

Kingsley Parish Council

Minutes of the Meeting held on 26th June 2019, 7.30pm at the Kingsley Centre

Present: Cllr R Fletcher (Chairman)
Cllr R Coury
Cllr H Logan

Also present: Locum Clerk, Jane Ives
3 members of the public

25.42 The Chairman welcomed everyone to the meeting and pointed out the fire exits. He advised that he will be moving items 12 and 14 up the agenda to be dealt with prior to public questions.

25.43 **Apologies for Absence** – Cllr C Millhouse

25.44 **Declarations of Interests** – None

25.45 It was **RESOLVED** to approve the minutes of the Annual Meeting held on 21st May 2019. There were no matters arising. **Proposed: Cllr Fletcher. Seconded: Cllr Logan.**

25.46 District Councillor David Ashcroft was not in attendance and no report was provided.

25.47 Following notices being published locally, one application had been received from a resident wishing to join the Parish Council. It was **RESOLVED** to co-opt Mr Nick Carugati to the Council.
Proposed: Cllr Coury. Seconded: Cllr Logan.

25.48 **Working Groups** – Cllr Fletcher outlined the working groups identified and discussed with councillors. It was **RESOLVED** to appoint councillors to the following working groups with leads identified.
Proposed: Cllr Fletcher. Seconded: Cllr Coury.

Village Issues – Cllr Millhouse, Cllr Carugati, Cllr Logan. Lead: Cllr Millhouse
The group will deal with the Village Greens, pub, highways, play area, footpaths, village life.

St Nick's Church – Cllr Fletcher, Mr Chris Rigden, Friends of St Nick's Church. Lead: Cllr Fletcher
The group will deal with all aspects of the Church including repairs, funding, management, future events, promotion.

Planning & Environment – Cllr Coury, Cllr Fletcher. Lead: Cllr Coury
The group will deal with planning matters (including quarries and AMA), broadband, Kingsley Centre, environment.

Terms of Reference should be drafted by all groups and brought back to the September meeting for approval.
Action: Clerk/All

25.49 **Staffing Sub Committee:** It was **RESOLVED** to appoint Cllr Fletcher, Cllr Coury & Cllr Logan to the Staffing Sub Committee and to approve the Terms of Reference (Appendix 1).
Proposed: Cllr Fletcher. Seconded: Cllr Coury.

25.50 **Public Questions** – the Chairman adjourned the meeting to hear public questions.
A member of the public requested that the Council amend its records to accurately reflect the address of the Kingsley Centre as Forge Road. It was agreed that this would be done.

A member of the public wished to request that the lettering on a headstone at St Nick's is redone and will forward an email request to the Clerk.

A member of the public raised a question regarding encroachment and obstruction issues on Sandy Lane. Cllr Fletcher advised that this issue is currently being looked at by the Council and they are also obtaining legal advice regarding registering the land and how it is managed in the future. The same resident also asked about driving over the village green and, again, advice needs to be sought by the Council. Cllr Fletcher will also speak to Hampshire Countryside Services again for advice.

Action: Cllr Fletcher

- 25.51 **Planning Applications:** Cllr Coury provided an update on planning applications (Appendix 2). There are 3 new planning applications which will be dealt with at the next Council meeting and extensions are currently being sought.

- 25.52 It was **RESOLVED** to approve the following for payment. **Proposed: Cllr Logan. Seconded: Cllr Fletcher.**

Payee	Payment Mode	Description	Net	VAT	Total
		Payments made			
Clerk	Cheque	Salary payment 22nd April-31st May 2019	£ 733.60		£733.60
HMRC	Cheque	NI	£ 14.78		£ 14.78
		Payments to be made			
Woodside Pest Control	Cheque	Mole treatment at St Nicholas Church	£ 90.00		£ 90.00
Clerk	Cheque	Repayment of expenses inc. printer cartridge & mileage & parking	£ 115.05		£115.05
Clerk	Cheque	Salary payment 1st-21st June 2019	£ 317.05		£317.05
		Total Payments	£1,270.48	£0	£ 953.43

A member of the public had agreed to pay for the mole treatment and the Clerk will arrange for this payment to be refunded to the Council.

Action: Clerk

The Clerk advised the bank balances as at 30th June 2019 are as follows:

Current Account: £13,896.55

Deposit Account: £82,672.08

- 25.53 St Nicholas Church – Cllr Fletcher advised that work on phase 1 should be started in September with a completion date by Christmas. A meeting will shortly be held with the architect to look at the detailed plans. Phase 2 will be lighting, heating and toilets and this is yet to be specified and costed. Loos for Dos have agreed to help with the provisions of toilet facilities.

- 25.54 **Lower Green:** P J Grace will trim Lower Green as part of the ongoing maintenance contract. The Village Issues Working Party will seek quotes for work to improve Lower Green and these will be brought back to the next meeting for approval of the design and the cost.

An application will be made to EHDC for S106 developers contributions to fund the work in part or in full depending on total cost.

Proposed: Cllr Coury. Seconded: Cllr Fletcher.

- 25.55 It was **RESOLVED** to extend the locum clerk service by up to 6 months. The locum clerk would be asked to work up to 10 hours per week at a rate of £13.50 per hour, and a working from home allowance of £18 per

month, with mileage costs paid. Any hours worked over 10 per week would be signed off by the Chairman/Staffing Sub Committee. **Proposed: Cllr Fletcher. Seconded: Cllr Coury.**

- 25.56 **Transport, Highways & Road Safety** – Cllr Fletcher provided an updated and advised that Highways had visited Kingsley in November 2018. They have now produced a report which has not yet been disclosed to the Parish Council as they will initially discussing it with the Cllr M Kemp-Gee. Highways have indicated they will meet with the Council in August and Cllr Fletcher would then like an opportunity to consult with residents over any improvements suggested.
Cllr Coury raised concerns about the speed of traffic during Jalsa Salana in August and Cllr Fletcher will speak to EHDC about the potential to put up temporary signs to slow traffic down. **Action: Cllr Fletcher**
- 25.57 The following items were put forward for inclusion on the next agenda: current planning applications, Lower Green work & contractor, funding for Lower Green, update on footpath 6.
- 25.58 Councillors discussed the date of the next meeting and agreed that it should be changed from 24th July to a later date as both the Chairman and the Clerk would not be able to attend. The Clerk will email all councillors to suggest either Wednesday 31st July or Thursday 1st August as the next meeting date. **Action: Clerk**
- 25.59 The meeting closed at 9.15pm.

Signed: Chairman

Date:

Appendix 1

Kingsley Parish Council

Staffing Sub Committee

Membership

Membership of the Sub Committee is established at a meeting of the Council and should consist of 3 members one of which should be the Chair of the Council. The Sub Committee reports to the Council

The Chair of the Staffing Sub Committee will be appointed by the Council.

Meetings of the Staffing Sub Committee

At least one meeting will be held every year to review staff contracts, job descriptions and HR policies.

The Clerk is not required to attend these meetings unless specifically requested to do so by the Chair.

Otherwise meetings will be convened as and when necessary, eg to deal with grievance or disciplinary matters; to recruit to staff vacancies; or to deal with other emerging personnel issues

Due to the confidential nature of the business being discussed, meetings will not be held in public and any minutes are confidential.

Terms of Reference

a) Responsibilities

- I. To establish and keep under review the staffing structure in consultation with the Council.
- II. To draft, implement, review, monitor and revise policies for staff.
- III. To ensure the Council complies with all legislative requirements relating to the employment of staff.
- IV. To review staff salaries and terms and conditions of employment and make recommendations to Council.
- V. To review, as part of the Council's budget setting process, the recommended figures for pay reviews for the following financial year.
- VI. To form a recruitment panel when necessary to carry out interviews and recommend appointments to Council
- VII. To arrange execution of new employment contracts and any changes to contracts.
- VIII. To establish and review performance management, including annual appraisals and staff training programmes.
- IX. To deal with any other matter that a meeting of the full Council considers appropriate to be referred to the Staffing Sub Committee.

b) Staff Management

- I. To approve timesheets and sign off additional hours worked as either time off in lieu or for payment by the Council and to make recommendations on staff related expenditure to the Council.

- II. To carry out annual performance reviews for all staff.
- III. To keep under review staff working conditions and health and safety issues.
- IV. To monitor and address regular or sustained staff absence.
- V. To review staff training requirements and make recommendations to Council.
- VI. To appoint one member of the Staffing Sub Committee to administer staff leave requests and monitor staff absences.

c. Grievances/Complaints

- I. To consider a grievance a grievance or disciplinary matter relating to a member of staff.
- II. To oversee any process leading to dismissal of staff, including redundancy.
- III. To consider any appeal against a decision in relation to pay.
- IV. Any appeal by a member of staff with regards a grievance or disciplinary matter should be referred to 3 Councillors not on the Staffing Committee.

Appendix 2: Planning Applications as at 19th June 2019

Planning App. Ref No	Address	Proposal	Consultation Expiry Date	Application Expiring Date	Parish Council Comments	Decision
35615/009	Rowan Cottage, Sandy Lane, Kingsley GU35 9NH	Two storey side extension	26/07/19			
57963	Land adjacent to 1 Dean Field, Kingsley	Retrospective change of use of land to accommodate 2 x mobile homes & 1 day room for occupation by gypsy/traveller families				
20136/055	LMC Sleaford Garage, Farnham Road, Bordon GU35 0QP	Proposed siting of a temporary building for a period of 12 months				
30633/036	Groomes Farm, Frith End Road, Frith End, Bordon GU35 0QR	Detached hotel guest annex (Class C1) to provide a total of 3 additional guest rooms & 4 covered parking spaces				
21228/005	Honeysuckle Cottage, Forge Road, Kingsley GU35 9NA	New wet room & store to flank elevation following demolition of existing storage area	14/05/19		No objection	Permission
54919/006	Land at Kingsley Golf Club, Forge Road, Kingsley, Bordon	Detached dwelling	18/04/19	16/05/19		Registered
58208	1 Old Park Farm, Forge Road, Kingsley, Bordon, GU35 9LU	Retention of change of use of dwelling, outbuilding, portacabin and barn for educational purposes (D1)	11/04/19	08/05/19	No comments submitted	Permission
56776/004	Old Park Farm House, Forge Road, Kingsley, Bordon, GU35 9LU	Garage and formation of an external swimming pool and landscaping work	28/03/19	23/04/19	No comments submitted	Permission

SDNP/19/00346/FUL	Land South Of Green Street East Worldham Bordon GU35 9NN	Proposed new vehicular access and grassed tiled turning area	04/03/19	13/03/19	Applicant appealed. KPC submitted comments objecting to application.	Refused
SDNP/18/06446/HOUS	1 Orchard Cottages Oakhanger Road Bordon GU35 9JP	Garage to front	05/02/19	19/02/19		Permission
57024/002	Bakers Court, Forge Road, Kingsley, Bordon, GU35 9NZ	Retention of alternative siting of wash down area and pressure washers	18/12/18	14/01/19		Registered
52780/004	Land junction of B3004 and A325, Farnham Road, Bordon	Agricultural barn	18/12/18	07/01/19		Permission
31121/004	The Cricketers, Forge Road, Kingsley, Bordon, GU35 9ND	Conversion and extension of existing tourist accommodation to provide 2 new dwellings, and provision of associated parking and landscaping.	18/10/18	13/11/18	Objected. Concerns about access and proximity to SPA.	Permission
SDNP/18/02170/FUL	Oaklands Farm Green Street East Worldham Bordon GU34 3AU	Change of use of Oakland Farm and associated land holdings from Agriculture and B8 (Open Storage) to mixed use Agriculture, B8 (Open Storage) and Seasonal Event Space associated with the holding of Religious Festivals and other activities associated with the Ahmadiyya Muslim Association; including the provision of external storage space, new landscape and revised ventilation and extraction equipment in association with the onsite kitchen	05/10/18	05/12/18	KPC STRONGLY objected	Application withdrawn

20136/054	LMC Sleaford Garage, Farnham Road, Bordon, GU35 0QP	Extension to existing motor vehicle service area, refurbishment of the existing showroom, construction of new additional car showroom, extension to car parking area and creation of emergency access point.	10/10/18	06/12/18	Whilst Kingsley Parish Council does not object to the planning application, we would like to highlight comments made by local residents who have expressed concerns about the hedging to the south of the garage. A condition of the previous application (20136/049 - COND 5 BOUNDARY TREATMENT) was that the hedging should be a mixture of several types of hedging plant at a height of 1.2 to 1.5 m. Currently it stands at approximately 0.5m, therefore the condition has not been met. The latest application 20136/054 shows some 130 parking spaces for general sales and service parking and staff parking in this area, to the south of the site. This will be screened from the B3004 by the same hedge.	Permission
51188/003	Kingsley Quarry, Forge Road, Kingsley, Bordon	Easterly extension of the existing sand extraction area, extend the end date for quarry operations and restoration and amend the approved restoration schemes. (Details available on the HCC website - https://planning.hants.gov.uk/ApplicationDetails.aspx?RecNo=19368)	18/06/18	20/07/18	KPC STRONGLY objected	Objection