

<b>Parish Council Meeting</b>	
<b>19 June 2017 at 19:30</b>	
<b>Kings Worthy Community Centre, Fraser Road, Kings Worthy</b>	
<b>Clerk</b>	Adrian Reeves
<b>Chairman of the Meeting</b>	Councillor Stewart Newell
<b>Councillors</b>	Ian Gordon, Mandy Hallisey, Les Haswell, Dorry Lawlor, Karen McCleery, Noel McCleery, Judith Steventon Baker, Martin Taylor, Denis Welstead and Sarah White. Matthew Page joined the meeting from PC/17/093 onward.
<b>Hampshire County Council (HCC)</b>	None
<b>Winchester City Council (WCC)</b>	Jane Rutter
<b>Members of the Public</b>	5

<b>PC/17/091 – Apologies for absence</b>
None.

<b>PC/17/092 – Co-optation of Councillor to fill casual vacancy</b>		
Two candidates made brief presentations.		
<b>(The two candidates and the members of the public left the meeting)</b>		
It was noted that one of the candidates did not fulfil the residency requirements and this application could not stand.		
<i><b>Decision:</b> On a show of hands, Matthew Page was unanimously co-opted as a Councillor.</i>		
<b>(The two candidates and the members of the public re-joined the meeting)</b>		
<b>The ineligible candidate was informed of the legal position and left the meeting.</b>		
Matthew Page completed his Declaration of Acceptance of Office and was welcomed as a councillor by the Chairman.		
<b>Action Items</b>	<b>Action by</b>	<b>Target</b>
None.		

<b>PC/17/093 – The Spring bus service (Mr Robinson of Stagecoach)</b>
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Mr. Robinson was not available to attend this meeting and has been invited to attend the next meeting on 17 <sup>th</sup> July.		
<b>Action Items</b>	<b>Action by</b>	<b>Target</b>
None.		

<b>PC/17/094 – Tenants’ items on public areas owned by WCC (WCC representative)</b>		
Mr. Richard Botham (Assistant Director (Chief Housing Officer) WCC) was not available to attend this meeting but has confirmed his, or a representative’s, attendance at the next meeting on 17 <sup>th</sup> July.		
<b>Action Items</b>	<b>Action by</b>	<b>Target</b>
Where WCC officers are invited to meetings in future, WCC councillors are to be copied in on the invitation so that they can follow up if required.	Clerk	n/a

<b>PC/17/095 – Public Question Time</b>		
A member of Top Field Action Group (TFAG) asked about the state of progress on the footpath applications on Top Field and stated that TFAG have submitted 34 evidence forms to HCC. Sylvia Seeliger (HCC) is holding a meeting on 21 <sup>st</sup> June to decide on the peripheral path and one other.		
<b>Action Items</b>	<b>Action by</b>	<b>Target</b>
A laminated notice is to be put up at the entrance to Kim Bishop Walk inviting members of the public to submit User Evidence Forms to HCC. Members of the public are to be encouraged to keep submitting User Evidence Forms to HCC for all footpaths.	Clerk All	n/a n/a

<b>PC/17/096 – Agree and sign the minutes of the Parish Council meeting on 22 May 2017</b>		
The minutes of the previous meeting were not completed in advance of the meeting. Councillors agreed the draft and the wording of the paragraph to be added about the appointment of the new Parish Clerk.		
Cllr Hallisey, with Cllr Steventon Baker’s support, stated that it was felt that not all councillors had been kept informed as to the name of the successful candidate after interview. Cllr Newell apologised to the meeting for the way this issue had been handled.		
<b>Action Items</b>	<b>Action by</b>	<b>Target</b>
Draft to be circulated and brought forward for signing at the next PC meeting.	Clerk	n/a n/a

Cllrs Hallisey and Gordon agreed to obtain advice from HALC on recommended recruitment processes. The comms rota needs issuing.	Cllrs Hallisey & Gordon Cllr Newell	n/a
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#### PC/17/097 – Development at Top Field - update

An article in the Hampshire Chronicle dated 15<sup>th</sup> June had disclosed information from a confidential meeting at WCC which had been attended by parish councillors. Cllr Newell expressed his anger about leakage of information from this meeting, when the parish councillors attending had been specifically asked not to discuss the contents any wider. It was noted that no decisions were taken at the meeting. Councillors were concerned that WCC were concentrating on Top Field rather than other sites which had received more support in the recent LPP2. Cllr Rutter said that she had suggested to Andrew Palmer that everything is put in the public domain.

Action Items	Action by	Target
Cllr Newell is to write to Caroline Horrill (leader of the council) and Andrew Palmer (WCC), copied to all parish councillors, stating that PC would not wish to hold any such meetings in the future.	SN	n/a

#### PC/17/098 – Development off Lovedon Lane - update

Work is progressing on the path and it is understood that the first resident has moved in.

Action Items	Action by	Target
None		

#### PC/17/099 – Hinton House Drive

HCC's Rights of Way team have now marked the official paths. The owner of Hinton House has blocked off one other access into the bottom football pitch area.

Action Items	Action by	Target
It was agreed that Cllrs Newell, White & Gordon would arrange to meet with Mr. Bowyer to discuss a way forward.	SN	n/a

#### PC/17/100 – Reports from County Councillors, City Councillors, School Governor and External Meetings (attended by Parish Councillors)

The County Councillor's report had been previously circulated and is attached below.

Decision: It was agreed that there was now no need to respond to the Gypsy & Traveller consultation as the Northington site has been withdrawn.

The HIOWWT management of land – the area between Worthy Lane and the railway line was now in HIOWWT’s ownership and the paths across this area are available for public use despite not being signed.

The City Councillors’ Report had been previously circulated and is attached below.

**(Cllr Rutter and 2 members of the public left the meeting)**

School Governor – nothing to report.

External Meetings attended by Parish Councillors:

- a) Cllr Haswell attended a workshop at Henry Beaufort School which examined the school in terms of present access and what does and doesn’t work. A further workshop is being held at 12.00 on 30<sup>th</sup> June to look at possible new development.
- b) Cllrs Taylor & N McCleery attended a HALC training course on Finance for Local Councillors, which wasn’t that good.
- c) Cllr Taylor has met with Derek Brockway and Peter Finn to discuss the proposed history board for Mill Lane.
- d) Cllr Steventon Baker has received a request to the Winchester Villages Forum from Rev. Paul Bradish asking for a donation to support summer holiday lunches for those children who would normally receive free school meals.

Action Items	Action by	Target
Cllrs are invited to attend the sessions for consultation on the new leisure centre.	All Cllrs	n/a

**PC/17/101- Matters arising from the meeting held on 22 May 2017**

PC/17/80 Response to the consultation on the Gypsy and Traveller Plan – see PC/17/100 above.

PC/17/81 Automated External Defibrillators (AEDs) – Thanks were expressed to Cllrs White & K McCleery for the CPR training that had been provided to other councillors. The Clerk updated councillors on the progress with arranging sites for the AEDs. Worthy’s Sports and social Club have agreed the location and are willing to pay the electricity bill on a continuing basis. The Post Office in London Road has been asked to consider one AED being mounted on the outside wall; a response is awaited. A response is also awaited from Tesco; Cllr Gordon undertook to speak to his contact at Tesco and also to ask them to consider covering any funding shortfall once the final costs are available. Cllr Page has a contact who owns a resuscitation doll which it may be possible to borrow.

Action Items	Action by	Target
Cllr Gordon undertook to speak to his contact at Tesco.	IG	n/a
Cllr Page to give Cllrs White and K McCleery contact details.	MP	n/a

## PC/17/102 – Receive the minutes of the committees

Planning & Highways – the minutes of the meeting held on 30<sup>th</sup> May had been previously circulated.

Recreation & Amenities – the minutes of the meeting held on 1<sup>st</sup> June had been previously circulated.

- a) It was noted that the Health Walks has started and week one had been a great success. The walks will continue weekly from 2 p.m. starting from Tubbs Hall.
- b) The grounds maintenance contract is up for renewal before 1<sup>st</sup> April next year.
- c) Parish walkabout – this is to take place on Thursday 3<sup>rd</sup> August at 6.30 pm, starting from Tubbs Hall. Phil Allen and Phil Jeffs will be on hand to provide advice.
- d) Cllr White has put up a temporary sign re not cutting the grass where orchids are growing near the London Road history board.
- e) Cllr Gordon expressed his appreciation of the new noticeboard in Willis Waye.
- f) Mobile CCTV cameras – to comply with legal requirement re signage it would be necessary to put up signs at each entrance to each site (e.g. Eversley Park) and these would need to be permanent as it would not be feasible to do this each time the camera was installed.

**Decision:** It was agreed that R&A should now come back with a specific implementation plan for consideration.

Finance, Administration & Remuneration Committee - the minutes of the meeting held on 14<sup>th</sup> June had been previously circulated.

- a) Decision: It was agreed to spend £400 on Christmas lights.
- b) Cllr Taylor presented the management reports for the period to the end of May where income and expenditure were both very close to budget.
- c) It was noted that the Church Fete had charged an entrance fee this year, even though no hire fee had been levied as for a free of charge charity event.

Action Items	Action by	Target
Christine Cook to be informed of the decision re the Christmas lights.	Clerk	n/a

## PC/17/103 – Annual return 2016-17

The Clerk presented the annual return figures as agreed after the annual internal audit and the Section 2 was signed by the Responsible Finance Officer and the Chairman.

Action Items	Action by	Target

## PC/17/104 – Internal audit report 2016-17

The Clerk presented the internal report from Do The Numbers Ltd, a copy of which is attached, had presented 5 points:

- a) Payroll reports – it was agreed that the FAR Chairman would write to EKS Accounting confirming that the cumulative payroll reports should be provided on a quarterly and year end basis.
- b) Bank statements - it was agreed that bank statements would be filed separately from the minutes and never uploaded to the PC's website.
- c) Clerk recruitment – It was agreed that the Chairman would write to the internal auditor requesting clarification of this point and what would be required in the future.
- d) Transparency Code – It was agreed that the specified items would be added to the new website when this was available.
- e) Accounts presentation – It was agreed that the balance sheet is reviewed quarterly and that the Pimms Stall receipts would not be put to reserves in future.

A discount on the audit fee of £75 had been given as a result of exemplary records. A vote of thanks was given to the Clerks for their work on preparing everything leading to such a good audit report.

Action Items	Action by	Target
(a) Payroll reports	MT	
(b) Bank statements	Clerk	
(c) Clerk recruitment	SN	
(d) Transparency Code	Asst. Clerk	
(e) Accounts presentation	Clerk	

#### PC/17/105 – Communications (inc. Website, Facebook, Newsletter & Monthly Comms)

The Comms team from 1<sup>st</sup> July is Cllrs K McCleery, Cllr Page and Cllr Newell. The next communication is to be issued at the end of August and to include AEDs and Health Walks.

Action Items	Action by	Target
Produce the next communications.	Comms team	31/8/17

#### PC/17/106 – Clerk's Notices

Cllr Page was invited to attend the next meetings of Recreation & Amenities and Planning & Highways Committee.

Action Items	Action by	Target
None.		

#### PC/17/107 – Chairman's Notices

- a) The Chairman had been invited to an event at the Royal Logistics Corps at Deepcut Barracks. As he was unable to attend Cllr Gordon undertook to see if he could take his place.
- b) The Grove has been put up for sale as housing.
- c) If the venue is available the Clerk's leaving event is to be held on Friday 28<sup>th</sup> July in the evening.

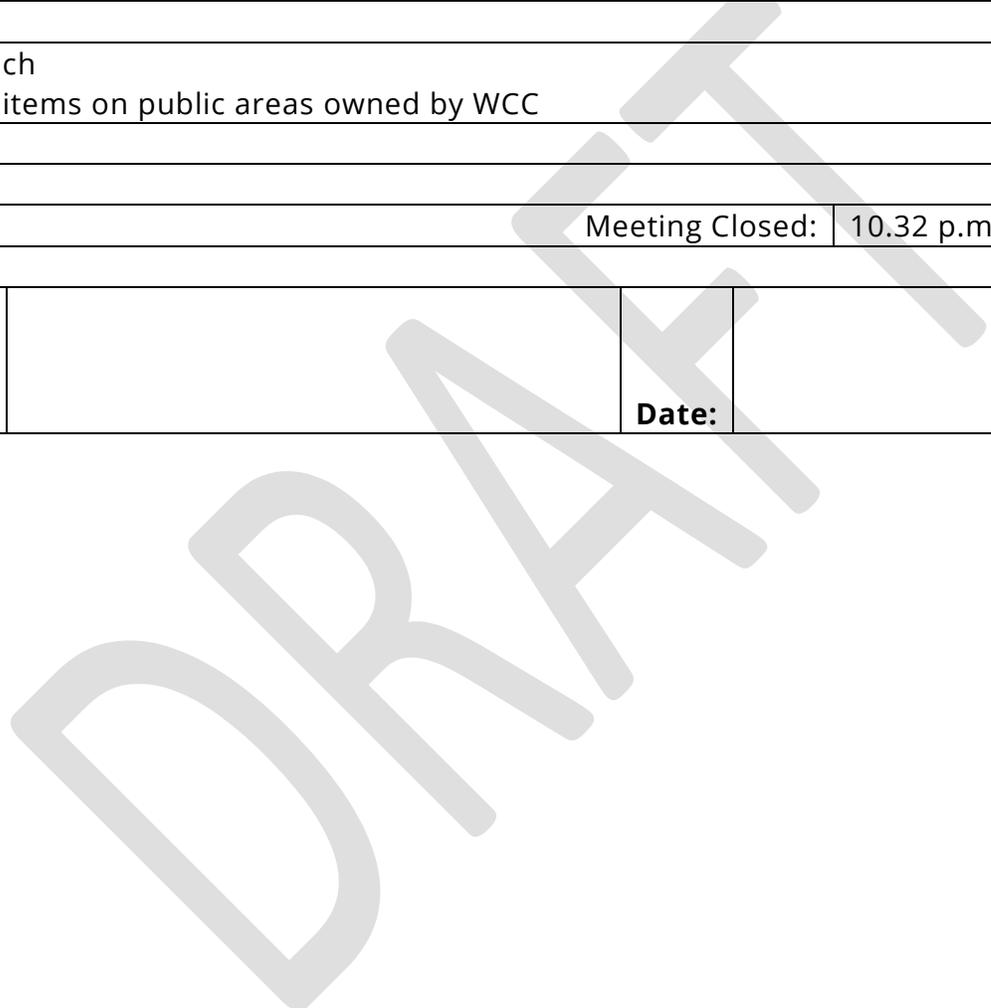
Action Items	Action by	Target

**PC/17/108 - Items for next meeting - 22 May 2017**

Stagecoach Tenants' items on public areas owned by WCC

Meeting Closed:	10.32 p.m.
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<b>Signed:</b>		<b>Date:</b>	
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## **County Councillor Report for Parish Councils for June 2017**

**Apologies- this is a short and somewhat factual account!**

**The Gypsy and Traveller** consultation will be going out for consultation pending confirmation at WCC Cabinet on the 5<sup>th</sup> July 2017. HCC have confirmed that the site at Northington is not available, and it has been removed from the consultation.

**Future Barton Farm Forums** are on

- 12<sup>th</sup> July 2017,
- 8<sup>th</sup> November 2017,
- 11<sup>th</sup> Jan 2018, and
- 22<sup>nd</sup> March 2018

It is likely that the subject of the main road into Winchester will be revisited following the proposed closure of the ATR site just north of King Barton. These meetings are held at 6.30pm in The Guildhall- all are welcome. New open space has alloted to the east of the Main train line, called Barton Meadows. These will be under the stewardship of HIOWWT so watch this space!

**HIOWWT management of land.** I know some parishes have concerns about this and it something I intend to tackle in this session as your Councillor.

**A volunteer force** is being developed by HCC to manage footpaths. The Ramblers do this too. Please use your lengthsman to do this work if HCC countryside cannot. Grass has been cut on verges on the A31, and expecting to be done on the A33 as I write. The central reservations have not been done yet. If not done by the end of this week, I will complain as it is dangerous.

**The AGM of the County Council** was held last week, but I could not attend the short meeting because I was representing the public view at a planning application.

I am increasingly concerned that land which should be designated as 'public' in new applications is increasingly becoming labelled 'private' and costs money for residents to manage, rather than the council (to whom they pay their council tax). This creates problems for access, lighting and infrastructure. I welcome your views.

*Jackie Porter*

Tel/text: 07973 696 085 Email [Jackie@jackieporter.co.uk](mailto:Jackie@jackieporter.co.uk)

Website (this month only) : [www.jackieporter.mycouncillor.org.uk](http://www.jackieporter.mycouncillor.org.uk)

## **City Councillors' Report to the Kings Worthy Parish Council meeting on 19<sup>th</sup> June 2017**

### **New Sports & Leisure Centre**

A new mini Cabinet Team has been formed to take forward the development of a new Sports and Leisure Centre for Winchester. Malcolm Prince is a (non-voting) member of this new team and will be able to provide regular updates. The target date for completion is 2020 and various consultants have been appointed for this major project including an Architects team. To ensure your opinions are listened to please attend one of the following drop-in consultation sessions:

Venue: in the meeting room and café at The University of Winchester  
Sports Stadium, Bar End, SO23 9SQ,

- Friday 23 June 16:00-18:00
- Saturday 24 June 10:00-12:00 and 14:00-16:00
- Thursday 29 June 15:00-17:00

Also, there is an additional 'drop-in' opportunity at the Winchester Guildhall on:

- Friday 23 June 11:00-14:00

If you wish to make a comment but are unable to attend, or if you wish to be kept informed about the Winchester Sport & Leisure Park project, then you can do so by emailing [leisurecentreproject@winchester.gov.uk](mailto:leisurecentreproject@winchester.gov.uk)

This is a major project for the City and will be important in achieving an increasingly Active and Healthy Community. The existing leisure centre at River Park will be maintained to ensure it can safely remain open during the development phase. We would also welcome your comments on what should take the place of the existing Riverpark Leisure Centre. Some of us are very keen to see community sports facilities retained here, obviously at a much-reduced level: a café, perhaps a commercial gym, and toilet and changing facilities as a minimum. What is your view?

### **Barton Meadows**

The area between Headbourne Worthy and Stoke Road has now been officially opened as a wildlife reserve with a walking route around the edge. The area covers some 32 hectares and will gradually become a meadowland with a long term (125 years) protection against future developments. A walk around this area is well worth it; there are three unique benches which were constructed in the New Forest. Access is available from Well House Lane (before the railway bridge) and from Stoke Road. There are also two informal access points from Worthy Lane, at the Headbourne Worthy end just past the bus stop and at the Winchester end just past the last houses.

### **Lovedon Lane**

A new multi-use walking/running trail in the new Kings Worthy meadowland is almost complete. This area will link to the existing Eversley Park. The new trail will be opened on 23 September to coincide with the Festival Run.

### **Winchester**

Winchester City Council has purchased the bus station. Currently work is underway to improve the route of buses so they exit by the back of the station and no longer use the Lower High Street. This work is expected to be completed for September.

The new (old) Friarsgate car parking area has now opened.

There are further plans to revamp St Maurice's Covert and the Tourist Information Centre in the City.

**Tovey Place new house addresses** We are suggesting that the proposal by the developer is unnecessarily complicated and they should just be numbers 17, 19 and 21 Tovey Place.

### **Your Councillors' Roles on the Council**

Jane Rutter has finished her year as Mayor of Winchester and is back on the Planning Committee as a Deputy. Malcolm Prince is a **member of the Shadow Cabinet Team with a special focus on Finance matters. He is also on the Barton Farm Forum, a mini Cabinet member for the Sports and Leisure Centre and on the Audit Committee.** Jackie Porter is involved with the Barton Farm Forum, the Sports & Leisure Centre cabinet committee and continues her County Council responsibilities.

Do the Numbers Limited  
37 Upper Brownhill Road  
Southampton  
SO16 5NG

24<sup>th</sup> May 2017

Adrian Reeves, Clerk  
Kings Worthy Parish Council  
Fraser Road, Kings Worthy  
Winchester,  
Hants  
SO23 7PJ

Dear Adrian,

**Subject: Review of matters arising from Internal Audit for 31 March 2017**

Please find below the list of matters arising following my visit yesterday. I found the records of the council to be in excellent order and the visit went well.

Control area	Issue	Recommended Action
Payroll reports	At least quarterly, and at the year end, the payroll bureau should provide cumulative payroll reports to allow the ledger figures to be validated.	This is the third year that this has been raised. The bureau need to provide the data automatically.
Bank statements	In some instances originals and copies of bank statements were filed with the minutes rather than in the accounting files.	Bank statements should never be included with the minutes or uploaded to the website.
Clerk Recruitment	The working party of members who have been handling the staffing changes due this summer have not been transparent in the specification and job description for the recruitment.	Public sector recruitment should always be done as transparently as possible.
Transparency Code	The current website of the council does not meet the requirements but the new site should be live soon.	Please ensure that details of all fixed assets, standard documents and policies are included in the new website.
Accounts presentation	During the year a couple of payments were again coded directly to reserves rather than expenditure. This is the second year this has occurred.	The balance sheet should be reviewed quarterly to check.

Please find enclosed my invoice for the agreed fee of £550. If either you or your members have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene

Registered in England No. 7871759



Director: Eleanor S Greene

# Kings Worthy Parish Council

## Management Accounts for the period ended 31 May 2017

2016/17 Actual (Full Year) (£)	Current Month Budget (£)	Current Month Actual (£)	Current Month Variance (£)	Income Item/Description	2017/2018 Budget ytd (£)	Actual ytd (£)	Variance ytd (£)	2017/2018 Budget (£)	Forecast Outturn (£)	2018/19 Budget (£)
157,226	10,134	9,834	-300	Finance (inc. Precept)	43,106	42,524	-582	145,216	0	0
5,809	183	183	0	THMC Income	366	366	0	2,196	0	0
5,722	1,570	211	-1,359	Recreation & Amenities	2,095	334	-1,761	8,704	0	0
0	0	0	0	Planning & Highways	0	0	0	0	0	0
<b>168,757</b>	<b>11,886</b>	<b>10,228</b>	<b>-1,659</b>	<b>Total Income</b>	<b>45,566</b>	<b>43,224</b>	<b>-2,343</b>	<b>156,116</b>	<b>0</b>	<b>0</b>
				<b>Expenditure Item/Description</b>						
<b>72,167</b>	<b>4,978</b>	<b>5,529</b>	<b>-551</b>	<b>Finance</b>	<b>13,701</b>	<b>11,676</b>	<b>2,024</b>	<b>71,437</b>	<b>0</b>	<b>0</b>
<b>77,454</b>	<b>4,539</b>	<b>4,188</b>	<b>351</b>	<b>Recreation &amp; Amenities</b>	<b>10,088</b>	<b>9,915</b>	<b>172</b>	<b>70,589</b>	<b>0</b>	<b>0</b>
<b>5,644</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>Planning &amp; Highways</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,200</b>	<b>0</b>	<b>0</b>
<b>155,266</b>	<b>9,517</b>	<b>9,717</b>	<b>-201</b>	<b>Total Expenses</b>	<b>23,788</b>	<b>21,592</b>	<b>2,196</b>	<b>156,226</b>	<b>0</b>	<b>0</b>
168,757	11,886	10,228	-1,659	<b>Total Income</b>	45,566	43,224	-2,343	156,116	0	0
155,266	9,517	9,717	-201	<b>Total Expenses</b>	23,788	21,592	2,196	156,226	0	0
<b>13,491</b>	<b>2,370</b>	<b>510</b>	<b>-1,860</b>	<b>Net surplus (deficit)</b>	<b>21,778</b>	<b>21,632</b>	<b>-146</b>	<b>-110</b>	<b>0</b>	<b>0</b>
				<b>Memorandum</b>						
<b>-23,249</b>	<b>2,370</b>	<b>510</b>	<b>-1,860</b>	<b>Net surplus (deficit) exc. CIL receipts</b>	<b>-1,060</b>	<b>-1,225</b>	<b>-165</b>	<b>-22,948</b>	<b>0</b>	<b>0</b>