

KINGSLEY PARISH COUNCIL

Minutes of the meeting held on Thursday 24th November 2016 at 7.30pm in the Kingsley Centre

Present: Cllr Rigden
Cllr Gregory
Cllr Clayton
Cllr Coury
Roger Fletcher (to be co-opted as member of council at meeting)
District Councillor David Ashcroft
Members of Public: 6 members of the public were present

20.52 Chairman's Opening Remarks

The Chairman welcomed and thanked every one for coming to the meeting. The emergency exits were pointed out.

20.53 Apologies for Absence

Cllr David Lowe

20.54 Declarations of Personal/Prejudicial Interest

No declaration of personal interest

20.55 Election by Co-option

It was agreed to elect by co-option Roger Fletcher

20.56 Declaration of Acceptance of Office from new co-opted councillor

The declaration of acceptance of office was signed by Roger Fletcher. The clerk had send prior to the meeting the register of interest form electronically to Cllr Fletcher for completion. The form was given to the clerk to be sent off to EHDC

20.57 Public Question Time

No matters were raised that would not be covered under an agenda item and the public would be allowed to speak during these items.

Presentation from Bob Stammer

Bob Stammer introduced himself and confirmed that his presentation was to raise awareness and hence seek support for the Community First Responders.

Bob Stammer is a trained volunteer ambulance responder. He gives about 30 to 40 hours per month of his free time. Bob covers Kingsley & Bordon Areas.

Bob mentioned that the cost for a CFR is around £3,000.00 which includes training, first aid kit, uniform and publicity. The on-going cost is about £800-£900 per year. The money is raised by fundraising activities by the volunteers, donations by public, lottery and parishes.

They are looking at recruiting another CFR and thus further donations will be welcomed. An article has already been put in the King's Word Parish magazine.

Cllr Rigden thanked Bob and asked the Clerk to put consideration of Community Resilience funding on the agenda for the January 2017 meeting.

20.58 Approval of Minutes of the Meetings held on 22nd September 2016

The minutes of the meeting held on Thursday 22nd September 2016 were approved as a true record of the meeting and signed

Proposed Cllr Coury

Seconded Cllr Gregory

All agreed unanimously

20.59 Matters Arising

None

20.60 Planning Applications

Applications ongoing:

TAG Farnborough Airport Air Space Change Proposal

There hasn't been any further information on this application

20050/025 Dennard Ltd, 4 Park Ironworks, Main Road, Kingsley, Bordon, GU35 9LY

Retention of extraction flues for a paint spray booth within the unit

This application has been given permission

27706/005 Oxney Cottage Kingsley Common, Main Road, Kingsley, Bordon, GU35

9LR Single storey side and rear extension, alteration to existing & new fenestration and existing front/side timber cladding to replace with render finish to match existing house

This application has been granted

SDNP/16/03821/FUL Land to The South West of Sickles Lane Kingsley Alton Hampshire Temporary siting of a mobile home and agricultural storage barn

This application is ongoing

26242/053 Dean Farm Golf Course, Main Road, Kingsley, Bordon, GU35 9NG

Conversion of former machinery shed to holiday cottage

Cllr Coury & Cllr Gregory went on site and formed the view that a Parish Council comment was not required. The Council agree with this conclusion and no comment was submitted to EHDC.

New application:

EC/26242/054 Dean Farm Golf Course, Forge Road, Kingsley, Bordon, GU35 9NG

Alleged change of use - material change of use from clubhouse to residential; first registered with Council Tax 1 Dec 2015

The clerk was asked to look into how this allegation had arisen.

54919/001 Land at Kingsley Golf Club, Forge Road, Sleaford, Bordon

Erection of 7 houses and 6 flats with associated car parking and external works

KPC supported this application and has submitted comments to EHDC saying this support was subject to two conditions concerning the adjacent footpath and safety of access across the B3004.

30633/030 Frith End Sand Quarry, Grooms Farm Lane, Frith End, Bordon GU35 0QR

Variation of condition 1 of planning permission 30633/019 to allow the continued importation, handling and re-sale of aggregates until 31 December 2022

30633/031 Frith End Sand Quarry, Grooms Farm Lane, Frith End, Bordon GU35 0QR

Variation of condition 2, 5 and 24 of planning permission F30633/012/CMA to revise the approved timing, working and restoration of sand extraction operations

It was proposed to send comments of no objection for these two above applications, but with recommendations for conditions to be applied.

Proposed Cllr Clayton

Seconded Cllr Gregory

All agreed unanimously

27396/048 Old Park Farm, Forge Road, Kingsley, Bordon, GU35 9LU

B8 storage building after demolition of existing grain store/dryer

It was suggested not to comment on that planning application

22246/004 Sickles House, Forge Road, Kingsley, Bordon, GU35 9NA

Listed building - demolition and rebuild of sun room and garden elevation, part demolition of roof of 20th century addition and rebuild to provide additional accommodation with re-cladding, remodelling of porch, new detached car port, enlargement to car parking area and internal remodelling

22246/005 Sickles House, Forge Road, Kingsley, Bordon, GU35 9NA

Demolition and rebuild of sun room and garden elevation, part demolition of roof of 20th century addition and rebuild to provide additional accommodation with re-cladding, remodelling of porch, new detached car port and enlargement to car parking area

The architect and one of his colleagues from Project 26, the developers of the Piggeries, gave a brief explanation of the above two planning applications.

It was proposed not to comment

Proposed Cllr Rigden

Seconded Cllr Coury

All agreed unanimously

Cllr Rigden confirms that the Inspector dismissed Mr Burrowes' appeal against EHDC's Enforcement order and planning refusal of the caravan/hardstanding in the field at Sleaford. EHDC's enforcement notice is in force and the site should be vacated and returned to its original state by Jan 28th, 2017. Lesley Wells of EHDC confirmed this a few days ago and that they are monitoring the situation closely. They will take action if the Enforcement notice is not followed.

20.61 St Nicholas Cemetery & Cemetery Chapel

Cllr Rigden confirmed that a project enquiry form has been sent to the Lottery Heritage Fund seeking funding of £24,000 towards the restoration cost of St Nicholas. As agreed at the July 2016 meeting, the basis of the enquiry was that the Friends of St Nicholas have offered a contribution of £8,000 towards the restoration which would be matched by the Parish Council to meet a total estimated cost of £40,000. This costs will be fully confirmed and subject to full consideration by the Parish Council before a formal application is made to the Lottery Heritage Fund.

20.62 Transport, Highways and Road Safety

AS Cllr Lowe was not present at the meeting, he had sent the following statement to Cllr Rigden to be read at the meeting:

1. Speedwatch. 3 deployments so far this month with one more next week. Traffic volumes have been lower than the summer with 152, 142 and 129 vehicles counted for each hour.

Excessive speeders have also fallen during the month from 11% (of 152) to 6 % and 2% (of 129 this week). Smiling SID will be back in Kingsley in Feb2017.

2. The SLR has been deployed this month but has not been working. Cllr Lowe has contacted the coordinating parish (Headley) to get the device checked and repaired and it has already been removed. He will also request a rebate for the month.

3. Ijtema Event. Cllr Lowe is compiling a list of complaints and concerns received from villagers which will be shared with both Mark Kemp-Gee and David Ashcroft before I arrange a meeting with Farooq Mirza.

4. Jalsa Salan. EHDC are planning a follow-up meeting in the New Year which Cllr Lowe will attend. It will discuss the response of the Jalsa organisers to the issues raised by Kingsley and Worldham PCs at the Sept meeting.

5. Road Safety. Recently, Cllr Lowe has had a few more reports of “incidents” which he is putting together with older comments. With this summary he hopes to get some support from Mark Kemp-Gee in making an approach to HCC to bring forward the speed mitigation measures.

6. As requested by HCC, Cllr Lowe has checked the grit bins and all need repair and replenishment. The state of the grit bins has been reported to HCC

20.63 Commons, Village Greens and Rights of Way

Cllr Rigden mentioned that KPC’s solicitor has been contacted in order to write a contract regarding the wayleave to run electricity along footpath 6 to Mrs McCorkindale’s development to ensure the Parish Council has no long term liabilities for any damage or injury caused by a third party’s use of the Parish Council owned land. The Council agreed that Cllrs Rigden and Lowe should pursue this matter as far necessary to ensure that any liabilities for damage or injury for this and other utility services using the footpath are the responsibility of third parties and not the Parish Council as land owner.

Cllr Gregory mentioned that the dogs’ feces at Upper Green was becoming a problem and that notices had to be put up at some point.

Cllr Rigden will request a site visit at the Piggeries housing development with Paul Grace to discuss about the possibilities of landscaping once the development fence is taken out.

20.64 Community Resilience

Cllr Clayton mentioned that Mary Herbert had already prepared a community emergency plan during her time as chairman, which Cllr Clayton is updating.

Cllr Clayton also mentioned she felt the costs of installing and maintaining a generator at the Kingsley Centre for use during power cuts are running too high considering the amount of times it may actually be needed. Cllr Clayton recommended the Parish Council consider a plan B, e.g. purchase a stock of items that would be useful in emergencies. Cllr Clayton agreed to prepare a list of such items for the Council to consider.

20.65 Environment and Biodiversity

Cllr Rigden confirmed that the Allotments’ landowner Harvey Lamport had confirmed next year rent at £350.00.

The clerk is to write to the Allotments Association requesting the annual contribution towards the next years site rent and this years water bills.

20.66 Kingsley Village Forum

No report

20.67 Housing, Business & Commerce

No report

20.68 Review of Capital Projects

It was agreed that a special meeting was required to informally discuss priorities for Capital Projects to then be considered at a full Parish Council meeting. Cllr Coury offered to propose some dates for the meeting

20.69 Communications

The correspondence received this month was listed by the clerk and circulated to all councillors prior to the meeting.

It was agreed that all the councilors arrange to meet sometimes to discuss setting up a parish

database and the possibility to set up an email account for parish communication.

20.70 Broadband

Cllr Coury confirmed 107 people have thus far registered interest in the Pine Media fixed wireless broadband service. PM has identified Worldham Hill as the best location for the wireless transmitter as it is the highest point in the area. The preferred site is St Mary's Church in East Worldham, which is a listed building.

The Church of England has a blanket policy of supporting telecoms masts on their buildings but PM must obtain permission for the installation from both the Winchester DAC and St Mary's Parochial Church Council. Listed building consent may also be required.

PM has received positive feedback from the diocese and has arranged a meeting with them to discuss the plans. They have also sent a proposal to the PCC with whom they have been having discussions. Once and if permission is granted, installation should only take 5 days.

PM has been asked to send an update on the project to the people who have registered interest.

20.71 District Councillor

The District Councillor congratulated councillors on the work done for the broadband in Kingsley.

Cllr Ashcroft mentioned that EHDC has now a new department for Highways which might help in regards of the road safety issues in Kingsley.

Cllr Ashcroft also mentioned that there is a new officer dealing with enforcement at EHDC, who now have powers to proceed against enforcement offenders under the Proceeds of Crime Act.

Cllr Ashcroft confirmed that the Bordon/Whitehill housing development is going well. The planned build rate is around 250 dwellings per year, 20% of which will be affordable housing.

Lastly, the District Councillor confirmed that he still has some grant money to be spent by March 2017 and that Kingsley is welcomed to send him any suggestions.

20.72 Procedures, Finance and Payments

Cllr Rigden is looking at the options for the digitisation of Kingsley legal documents and would bring this forward for consideration at the Jan 2017 meeting.

The draft budget for year 2017/18 was considered.

It was voted to ask EHDC for an increase in the precept of £1,000.00 which would increase it from £12,500.00 to £13,500.00

Proposed Cllr Gregory
Seconded Cllr Coury
All agreed unanimously

With this change the draft budget was accepted as a draft to be used to justify the need for an increase in the precept. Once the new precept is agreed by EHDC then a final budget will be agreed and published.

Review of Audit Commission issues - (See annexe 2)
Proposed Cllr Fletcher
Seconded Cllr Rigden
All agreed unanimously

The Chairman signed the clerk's contract of employment.

Payments to be made & Accounts to accept

The October 2016 payments had been agreed and authorized by Cllr Rigden & Cllr Lowe prior to the Parish Council meeting which is late in the month (as permitted by standing orders)

Payment Date	Payee	Payment Mode	Description	Amount
20/10/2016	SSE	DD	Electricity bill at St Nicholas Chapel period 25/06/16 to 29/09/16	21.05
25/10/2016	ICO	DD	Data protection registration renewal	35.00
28/10/2016	South East Water	BACS	Water bill at Allotments site period 14/03/16 to 13/09/16	147.54
28/10/2016	HMRC	BACS	PAYE October 2016	3.80
28/10/2016	Karine Nana Yonko	BACS	Clerk's October 2016 expenses invoice 0007-2016/17	80.50
28/10/2016	Karine Nana Yonko	BACS	Clerk's October 2016 salary	332.20

The November 2016 Payments Schedule was included in the agenda and considered at the meeting

Payment Date	Payee	Payment Mode	Description	Amount
29/11/2016	Richard Thorpe	BACS	Inv E24577 for annual fire extinguishers at St Nicholas	48.24
29/11/2016	P.J Grace	BACS	Inv for annual ground maintenance at Upper Green & St Nicholas	3840.00
29/11/2016	Kingsley Organisation	BACS	Inv 13335 for 2016/17 annual fee towards hire of rooms for parish meeting & facilities including storage & mail box	930.00
29/11/2016	Eurooffice	BACS	Inv 3046538 stationary	44.98
29/11/2016	HMRC	BACS	PAYE November 2016	3.60
29/11/2016	Karine Nana Yonko	BACS	Clerk's November 2016 expenses invoice 0008-2016/17	80.50
29/11/2016	Karine Nana Yonko	BACS	Clerk's November 2016 salary	332.40

It was decided not to pay the Kingsley Organisation's invoice just yet as a query has to be made in regards of the high increase.. The Chairman will discuss this further with the Kingsley Centre.

With this change, the schedule of payments was agreed.

The Chairman stated that bank balance is £78,566.10

The Chairman signed the bank statements and bank reconciliation

Date of Next Meeting of Kingsley Parish Council

The next Parish Council meeting will be held on Thursday 26th January 2017 7.30 pm at The Kingsley Centre.

There being no further business the meeting closed at 22:15pm

CHAIRMAN DATE

Annexe 1

Kingsley Parish Council Review of audit issues

Audit date

31-Mar-16

Issue	Recommended Action	Parish Council Action	Date Action implemented
The smaller authority has included grant monies received in box 2, rather than box 3, other receipts	The smaller authority should ensure in future years that the above minor errors or omissions are not included in the Accounting Statements.	Clerk to report on action taken	
The internal auditor has made a few recommendations in respect to the financial systems of the smaller authority.	The smaller authority must implement the recommendations made by the internal auditor to improve the financial systems of the smaller authority as soon as possible or in any event before the end of the current financial year.	Actions to be taken as specified below under Internal Audit comments	
The smaller authority's asset register is incomplete and does not contain some or all of the following information for each asset held; date acquired, purchase cost and location held	The smaller authority must update its fixed asset register to include date acquired, purchase cost and location held of each asset held as soon as possible or in any event before the end of the current financial year.	Clerk to produce new format for asset register to provide space to include this information and provide the information where possible. In many cases the required information is not available.	

Issue	Recommended Action	Parish Council Action	Date Action implemented
The minutes of the February 2016 meeting were neither on file nor signed.	The chair and clerk must ensure that all minutes are approved, filed and published on the website.	Clerk to confirm that these minutes are signed and are on file	
Parish Councils do not have the power to make donations.	All grants need to be within the list on page 58 of the Good Councillors Guide	Clerk to ensure this does not happen in future and that the Kingsley Centre provides a full invoice for all the services it provides for the Parish Council	
When the budget and precept are approved, the total amount should be clearly minuted and the budget included as a page of the signed minutes.	This is a requirement of LGA1972 and the Transparency code.	Clerk to ensure this is done for future budgets	
All changes in rates of rent and tenancies should be clearly minuted and based on third party documents.	The council should annually minute the terms of all leases and tenancies.	This is noted and Chairman will ensure it is done for future changes	
It is a requirement of the transparency code that the register of members	The most effective method is to link to the page at the EHDC website where the forms are listed.	Chairman will add link on Parish Council website to the EHDC site	

interests is published on the website.			
The clerk's new laptop is running software that costs over £100 per year in licence fees.	It may be worth the council investigating appropriate free software to free up resources.	To be investigated when new software is needed.	

BUDGETAnnexe 2