



Minutes of Kingsclere Parish Council Ordinary Meeting OM 07/22 Held at 7.30pm on Monday 25th July 2022 in the Village Club

OM 07/22 – Present:

Cllrs: Bowes; Conquest; Farey; Mussett; Sawyer. BCllrs: Morrow; Rhatigan. Clerk – Ackrill.

Not Present:

None.

07/22.1 – Apologies:

Cllrs: Adams; Peach N; Peach R. BCllr Frost.

07/22.2 – Declarations of Interest:

None

07/22.3 – Minutes:

3.1 Minutes of Ordinary Meeting 27th June 2022 were accepted and signed with one amendment.

Item 22.9 the position of Media Representative was amended to Community Engagement and Media Representative.

3.2 Minutes of General Purposes Meeting 11th July 2022 were accepted and signed.

3.3 Minutes of Finance and Establishment Meeting 18th July 2022 were accepted and signed.

07/22.4 – Questions from the Public:

None

07/22.5 – Chairman's Remarks:

- i) Huge thank you to BCllr K Rhatigan for personally delivering 1400 copies of Kingsclere's Annual Report 2022 which saved the village hundreds of pounds in delivery fees. Also, special mention to our Assistant Clerk in the office who created the report.
- ii) It was noted at the recent Finance and Establishment meeting that there are a few issues arising in the village which may potentially require the reallocation of earmarked project funds for issues such as the renewal of leases, possible funds for the public conveniences, and other unforeseen issues which may evolve. The Finance committee is monitoring the budget carefully and an additional finance meeting may be required to ensure continued control of funds.

07/22.6 – Councillor Vacancy:

Simon Jones has resigned as Councillor with immediate effect and therefore KPC now has a Vacancy for a New Councillor, a Notice will go up tomorrow but look forward to hearing from anyone who lives, works or owns land within the Parish, please do contact the office staff to make enquiries regarding the exact criteria required to be eligible.

07/22.7 – Review of the following Policies and Documents:

All documents were circulated prior to the meeting.

7.1. The Data Protection Policy:

One comment – typing error bottom of page one to be corrected. No amendments.

7.2. The Data Retention Policy:

One comment typing error bottom of page 1 but no amendments.

7.3. The Freedom of Information Scheme Document

Agreed to make document into a KPC Policy format. No content changes.

7.4. The General Privacy Notice:

No comments.

7.5. The Privacy Notice for Staff, Councillors, and Role Holders:

No comments.

7.6. The Press and Media Policy with proposed changes:

New draft was circulated prior to the meeting this new draft was subsequently approved with the proposed changes.

7.7. The Investment Policy:

Recommended for approval by the FE Committee at July FE - no further comments

Resolved: It was agreed to readopt the Data Protection Policy; Data Retention Policy; Freedom of Information Scheme Document; General Privacy Notice; Privacy Notice for Staff, Councillors, and Role Holders; and the Investment Policy with no amendments other than those grammatical errors noted above. Along with the adoption of the revised Press and Media Policy.

Action: Clerk, Assistant Clerk

07/22.8 – Surveillance Cameras B&D Consultation Response:

Councillors were happy to reply positively to the Consultation and the Clerk was asked to complete in favour of the surveillance system.

Action: Clerk

07/22.9 – Public Conveniences:

Cllr Mussett has continued discussions with BDBC regarding the possibility of KPC taking on the ownership of the Public Conveniences in the Square in the future. Cllr Mussett has now managed to find out who currently services and locks the toilet block and is in the process of talking with the company to find out continuation costs and prospects. KPC is still working with the maintenance figures initially circulated last year. Cllr Mussett has also been talking with Whitchurch Town Council about the management of their facilities and the possibility of working together. Discussion ongoing.

07/22.10 – 24 Swan Street:

Cllr Bowes had circulated a paper detailing the social and economic value of 24 Swan Street to the Community. A publicly owned building that provides community benefit can be transferred to a community organisation using the Community Asset Transfer (CAT) scheme. BBDC do not have a CAT scheme but there are a range of statutory arrangements which could allow the building to be transferred to Kingsclere Performing Arts and Youth Centre Community Interest Company (KPAYC). The list of values that 24 Swan Street offers the village were noted including, employment, parking, Youth Club and the Performing Arts College – following discussion KPC was unanimous in offering its support and input where possible to aid the Community Asset Transfer process.

07/22.11 – Community Engagement:

Cllr Conquest had circulated some ideas of how KPC can draw on the goodwill and spirit that the village Jubilee celebrations created and shared some suggestions of how KPC can engage and be approachable to residents. There are three suggestions so far: a photo of the councillors on the website, the creation of a volunteer page on the website where local organisations can post bios including when and where people can help, and lastly, holding monthly surgeries somewhere publicly, to take questions and help point residents in the right direction with help and advice. All present felt this was a great idea, however KPC would need to investigate suitable places to hold surgeries. Possible photographs could be taken at September OM and DC will investigate adding the page to the website.

Action: DC

07/22.12 – County Councillor:

No report.

07/22.13 – Borough Councillor:

[BCllr K Morrow submitted a report attached in Appendix 1.](#) The report mentioned the creation of a £1.0m Cost of Living fund. KPC was keen to find out if this could be utilised to help fund services like breakfast clubs. Cllr Rhatigan will ask the Council Leader and it was agreed potentially to bring together groups like our Food Bank co-ordinators, Community Larder, and Church, maybe our school to see how this fund could be used to help residents but also if it was a requirement. Need to pool contacts and resources item for September OM. Full report attached.

BCllr Rhatigan will call to committee the Planning application in Horse Brook, Bear Hill as he doesn't see that it directly affects the AONB. As a committee member he cannot comment either way on Porch Farm, but many residents have been in touch with him and it's positive to see the proposed figure of houses has come down from 220 to 200. Cllr Rhatigan stated he is keen to improve whatever proposal comes forward to make it work for the community, appreciating it's a greenfield site but keen that the site outcome is the best it can be. No Housing Allocation has been announced so Kingsclere's final housing allocation figure is still unknown.

Cllr Rhatigan is also keen to sort solar panels for the roof of the Fieldgate Centre.

Action: All Cllrs consider resident and group inclusions for Cost of Living meeting item Sept OM.

07/22.14 – Health and Safety:

Risk Assessments need to be completed all have now been distributed

Action: All

07/22.15 – Planning Applications:

15.1. 22/01359/RET: 4 Basingstoke Road

It was noted that this application was not complete and some of the detail appears to have been incorrectly recorded. The Neighbourhood Plan lays out many aspects of development and design and councillors had reservations over the street scene, design and change of use and access to name a few. It was agreed a letter would be written regarding these concerns.

Action: CM

15.2. 22/01856/FUL: Porch Farm

The Neighbourhood Plan (NP) voted for in 2018 by Kingsclere's residents clearly lays out the development preferences residents wished to see in the village. This NP is the adopted policy of KPC and all planning applications are referred back to the design policies contained within it. Following lengthy discussion, the councillors deemed this application fails to comply with many of the development plan policies dictated by the Neighbourhood Plan. The Chairman requested KPC's Planning Panel draft KPC's response letter of objection.

Action: Planning Panel

15.3. T/00264/22/TCA: 21 Newbury Road

No Objections.

15.4. 22/01918/TENO: Ashford Road Street Works

There was concern over site location. After discussion it was agreed to ask the Planning Panel to write a letter of objection but to suggest possible better site options if possible.

Action: Planning Panel

07/22.16 – Clerk's Report:

16.1. Grant Application for £250 from Tadley Citizens Advice Bureau:

This was approved – this service offers and provides a lot to the residents of Kingsclere.

Resolved: £250 grant to Tadley Citizens Advice Bureau was approved.

Action: Clerk, RFO

16.2. Internal Auditor Company Name Change:

Correspondence received to inform KPC its internal auditor is changing the company name, nothing else has altered. KPC hasn't had the quote for the next financial audit yet and is not in contract, once received Cllrs can review and maybe source quotes if a large increase occurs.

Action: RFO

16.3. Yew Tree in Churchyard:

Permission now granted by Basingstoke and Deane Borough Council to go ahead with the crown lift on the tree adjacent to Twist, Clerk will arrange. Twist have agreed to pay some of the costs which is appreciated.

Action: Clerk

16.4. Land Between 70 Swan Street and Stream

Work order has been raised by H.C.C to resurface the area which has sunk due to car weight and to install wooden bollards on the roadside to prevent future parking.

07/22.17 – Approval of Income and Expenditure:

The accounts for 20th April – 15th July were agreed and signed off.

07/22.18 – Approval of Quarterly Bank Reconciliation:

Signing the quarterly bank reconciliation was deferred until next meeting. No bank statement was available.

Action: Sep OM

07/22.19 – Matters for Future Consideration from Public Questions:

None.

07/22.20 – Date of Next Meeting:

Monday 26th September 2022 7:30pm in the Village Club.

07/22.21 – Exempt Business:

21.1. Office Staff Overtime worked before July 2022 and Carried Over Holiday Hours from Financial Year 2021 – 2022:

Confidential report circulated prior to meeting. The payment figure for the overtime worked before July 2022 overtime detailed in the confidential report was agreed. The figure for holiday hours carried over from financial year 2021 – 2022 as detailed in the confidential report was agreed.

Resolved: Payment for overtime hours worked before July 2022 and holiday hours carried over from last financial year detailed in the confidential report were unanimously approved.

Meeting closed 21:16

Signed:.....Chairman

Date:.....

Signed:.....Clerk

Date:.....

Distribution: Cllrs: S Adams; I Bowes; D Conquest; M Farey; C Mussett; N Peach; R Peach; and J Sawyer.
Website: www.kingsclere-pc.org.uk.

Appendix 1: BCllr K Morrow Report

Full Council Meeting 22nd July

Capital Programme Outturn

- Actual capital spending in 2021/22 was £15.972M. This is 5.126M less than the capital programme budget of £21.087M.

It is disappointing that the Borough were only able to spend 75% of its budget, especially as due to inflation our unspent money will be worth less in 2022/23.

The Cabinet Member for Finance and Property put the delays in spending mainly down to the economic climate, disruption and delays due to the pandemic. large amount of slippage is in the report, which the deputy leader feels can be resolved by improved programme management. Another factor is the unmentionable 'B word' which did not feature in the report.

Revenue Outturn Report

- Creation of a £1.00M Cost of Living Assistance Fund.
- Carry over of unspent Councillor Grants to support organisations within the Borough to provide cost of living support advice. eg Citizens Advice.

On a positive note, it was promised that the Cost-of-Living Fund will be monitored and the residents of B&D will be supported throughout the crisis, with the leader promising more money is in reserve.

Councillor Community Grant Scheme

Grants of between £250 and £1,000 are available to help community projects in our ward up to £2,000 per councillor.

Applications must be submitted by your councillor no later than Friday 27th January 2023.

Please visit www.basingstoke.gov.uk/cllr-community-grants

This scheme supports B&D Council's Council Plan – strengthening communities, protecting and enhancing our environment, improving safety and planning for the future.

Previous examples of successful grants include; materials for a community garden, defibrillators, a parasol and bench, tents for Scouts.

Please spread the word so that we can find worthy projects for these grants. Get in touch with me or my fellow ward members. Our contact details are on B&D website.

My best day is Wednesday as I set this aside for my ward work and catching up on council commitments.