.

**08/20.6 – Financial risk Assessment:**

Document circulated prior to the meeting. A couple of items need attention and these were noted for action. Cllrs will complete outstanding Register's of Members Interests. Clerk will contact Scribe for advice on activating Making Tax Digital – it is noted that we are not at the threshold where this is compulsory. Clerk to arrange Portable Appliance Testing (PAT) of office equipment.

**Resolved:** Financial Risk Assessment accepted.

#### **08/20.7 – Review of Inventory of Land and Other Assets Including Buildings and Office Equipment:**

Document circulated prior to the meeting. It was reported that the register did not include the Millennium Noticeboard in the Square; the Interpretation Board in the Recreation Ground or the Millennium Heritage Trail Plaques. A question was raised about how was the land valued – This has just been carried over annually. Clerk to look into adding the missing items highlighted.

**Resolved:** Asset Register accepted with a view to update for next evaluation.

#### **08/20.8 – Monitoring of the Kingsclere Neighbourhood Plan:**

Document circulated prior to the meeting. BDBC Officers have worked very hard on reviewing the KNP and producing the monitoring document. They have reviewed all planning applications from 18<sup>th</sup> October 2018 to 31-Mar-2020 and checked their compliance with each policy one by one. Two controversial applications were missing from the list, the old Catholic Church and the containers at Cottismore but both applications fell outside of the dates checked. The following issues were noted:-

- i. Policy K7 - Protecting Mature Trees and Hedgerows and Enhancing Rural Character:  
there does not appear to have been any review of the TCA (Tree in a Conservation Area) applications when monitoring this policy.
- ii. Policy K10 - Design of Local Shops, Pubs and Businesses in the Conservation Area:  
The planning application for the Holding Field car park has been assessed against this policy and it is queried as to whether this was the right place for it.
- iii. Policy K16 – Allotments:  
Under the monitoring of this policy is the statement “Of the 3 gross consents for new housing which were approved during the monitoring period, none were CIL liable due to being a single dwelling or below the 100 sqm threshold.” and it is queried whether this is the right place for this statement.

The team at BDBC should be congratulated on the thorough process employed to perform the monitoring of the KNP and a response to be submitted to highlight the issues / questions raised above.

#### **08/20.9 – Consultations of Reform of the Planning System:**

##### **08/20.9.1. Changes to the Current Planning System:**

##### **08/20.9.2. Planning for the Future:**

##### **08/20.9.3. Transparency and Competition: a call for evidence on data on land control:**

Note - All three consultations were discussed as one item. All documents circulated prior to the meeting. It was noted that there was a lot of technical information in the planning consultations. CPRE is urging councils and members to respond. The complete digitalisation of Planning Applications is not welcomed by councillors, not everyone has the software / hardware to view applications digitally. There is also no substitution for being able to have open meetings to discuss large scale developments where there can be large scale drawings and maps to view. There is little consideration in the papers for preventing the practice of land banking nor addressing the issue of affordable housing. There is mention of presumption in favour of brown sites which should already be happening. The papers suggest the government believes that houses are not being built because of the process and that by developing national standards that as long as a developments meets those it should be OK. This would strip power from the Local Authorities Local and Neighbourhood Plans. The philosophy of the consultation papers is to decide once and let the developers get on with it, therefore speeding up the process. There appeared to be little consideration on the Climate Emergency or housing standards with an emphasis on developing national policies which would down grade Local Plans. The proposals are vague on Neighbourhood Plans although they will not be abolished. Concern is raised about the proposals for S106 funds and CIL where payments would only be made at the point of occupation. This would leave LA's to install local infrastructure before any money is received. It is proposed that the number of houses would not be decided locally but by an algorithm which is concerning. The proposals will have a negative impact on affordable homes with a move from having to provide in developments of 10 home to 40 or 50 homes. Although 1<sup>st</sup> time buyers could benefit from a discount of 30% and this subsidy would remain with the property ie when sold it must go to another 1<sup>st</sup> time buyer with the 30% discount passed on. How this would be policed is not explained.

BCllr Rhatigan advised that Land Banking is having a detrimental effect on the borough with residents needing housing. A letter has been sent to the minister requesting that council tax becomes payable on planning permission not on the build to not only help prevent this but also to help support the finances. The borough still want decisions to be made locally and to do that it intends to make sure NP's are regularly updated in line with the LP and that sites identified are put forward for development. A meeting was held with the AONB recently and Kingsclere is unlikely to be threatened by encroachment but some other parishes may be. There are not many brownfield sites locally, the sawmill in Headley the most recent. The borough supports the development of brownfield sites first. Shops in Kingsclere do want more custom, Porch Farm and Basingstoke Road are likely to come under threat. It is unlikely there will be any development along Winchester Road. Clerk to prepare a response to circulate.

#### **08/20.10 – Public Conveniences:**

Document circulated prior to the meeting. BDBC advise that the public conveniences in Kingsclere will likely be closed 1-Apr-2021 unless the Parish Council take over the operation. The council would like the toilets in Kingsclere to remain open and also to be available at convenient hours. Q. Do we want to own and run

them. Business rates has been identified as the key issue with the cost of running public conveniences. The 'Toilet Tax' is currently passing through parliament. The British Toilet Association has identified that 40% of public toilets have disappeared in the last 10 years. The council will need to increase the precept to cover any costs associated with running the facilities but it is a very local service. It was suggested that perhaps the toilets could be managed under a licence rather than the council taking ownership with an asset transfer. B.Cllr. Rhatigan indicated that this could be an option and advised the borough costs running the facility at £5000 per annum but the Parish Council may be able to operate them more efficiently. The Clerk to take the licence proposal to the BDBC Officer and also include costings in the budget for 2021.

#### **08/20.11 – Card Payments:**

Information from the Financial Regulations circulated prior to the meeting. The Clerk should not be using her own credit or debit card for Parish Council business but should be supplied with either a debit card or a prepayment card, both with limits. The Clerk indicated to the council that administratively a debit card would be easier as there would be no need to implement the 'imprest' system for managing the restoration of the balance to the £500 limit.

**Resolved:** Debit Card approved. Clerk to organise paperwork to apply to the bank.

#### **08/20.12 – BDBC Public Space Protection Order (PSPO) Consultation:**

BDBC has completed a consultation on a proposal to introduce a borough wide PSPO on dog fouling. The consultation process finished on 18<sup>th</sup> September 2020. The PC is concerned that the other 3 Dog Control Orders that previously applied to parish land will be dissolved, Dogs on Leads, Exclusion of Dogs and Maximum Number of Dogs. Concern was also raised about play areas.

B.Cllr. Rhatigan advised that it should not be a problem in Play Areas as they are all fenced. The borough order will help the Dog Wardens with poorly managed dog owners. There is plenty of primary legislation in place to protect humans and livestock – 2009 Dangerous Dog Act. There are more pressing issues for the Police and CSPO's.

It was noted that the Fieldgate Playing Fields are not marked on the BDBC plan for the borough wide order. It is possible to put up signs requesting dogs on leads in places like the cemetery. The matter to be deferred to GP for further discussion.

The Clerk reminded the PC that BDBC had notified us in March 2020 that it was their intention to devolve our orders and introduce a borough wide order.

#### **Recess:**

#### **Standing orders were suspended at 20:56:**

Resident 1: Could the Public Toilets be pay as you go and therefore no need to lock and unlock? Has the council looked into other Traffic Control Measures at Swan Street where the bollards have just been reinstated for example lights? *The PC has an ongoing campaign to HCC Highways to try and find further safety measures here. HCC is the authority with responsibility for highways and whilst the PC is able to introduce some improvements e.g. the two SID's; the scale of project here is beyond it's means.* The School Crossing Patrol Person has disappeared, are there plans for someone to return as there have been a few near misses? *HCC are advertising the position.* The Play Areas in the village are looking tired, particularly the one in the Recreation Ground which has missing sections of fence? *The PC are looking into replacing the fence but quotes received so far have just been too expensive.* Has there been any consideration for outdoor gym equipment or a membership gym at the Fieldgate Centre for example. *An outdoor gym is under consideration as part of a larger project but it does come down to finances – £30-35K. The KCA would like to host a gym but previous investigations have not resulted with a financially viable business model, it comes down to economics. One consideration has been to introduce a trim trail which would link up the various open spaces.* No1 George Street has recently shut, are there any plans for this space? *It is privately owned and the landlord plans to relet.*

Resident 2: The Recreation Ground Play Area is not nice to use at the moment because dogs can freely roam into there, are all the playgrounds owned by BDBC? *No, the borough own three - Stokins Road; Longcroft Road and Long Meadow (behind Garrett Close and Hardy's Field). The PC own the one in the Recreation Ground.* Public Conveniences – there is not much point in them only being open Monday to Friday it is the weekends when they are needed. *Agree.* The double bend on Newbury Road by the Old Brewery and Brewery House is dangerous – tractors; HGV's; hay lorries and buses all come through this bend in the middle of the road and there have been a number of near misses with cars from the opposite direction. There are no signs to indicate there are bends in the road nor vehicles may be approaching in the middle of the road. Could these be considered along with a painted SLOW on the road surface? *This is something for HCC and the Clerk will report this. It is noted that the speed limit is 30mph but that speed is too fast for that part of the road. HCC will no longer introduce any 20mph limits.* The B3051 is sign posted from the roundabout this way. *The clerk will notify HCC of this because the B3051 comes from Ashford Hill Road and George Street and not Newbury Road so perhaps the B3051 should not be sign posted there.*

**Back to standing orders 21:24.**

**08/20.13 – Traffic Calming:**

The PC has been working with HCC for sometime to introduce some traffic calming measures at the entrances to the village. This includes white gates which have a psychological impact on reducing speed; improved signage and dragons / dragons teeth painted markings. The PC will have to pay for these improvements. Ashford Hill Road has been put on hold because of the impending development there. The borough and county councillors have been approached for possible funding but nothing has been forthcoming. With the discount for the maintenance because we have a Lengthsman, the cost has been brought down to £13,025.49. The cost includes a contingency that may not be needed and if we pay in advance, it will be refunded if not required. It was agreed the project could still go ahead, the £25.49 over the originally agreed £13K limit could be absorbed if the contingency is needed. The PC to hold back the contingency fund and pay it if required. Cllr Adams to complete the paperwork and submit.

**08/20.14 – County Councillor:**

No report.

**08/20.15 – Borough Councillor:**

The introduction of the 10pm closing of pubs will have an effect on our establishments. There will be greater controls from the borough for the CSPO's and also the Police. Sweeps are being made to ensure people are not congregating in groups of more than 6. With colleges / schools going back and work places Covid-19 cases will increase so it is not surprising there have been local lockdowns in other areas. It is unlikely to be one locally here but if it did become necessary for a local lockdown the PC Chairs will be informed.

The Local Plan – there is usually good representation from Kingsclere. Comments on the sites in the SHLAA (Strategic Housing Land Availability Assessment) would be helpful along with a explanation of the importance of NP's to remain and be supported.

LIF has recently been awarded to the KCA, the team there always make a good representation which makes the allocation of funding easier. LIF is due to end and there will be a new grant process for CIL. The LIF pot does need emptying so flag any issues up.

The COVID morgue has been moved from Southampton to Winklebury.

The borough is hopeful it will close the £5M gap in their funding. BDBC is still offering great value for money.

**08/20.16 – Planning Applications:****16.1. T/00442/20/TCA – Cedar House, Foxs Lane:**

The trees are dying or diseased but this information was not supplied by the agent. Comments to be submitted advising that it would have been helpful for this information to be included.

**08/20.17 – Clerk's Report:****17.1. Thank you from Kingsclere Rugby Club for £800 Grant:**

KPC has received a letter of thanks from Kingsclere Rugby Club for the grant of £800.

**17.2. Request from NWD-Landscape Trust for Membership:**

Documentation circulated prior to the meeting. The NWD Landscape Trust request the support of the Parish Council for another year with a suggested minimum donation of £75.00.

**Resolved:** Donation of £75.00 approved.

**17.3. Grant Application from Kingsclere Youth Football for £250.00:**

Documentation circulated prior to the meeting. The KYFC request £250 towards a new container to be located at The Fieldgate Centre. The old container on the Holding Field has now been removed.

**Resolved:** Grant of £250 approved.

**17.4. Thank you from Kingsclere Community Association for supporting their Grant Applications:**

KPC has received a letter of thanks from Kingsclere Community Association for supporting their LIF grant applications.

**08/20.18 – Approval of Income and Expenditure:**

The Clerk advised there had been an amendment to the payment transaction 122 since the papers had been circulated. On checking it was discovered that the item had been entered as net £105.54 but should have been £110.57. This correction has now been made. The accounts to 23<sup>rd</sup> September 2020 were agreed and signed off.

**08/20.19 – Approval of Quarterly Bank Reconciliation:**

The bank accounts for 01-Apr-2020 to 30-Jun-2020 were reconciled at £73,080.04 - agreed and signed off.

**08/20.20 – Date of next meeting:**

Monday 26<sup>th</sup> October 2020 7:30pm using Zoom Online Meeting Software unless Government restrictions in place for Covid-19 are lifted, in which case normal meeting procedures will resume in the Village Club.

**08/20.21 – Exempt Business:****21.1. Employment Contract for General Maintenance:**

The employment panel recommend that a zero hour contract is not in the best interest of the council. Guidance is clear on whether someone is employed or not employed and to add an employee would be a disproportionate burden for the council even when considering the time taken to source and approve quotes.

**Resolved:** It was agreed not to engage in a zero hour contract for General Maintenance

**21.2. Local Government Services' Pay Agreement 2020-21 & National Living Wage Agreement 2020-21:**

Pay scales approved for financial year ending 31-Mar-2021, confidential minute refer.

**Resolved:** It was agreed to increase staff wages in line with the LGS Pay agreement and the NLWA 2020-21.

Meeting closed 21:59

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](http://www.kingsclere-pc.org.uk).