Minutes of Kingsclere Parish Council Ordinary Meeting OM 09/24
Held at 7.30pm on Monday 28th October 2024 in the Village Club

OM09/24 – Present: Cllrs: Conquest; Gaines; Hamilton and Peach N. Clerk – Ackrill; RFO – Porton.
OM09/24.1 – Apologies: Jonas; Mussett and Peach R.
OM/24.2 – Declarations of Interest:
Peach N – Item OM09/24.13 allotment tenant. Hamilton – Items OM09/24.14 and .15 has a child in attendance.
OM09/24.3 – Minutes:

3.1 Minutes of Ordinary Meeting Monday 30th September 2024 were accepted and signed.
3.2 Minutes of the Personnel Procedure and Policy Meeting 7th October 2024 were signed and accepted.

OM09/24.4 - Questions from the Public:
Ashford Hill and Headly PC are looking to introduce allotments to a plot of land they have and would like to ask Kingsclere for assistance. The Council is happy to assist where it can.
OM09/24.5 – Chairman's Remarks:

i) The new noticeboard for George Street opposite the George and Horn pub has been delivered and is due to be installed soon by Cllr Peach R.

OM09/24.6 – Clerks Report:

6.1 Cyber Insurance – There are couple items assumed within the policy document that the council does not have in place and therefore we are not ready to proceed. Help is requested, the document has been highlighted where the queries arise. Cllr Hamilton has some experience in insurance and offered help.

6.2 Hedge Cutting Update – First week of November the hand cutting of hedges will start. The Holding Field outside boundary hedges cannot be cut until the gas engineers have completed their work as the single file traffic constraints in place would prevent the tractor from being able to work roadside.

6.3 Mowing and Maintenance – Tenders update 2025/6 – closing date for submissions is 8th November 2024 and 10 contractors have been invited to tender, 5 of which have requested the schedule. All those who have received the schedule have been offered a walk around of the areas with the Clerk and/or a Councillor. Four of five contractors who have the schedule have done work previously for the Council.

6.4 The new gate for the Orchard has been ordered.

OM09/24.7 – Remembrance Parade 10th November – confirm arrangements and approve a donation to the Poppy Appeal suggested £25-£50**:**
The KRBL (Kingsclere Royal British Legion) has provided a Risk Assessment, the Road Closure has been approved and the closure signs are ready to go out. Cllr. Conquest has the wreath. Cllr Peach N will notify the Clerk if any Hi-Vis gilets are required on the Sunday. We are recycling the wreath from last year so members were asked to consider a donation to the Poppy Appeal and £30 was agreed.

Resolved: £30 to be donated to the Poppy Appeal

Action: Cllr Peach to put up advance notice of road closure signs. RFO to make Donation

OM09/24.8 – County Councillor:
No report
OM09/24.9 – Borough Councillor:
No advance reports received. Cllr Bound has written a report and this will be circulated for attachment. Manydown development has been approved. Fun Halloween trails for 2-16 years are available for free in the town centre. Awaiting the report for Gailey Brook. An officer has responded to the Parish Council's enquiry about the replanting on the A339. Ward members are holding a clinic 16th November from 10-12 in Tadley. Grants are available to help independent retailers to make improvements to their premises.
OM09/24.10 – Requests from Royal British Legion:

10.1 To re-introduce the War Memorial grass area back into the Mowing and Maintenance Schedule: The War Memorial area within the post and chain fence has previously been excluded from the schedule because KRBL requested to maintain the area themselves. The KRBL is now requesting that the area is included. It was agreed to reintroduce this area to the M&M schedule but the post and chain fence will need to be removed.

Resolved: War Memorial grass area to be included in Mowing and Mowing schedule and the post and chain fence to be removed to enable the contractor's mowers to service this area.

10.2 War Memorial – request for help with repair/ refurbishment debate first steps:
The KRBL requested an update on the repair/renovation of the War Memorial. The KRBL have been sent some documents including a project summary. The problem has been finding a surveyor that will provide the survey required by the War Memorial Trust. It was suggested that we need to see if there is any funding for a survey and if so request the specification so that we can seek quotes.

Action: Clerk to inform Jason he can proceed

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OM09/24.11 – Community Engagement and Media:
It was suggested the ribbon menu options on the website be tidied and reduced to one line. The Village Directory page to be removed as it is out of date. Everyone reminded to send photo's of any work done to team for inclusion on SM platforms.

OM09/24.12 – Health and Safety:

12.1 Risk Assessment hazard Checks – Cllr Peach N has completed her assessments and will send them to the Clerk. The allotment toilet could do with a commercial clean and a sign needs to be put up now the water is off. The Clerk and potentially Cllr Jonas will do the ones left outstanding.

Action: N Peach send documents.

OM09/24.13 – Rents and Fees – From October FE meeting, Discussion on Allotment Fee charging structure and increase for 2026 and Cemetery Fees 2025:

13.1 Debate - Potentially incorporating the Administration Fee and the Pole Rent as one charge - We have a total of 167.25 poles at the Allotments spread over 58 plots. Assuming £10 admin fee per plot the calculation is as follows:-

(58 x 10)/167.25 = £3.48.

Rod price agreed (FE and OM October 2023) for 2024 is £9.25.

£9.25 + £3.48 = £12.73 – rounded to £12.75.

The matter was discussed and it was decided that as the admin cost was the same for each plot regardless of it's size the administration fee should remain.

Resolved: Admin fee to left in for transparency.

13.2 To debate and approve the 2026 Allotment Rates. (2025 was agreed Nov 2023)

Allotment pole charge RPI annually, Admin charge to be applied every 3 years in line with RPI from January 2026 because of small amounts. It was suggested that we incorporate the rents and fees review for Allotments into the Allotment policy.

Resolved: Pole charge to be increased by RPI for Jan 2026, Admin charge to be increased every three years by RPI with first increment January 2026.

Action: Cllr Peach will incorporate into the new Allotment Policy for PPP April. RFO to calculate the increases to be applied January 2026.

13.3 Debate proposal from FE increasing Section 2 of the Cemetery Admin Fees - proposed 3 or 5 yr increase in line with RPI

Resolved: every 3 years from January 2026

Action: RFO to calculate the increases to be applied January 2026

13.4 Debate and Agree to increase in Cemetery Burial and Exclusive Right fees Section 1 of the Cemetery Fees as published on the Website in line with RPI for 2025

Resolved: fees to be increased in line with RPI

Action: RFO to calculate the increases to be applied January 2025.

OM09/24.14 – Budget to review and update Draft Budget 25/26:
Members were asked to consider adding a budget for interest on investments. May need to increase the insurance budget for the Cyber Insurance quote if accepted (to be debated at next meeting). £1000 had been included in the budget for a tree survey at £1000 but a quote has now been received for £860.00, members were asked to consider if the budget should be reduced to match the one quote received. The RFO spoke to Rob Armour of Vaughtons, who provide regalia about their valuation service and members were asked to consider if the Chairman's chain should be valued.
£1500 for investment income; £450.00 for cyber; £900 for Tree Survey; further quotes to be obtained for regalia valuation; quotes to be obtained for replacement interpretation boards; no additional Legal budget required for 2025-26 budget; running costs of Holding Field Pavilion to be added; £250 for Orchard in addition to the M&M; £100 for spring bulbs; quotes to be obtained for replacement bench slats at Pound Green. The bench on Basingstoke Road was suggested but this is owned by Vivid so not to be included.

Action: Cllr Gaines will measure and then Clerk to obtain quotes.

OM09/24.15 – Grant Request Kingsclere Pre School- £250 towards Government 95% funded Apprenticeship Scheme:
Application rejected at this time because it is not in line with Grants Policy the benefit is to an individual and for staffing costs. Kingsclere Pre School to be invited to reapply in line with the grant policy. Kingsclere Charities have an apprenticeship fund that may be more appropriate for the group to apply to.

Resolved: Declined at this time but reapplication to be invited

OM09/24.16 – Grant Request – Friends of Kingsclere School (FKS) request for £250 to part fund purchase of Ukeleles

Resolved: £250 approved for FKS for the purchase of Ukeleles

OM09/24.17 – Review and approve Discretions Policy:
Document reviewed by FE and recommended to full council for approval.

Resolved: Discretions Policy adopted

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OM09/24.17 – Review and approve updated Financial Regulations:
Document reviewed by FE and recommended to full council for approval. It was agreed that any commitment over £2k should be reviewed by council (Item 1.7).

Resolved: Financial Regulations adopted

OM09/24.19 – Planning Matters and Neighbourhood Plan Updates

19.1. 24/01632/FUL Nutkins Farm Conversion and alterations to form ancillary accommodation – As this is outside settlement policy boundary of the NP it should be objected to.

Resolved: Objection

19.2. 24/02171/FUL The George and Horn part Retrospective for 2 Extractors and new fencing –

Resolved: No objections/comments

19.3. 24/02211/HSE 56 Swan Street – removal of existing single storey extension, rebuild and loft conversion –
No objections to rear extension but refer to NP heritage Policy for the dormer

Resolved: No objections to rear extension – NP heritage Policy for dormer "K4 Good Quality Design" and "K17 Heritage Assets".

19.4. 24/02299/FOPD Land adjacent to New Barn Copse Ashford Hill, Forestry Tracks and Building Permitted development rights compliant checks

Resolved: No comment

19.5. 24/02186/HSE Summer Trees Extensions and alteration

Resolved: No objections/comments

19.6. T/00509/24/TPO Lakes End Foxs Lane Various Tree works

Resolved: T3/T5 and T6 objections insufficient evidence for the removal of TPO Tree(s)

19.7. 24/02341/LBC 28 Swan Street regularisation application for internal works and glazing rear garden room.

Resolved: No comment

19.8. Neighbourhood Plan – update

Waiting for Local Plan from BDBC. Awaiting information from Vivid for the Strokins site but the Developer for Coppice Road is still committed.

OM09/24.20 – Approval of Income, Expenditure and Bank Transfers:
The Income, Expenditure and Transfer Lists were agreed and signed off.

Resolved: Income, Expenditure and Transfer Lists approved and signed.

OM09/24.21 – Approval of Quarterly Bank Reconciliation:
The bank accounts for July to September 2024 were reconciled at £119,201.75

Resolved: The Quarterly Bank Reconciliation was agreed and signed off.

OM09/24.22 – Matters for Future Consideration: None

OM09/24.23 – Date of Next Meeting: Monday 25th November 2024 7:00pm in the Village Club.

OM09/24.23 – Exempt Business - Bowls Club - Discussion of correspondence received regarding the rent figure on the lease renewal September 2025**:**
The Kingsclere Bowls Club (KBC) were asked to come up with a business plan for how they plan to meet the rent requirements after the current temporary lease expires in September 2025. The club has emailed the council and is questioning the Savills valuation on the premises. They have provided a list of other Bowls Clubs rents in the area. It was agreed that not all of the comparisons offered were acceptable due to differences and we don't know if the comparisons offered are for exclusive use.
It was agreed that as the council had paid for a properly qualified surveyor to value the premises for the specific terms of the KBC that this proper work/valuation should not be discounted. The offer/proposal from KBC is for half the current discounted rate and is not acceptable. The Parish Council needs to enter into formal negotiations with KBC. Cllr Peach N to draft letter in response to email and advise on our timeline and consultation period.
We have received an offer of assistance for negotiating terms

Resolved: To enter into consultation with the Bowls Club regarding lease arrangements and to agenda Lease Terms to be agreed at the February OM. RFO to finalise budget figures for the estimated running costs ready for November OM.

Meeting closed 22:24

Signed:……..……..…..Chairman Date:……..……..…

Signed:……..…….Clerk Date:……..……

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Appendix - Report to Kingsclere Parish Council – 28th October 2024

As is usual with a Borough Councillor there are things that can be mentioned in a report and many things which are confidential and therefore can't, except in general terms. However, I have been involved with parishioners dealing with their enquiries and helping where I can. I have also reported to the Borough problems that I have noticed on my travels around the ward, for instance, a couple of of fly-tipped loads I notified that were speedily removed and some streetlamps that needed branches removed from around them to allow the light to illuminate the footway more effectively. None of this occurred in Kingsclere and in fact, from my point of view, Kingsclere has been quiet, but I suspect that David has fielded problems and enquiries for your parish as he is on the spot.

Two weeks ago, there was a Full Council meeting. There were three motions debated – the first related to Government imposing higher housing targets on the Borough (rejected), the second to the provision of a temporary ice rink whilst the present one is repaired (rejected) and the third motion, to do with changes to the winter fuel allowance and protecting pensioners from fuel poverty (accepted). There were 12 questions to various portfolio holders over a wide range of subject areas and to finish, questions from members relating to the accuracy of published minutes of various committees. Announced within an answer from the Council Leader to a question from a member of the council was the news that the purchase of Manydown has now been completed and so the chosen development partner can get on with beginning some of the necessary infrastructure required before the building of houses begins; this exciting news has been reported in the Gazette and will be mentioned in the BDBC free paper giving information to residents about what the Borough has achieved, and will be hoping to achieve in the future. In 2025 the Borough will be starting a food waste collection service, also announced in the free paper that will be delivered to every household in the Borough very soon.

Personally, I have attended a Full Licensing committee meeting in September (with another schedules for this month), a Grants scheme information session via TEAMS, a Housing Association overview session, a Food Waste information briefing, attended a number of DC meetings (another scheduled for next week with a viewing on Friday), sat on a Licensing sub-committee re an appeal against the Borough's refusal to grant a request for a taxi licence, and attended a Planning training session given by the Planning Advisory Service. Because I was away on holiday during September, I did miss some meetings and training sessions that I might have otherwise attended,

Finally, my councillor grant, that Kingsclere benefitted from last year has brought in request from quite a number of organisations and between we councillors we will be working out which organisations we will indicate can take forward requests.

Cllr Mike Bound, Tadley North, Kingsclere & Baughurst

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