



## Minutes of Kingsclere Parish Council Ordinary Meeting OM 04/24 Held at 7.30pm on Monday 29<sup>th</sup> April 2024 in the Village Club

**OM 04/24 – Present:** Cllrs: Conquest; Gaines; Jonas; Mussett; Peach N and R Peach.

Clerk – Ackrill; RFO – Porton.

**OM04/24.1 – Apologies:** None.

**OM04/24.2 – Declarations of Interest:** None.

**OM04/24.3 – Minutes:**

3.1 Minutes of Ordinary Meeting Monday 25<sup>th</sup> March 2024 were accepted and signed.

3.2 Minutes of Personnel, Procedure and Policy Meeting Monday 8<sup>th</sup> April 2024 were accepted and signed.

3.3 Minutes of Finance and Establishment Meeting Monday 15<sup>th</sup> April 2024 were accepted and signed.

**OM04/24.4 - Questions from the Public:** Resident requested Councillors carefully read the Solar Farm application – the Chairman requested the resident to summarise their concerns and forward to Clerk for circulation to members.

Bio-diversity – resident reported that the bio-diversity statistics for the area is very low but this could be because of a lack of reporting. Could the PC get people from the village to record and submit species? The wildlife trust have experts who can help.

Does the extension to the Solar Farm application apply to all or just the Parish Council? Answer: Just the Parish Council.

**OM04/24.5 – Chairman’s Remarks:**

- i) Thank you to Cllr R Peach for installing the new Sensory Board on the Recreation Ground.
- ii) Thank you to Clerk and others for sorting out the Eurobin at the Allotments after fly tipping.
- iii) Formal application for the Solar Farm is now in – position will need to be discussed / researched for a decision at the next Council meeting.

**OM04/24.6 – Clerks Report:**

**6.1** Thank you from Football Club regarding Grass cutting on the Holding Field.

**6.2** Allotment Inspections conducted 22<sup>nd</sup> April – 18 letters will be sent out mainly regarding blocking of pathways / structures / cultivation and pathway maintenance.

**6.3** Kingsclere Charities – KPC are looking for someone to be a Trustee note in Tower.

**6.4** Two recent instances of Fly tipping, the Euro bin at the Allotments and the bin in the MHOS has been thrown into the pond twice. Thanks to the resident for retrieving, the council may need to look at purchasing new bin / new anchors.

**6.5** The office has had no positive response from Electrical Suppliers for the Un-metered connection at the church – we are still on the higher “out of contract” fees at present.

**OM04/24.7 – Tennis Club:**

7.1 Lease

**Resolved:** Lease signed

7.2 Invoice for legal fees at £1000+VAT

It is the responsibility of the tenant to pay the legal fees for a lease agreement, but the Parish Council has agreed to cover these costs for the Tennis Club.

**Resolved:** Agreed to pay Talbot Walker Solicitors £1000+VAT

7.3 Registration of the Lease

It is the responsibility of the Tennis Club to register the lease with the Land Registry, the Parish Council’s solicitor agreed to register this on a pro bono for the Tennis Club just the £45 fee to Land Registry which will be paid by the TC. It was noted that submission was registered 23<sup>rd</sup> April 2024.

**OM04/24.8 – Bowls Club:**

8.1 2025 Lease update on conversation with BC

A short lease was issued with a temporary discount so that the Bowls Club can come up with a development plan. The Chairman has not managed to speak to the Bowls Club Chairman yet. If the Bowls Club Trustees do not engage with the Parish Council to enable this to move forward the Council will arrange to speak to all members of the club.

## 8.2 Approval of Invoice for Legal Fees at £1,006+VAT

It is the responsibility of the tenant to pay the legal fees for a lease agreement but the Parish Council has agreed to cover these costs for the Bowls Club.

**Resolved:** Agreed to pay Talbot Walker Solicitors £1006+VAT

## 8.3 Bowls Club Insurance

The lease is an extension of the old lease and does not have an insurance clause in it. Although the Bowls Club have a full repairing lease, if they do not insure, they will not be able to meet the costs of repair. The Bowls Club have provided a copy of their insurance but this could be cancelled at any time and the Council may not know. The Council cannot insure whilst it is insured by the Bowls Club. Following a debate it was agreed that the Parish Council should insure the building and therefore inform the Bowls Club to cancel the buildings insurance they have. The Council's insurance is due for renewal on 1<sup>st</sup> June, Clerk to arrange a quote to include the Bowls Club building at a valuation of £250k

**Action:** Clerk to arrange a quote and write to the Bowls Club

**Resolved:** Bowls Club to be added to Insurance Policy from 1<sup>st</sup> June 2024

**OM04/24.9 – Biodiversity from APM:** A paper was prepared in 2020 but has not been circulated yet. There was recognition that the PC owns a number of acres of land. In this climate emergency what can we do to maximise the biodiversity of our land should be a priority and then the Council can reach out to our neighbours to encourage them to do the same. The Square and the Holding Field are two areas we need to look at in the near future due to planned work. To be brought back to June OM.

**OM04/24.10 – Borough Councillor:** No news on the triangle of land transfer to the Parish Council from the Borough even though B.Cllr Morrow has made contact twice. The allotments are also partly owned by BDBC and Cllr N Peach has an email from 1991 requesting the transfer. new CRM system to be implemented soon.

Anchor Road Car Park – parking in the centre, non electric cars are parked in those bays – maybe the Parish write to the parking team. The PC were please when the borough were going to start ticketing in the rural parish car parks.

**OM04/24.11 – County Councillor:** Not present

**OM04/24.12 Clerk new Laptop:** Details circulated prior to the meeting of three suitable laptops

**Resolved:** Order new laptop to the value of £699 inc. VAT

**OM04/24.13 – CCLA Account Transfer from Barclays:**

**Resolved** – 50K to be transferred to the CCLA Public Sector Deposit Fund

**OM04/24.14 – HALC and NALC Affiliation Fees:**

**Resolved:** Membership at 840 approved

**OM04/24.15 – ICCM Membership –**

**Resolved:** Membership at £100 approved

**OM04/24.16 – BDBC Play Area Inspection Scheme Invoice -**

**Resolved:** Payment approved for BDBC £442.04+VAT for Recreation Ground Play area inspections.

**OM04/24.17 – Review of Budget 23/24:** The document with notes was circulated prior to the meeting. Document reviewed and all questions answered by the RFO.

**OM04/24.18 – Reserves:** The document with notes was circulated prior to the meeting. Document reviewed and all questions answered by the RFO.

**OM04/24.19 – Internal Audit Letter of Engagement –** The document with notes was circulated prior to the meeting.

**Resolved:** Internal Auditor approved for 2023-24 audit

**OM04/24.20 – Insurance review of Schedule and documents prior to renewal:** Spreadsheet compiled of assets and compared with Insurance value on the Policy Schedule and both documents circulated prior to the meeting along with the renewal notice. Lych Gate £25k, Allotment Toilet Block £5448 and Bowls Club £250k buildings to be added Buildings. Holding field fence to be removed from policy. War Memorial value to be increased £94740. New Sensory Boards to be added.

**OM04/24.21 - 80th Anniversary D-Day Flag:** Unable to fly from the Church flag pole because there are issues with the pole and the fixings. Members would still like to purchase and find somewhere else to fly – resident to be contact for permission.

**Action:** N Peach and Office to purchase

**OM04/24.22 – CCTV:** The equipment is still working but had been disconnected. CCTV signs are on the toilets. The Clerk advised members that the system needs to be structurally and electrically tested on a regular basis. A license is also required for the CCTV. The equipment is to be powered up and the images reviewed/checked for clarity before further discussion.

**OM04/24.23 – Rowan Tree in The Square:**

Quotes required to remove tree and grind out, make surface safe with weed membrane and gravel.

**Action:** Clerk

**OM04/24.24 – Yew Tree in Churchyard –**

Cutting back to avoid straw to on road, tree should be balanced – HJ to take photo and draw suitable shape for circulation

**Action:** HJ will send photo of suggested shape for discussion

**OM04/24.25 – Flower Border in the Square –**

NP to soil test and then provide a plan for replanting.

**Action:** NP

**OM04/24.26 – Notice Board**

3 quotes requested for each open and glazed boards. 2 quotes were received at time of meeting for both glazed, and open boards – existing community board is being used well. Glass on noticeboards will need to be cleaned occasionally. DC suggested possible match funding and will speak to Greenham Common Clerk agreed to not purchase until DC had chance to investigate.

**Action:** DC to make enquiries

**Resolved:** purchase board with 3bays with glazed doors unlocked with Greenbarnes £2357.97

**OM04/24.27 – 2 Benches in The Square,** renewal of the bench slats. 2 quotes received – Earth Anchors £517.50 – pre-drilled.

**Resolved:** to purchase 6 pre-drilled slats from Earth Anchors

**Action:** Clerk

**OM04/24.28 – Ordinary Meeting –** review day meetings are held, discussion on whether the Council could move the Ordinary meetings to Thursday members have other commitments at this stage in the week.

**Resolved:** To continue Mondays for Ordinary meetings

**Action:** Clerk to inform the Village Club Committee

**OM04/24.29 – Community and Engagement**

D-Day event at Fieldgate Centre, 13<sup>th</sup> May is the next meeting. Similar to Jubilee and Coronation events. Funding £1000.00 – available from the PC budget, other organisations can apply. SM and Website.

**OM04/24.30 – Health and Safety**

No issues raised.

**OM04/24.31 – Policies from PPP**

**31.1. Complaints Procedure –** amended version was reviewed all OK to be approved at AM

**31.2. Code of Conduct –** B & D version had been circulated prior to meeting all OK to be approved at AM

**31.3. FOI –** debate on charges – policy sufficient to be approved at AM

**OM04/24.32 - Planning Matters**

**32.1. TPO 53 Newbury Road BDB718** lapsed need to renew (Original BDB710) 1x Pine 1x Douglas Fir – no objection.

**32.2. 24/00672/HSE** Sol Tor House Wolverton Rd, Extension – no objection.

**32.3. T/00181/24/TCA** Old Orchard Garrett Close reduce 9 Oaks by 4m – no objection.

**32.4. 24/00676/LBC** Old Farmhouse and Farm Cottage Wolverton – no objection.

**OM04/24.33 - Approval of Income and Expenditure:**

The Income and Expenditure Lists were agreed and signed off.

**OM04/24.32 – Approval of Quarterly Bank Reconciliation:**

The bank accounts to 31<sup>st</sup> March 2024 were reconciled at £66,691.52 - agreed and signed off.

**OM04/24.33 – Matters for Future Consideration:**

**OM04/24.34 – Date of Next Meeting:**

Monday 20<sup>th</sup> May 2024 7:30pm in the Village Club. This will be the Council’s Annual Meeting first followed by the Ordinary Meeting.

Meeting closed 21:37

Signed:.....Chairman

Date:.....

Signed:.....Clerk

Date:.....

**Distribution: Cllrs:** D Conquest; S Gaines; H Jonas; C Mussett; N Peach and R Peach;  
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