



Minutes of Kingsclere Parish Council General Purposes Meeting GP 10/21 Held at 7.30pm on Monday 8th November 2021 in the Village Club

GP 10/21 – Present:

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

10/21.1 – Apologies:

Cllr Bowes.

It was resolved that Cllr Mussett would chair the meeting.

10/21.2 – Declarations of Interest:

Item 6 Allotment Rules and Regulations – Cllr N Peach.

10/21.3 – Matters Arising:

None

10/21.4 – Mowing of the Holding Field for Child Sports Activities:

Referred from Oct OM. It was agreed that the Clerk would source quotes for the Holding Field to be cut while the grass is still growing to allow children's sports clubs to continue to run on the Holding Field, since there are draining works underway on the sports pitches at the Fieldgate Centre. A quote of £52.02 per cut was sought from KPC's contractors and this expenditure was authorised by the Clerk in advance of this meeting, to allow for practice to continue between October OM and November GP. The Holding Field will be cut until the Clerk informs the contractors otherwise. This quote as a price for each cut was unanimously approved.

Resolved: Quote of £52.02 per cut of the Holding Field approved.

10/21.5 – Accommodation:

There is money allocated in the 2022/23 budget to refurbish the office, including improving the lighting, replacing the flooring, painting the walls and woodwork, and updating the office furniture. CM will measure the office and create a floor plan to try and maximise the space available. Once there is a plan quotes need to be sought to get this project underway. The suggestion of installing a second doorway was put forward, as there was originally a second doorway in the office, however it was agreed that it would reduce the floor and wall space available. It was agreed to ensure the Village Club trustees are included in any discussions about improving the lighting and flooring, considering that the Village Club is a listed building.

Action: CM

10/21.6 – Allotment Rules and Regulations:

Documents circulated prior to meeting. Some small changes were proposed to the Rules and Regulations including clarifying that no glass greenhouses are permitted, instead of no glass at all. It was queried if KPC still wish to have an Allotment Management Group (AMG.) The AMG was disbanded in 2020 due to the Covid-19 pandemic and KPC has not instructed them to start up again. It was agreed to change the wording to indicate that KPC sometimes has an AMG. A new Allocation Policy was also circulated, and it was agreed to adopt with minor changes. Both documents referred to November OM for full council approval.

Action: Nov OM

10/21.7 – Councillor Vacancy update:

The Clerk reported that there was no election required, and that three people had come forward as candidates so far. The Chairman reported that Cllr F Sawyer had indicated to him of her intention to resign, considering there are numerous candidates to fill the position of councillor. It was stressed that this decision is made with the best intentions, and to give the opportunity to another resident who would be able to have a more active role in Parish Council business. It was agreed to advertise this new vacancy from 9th November with the intention of co-opting two new Cllrs at November OM. The Clerk will seek advice from electoral services on the timescales for this. It was queried as to what KPC would want new Cllrs to do, it was agreed to discuss this at Nov OM.

Action: Clerk. Nov OM

10/21.8 – Mowing and Maintenance Tender Process 2022:

Document circulated prior to meeting. The Clerk has been working on the mowing and maintenance schedule in preparation for the tender process. Currently the whole bill for the mowing and maintenance is divided by twelve, and KPC pays the same amount each month. It was proposed that instead, each item has its own reference number, and the contractors charge KPC each month for each item completed in that month so KPC can keep track of what items have been completed and when. It was agreed this is a good idea moving forward. The document was reviewed with small changes made to the schedule. The Clerk reported that the deadline for tenders will be 3rd January with the aim of discussing this at January GP and OM, in time for the finalisation of the precept.

Action: Jan GP.

10/21.9 – Review of the Standing Orders:

Referred from Oct OM. SA and IB had not had opportunity to discuss the Standing Orders prior to the meeting, so it was agreed to defer to January GP.

Action: Jan GP.

10/21.10 – Malthouse Open Space Project Update:

No further information since October GP. JS has contacted the resident clarifying what support they are offering and hasn't heard back. Referred to January GP.

Action: Jan GP.

10/21.11 – Cemetery:

11.1. Selling of Exclusive Rights:

It was proposed to include a small amendment to the Cemetery Fees document, to bring forward the date in which the new fees are in effect from to 1st January 2022. It was also suggested to defer purchases of exclusive rights until after KPC has finished mapping and plotting the cemetery. This was agreed, referred to OM for full council approval.

Action: Nov OM

11.2. Concerns from a Resident:

A resident called the Clerk with numerous concerns regarding the Cemetery. These include, but are not limited to, barbed wire fencing, unattended or unaccompanied children in the cemetery gaining access from the Fieldgate Centre (FGC), low hanging trees and branches, people walking dogs in the cemetery, and people riding bicycles in the cemetery. The Clerk investigated these concerns same day as the call and could find no evidence of barbed wire fencing. KPC is aware of the low hanging trees and branches and there is work planned to address these issues. After a short discussion it was agreed that realistically, KPC cannot do anything to prevent children accessing the cemetery from the FGC as it is public open space. A fence would not be effective as it would either get kicked down or climbed, and there would still be access from the FGC using the steps. Dogs are permitted in the cemetery if they are on a lead, KPC has received no other reports of loose dogs being walked in the cemetery. Cllrs shared the resident's concerns regarding cycling in and agreed to keep the cemetery under review to assess how serious this issue may be.

11.3. Memorial Safety Check Quotes:

Since last GP the Clerk has sought a third quote, however the company has since indicated they no longer wish to quote. It was noted that quotes should include the memorials in the Churchyard. One company has provided a day rate with an estimation of it taking two days to complete the work, and a second company has provided a price per memorial. The Clerk and Assistant Clerk counted the memorials at the cemetery and a rough count and calculation indicates that the quotes are comparable. There is provision in the 2022/23 budget for memorial safety checks, including provision for any repairs that may be required to memorials if KPC is unsuccessful in contacting the owners. Quotes referred to Nov OM.

Action: Nov OM.

10/21.12 – Turning Off Water in the Allotments and Cemetery:

It was agreed that the water should be turned off as soon as possible and should be turned off towards the end of October or start of November each year.

10/21.13 – Health and Safety:

Documents circulated prior to meeting. The Clerk and MF reviewed the risk assessments and identified issues that need addressing. It was noted that the risk assessment for the Recreation Ground still needs completing. It was agreed to: have all bus shelters cleaned out, investigate repair options for roof tiles on the Longcroft Road bus shelter, source quotes for a replacement seat for The Square bus shelter, source quotes to remove a tree stump in the Orchard, and write to the Bowls Club asking them to repair their border fence on the Holding Field (HF). It was also agreed that CM would look at the wire fence in the Cemetery; and that NP would source prices for filling the holes in the HF hedge with mature hedging, work out how much soil would be required to cover the manhole cover in the HF, and identify and spray the tree stump that needs removing in the Orchard.

Action: Clerk, CM, NP.

10/21.14 – Planning Applications:

14.1. 21/03172/HSE – The Old Vicarage, Foxs Lane: No objection.

14.2. 20/03247/FUL – New dwelling and detached garage. Land North of Little Knowl Hill:

KPC objected to this planning application on 12th January 2021 and commented that the application was not online, it still is not. KPC do not know the proposed amendment and KPC's original objection still stands

14.3. 21/00197/FUL – Erection of 2no. two bed dwellings. Land North of Little Knowl Hill:

There are more biodiversity reports for this application, no amendments. KPC's original objection still stands.

10/21.15 – Date of next meeting:

Monday 17th January 2022 7:30pm in the Village Club.

Meeting closed 21:26

Signed:.....Chairman

Date:.....

Signed:.....Clerk

Date:.....

Distribution: Cllrs: S Adams; I Bowes; M Farey; C Mussett; N Peach; R Peach; F Sawyer and J Sawyer.

Noticeboard; Website: www.kingsclere-pc.org.uk.