



Wickham Parish Council

Minutes of a meeting of the above Council held at Wickham Centre on Tuesday 16th January 2018 at 7pm.

Present: Angela Clear (Chairman), Trevor Astbury, Therese Evans, Di Frost, Justin Gamblin, Nick Guy, Loraine Rappe.

County Councillor Patricia Stallard, three members of the public, Parish Clerk Nicki Oliver.

1. **To receive apologies for absence** Sue Roger-Jones, Alan Ediss
2. **To receive declarations of interest regarding agenda items** Cllrs Clear, Evans and Rappe declared an interest in agenda item 4.8.3 as members of Wickham Twinning, Cllr Clear also declared an interest as Chairman of Wickham Community Association. Councillors left the meeting whilst the grant applications were discussed.
3. **To adjourn meeting to allow participation by members of the public**

3.1 To receive Safer Neighbourhood concerns from the community Report circulated prior to meeting.

3.2 Report from County Councillor Report circulated prior to meeting. Cllr Stallard advised that there was £180k of unspent s106 funding for highways improvements to Knowle. Officers will be contacting the Parish Council to discuss further.

3.3 Reports from District Councillors Cllr Evans gave a verbal report to the meeting. The Pre-submission consultation Traveller DPD has been published. Cllr Evans continues to object to the proposals for traveller sites in the parish.

3.4 Questions from members of the public Not required.

3.5 Chairman's announcements None.

4. Meeting resumed to consider the following agenda items:

4.1 *To approve the minutes of the Full Council meeting held 28th November 2017*
Minutes approved and signed.

4.2 *Proposal to co-opt to fill council vacancies Kathryn Holladay and Mike Hollis co-opted.*

4.3 *General Purposes Committee report (Cllr Gamblin)*

4.3.1 *To receive minutes of meeting held 2nd January 2018* **Minutes received.**

4.3.2 *Proposal to adopt the ICO data protection code of practice for surveillance* **Resolved.**

4.3.3 *Proposal to refresh the parish plan in 2018* **Agreed. Sub-committee to be set up.**

4.3.4 *Proposal to review and update the emergency plans for Wickham and Knowle* **Agreed. Cllr Clear to update Wickham's plan. Knowle Residents Association is reviewing the Knowle plan.**

4.3.5 *Proposal to support a 2020 project for A song for Wickham* **Agreed.**

4.4 *Lighting / Highways Representative report* **There are ongoing concerns about parking on yellow lines and the pressure on parking spaces in The Square.**

4.5 *Planning Committee report (Cllr Frost)*

4.5.1 *To receive minutes of meeting held 2nd January 2018* **Minutes received.**

4.6 *Recreation Committee report (Cllr Roger-Jones)* **Next meeting 6th February.**

4.7 *Water Meadows Trust report. (Cllr Roger-Jones)* **No report this month.**

4.8 *Finance Committee report (Chairman)*

4.8.1 *To receive minutes of meeting held 2nd January 2018* **Minutes received.**

4.8.2 *To receive interim internal audit report* **Report received.**

4.8.3 *To consider grant applications from Wickham Twinning and Wickham Community Association* **It was noted that this year's budget for grants has been spent, as reported in the income and expenditure figures circulated at the January Finance Committee .It was agreed to underwrite Wickham Twinning fundraising activities for a celebratory event and outings during 2018 to the sum of £500 if there is a shortfall. Improvement works to Wickham Centre were supported in principle if it enables grants from other sources to be secured but the Community Association bank balances suggest additional Parish Council funding is not required.**

4.8.4 *Proposal to make a precept request of £193,696 less Council Tax Support Grant £7,778, total £185,918. Band D payment will be £109, an increase of 9%. Note the Council Tax Support Grant has been reduced by 50% by Winchester City Council for 2018/19 and there will be no grant the following year.* **Resolved. Details on pages 7-9.**

4.9 *Projects reporting to Full Council*

4.9.1 *Monitoring Fareham Local Plan / Welborne (Cllr Evans)* **The next liaison panel is due to be held on 25th January**

4.9.2 *Monitoring WCC Local Plan (Cllr Evans)* **Included above.**

4.9.3 *Moyse proposals/Knowle Water meadows* **A further exhibition event is planned by WYG and Winchester City Council on 2nd February. Details awaited.**

4.10 *Reports from representatives of outside organisations including:*

4.10.1 *Wickham Community Association (Cllr Clear)* **A vacancy for a temporary centre manager is being advertised.**

4.10.2 *Wickham Youth Club (Clerk)* **The Youth Club is on its winter break.**

4.10.3 *Knowle Youth Project* **A presentation was made to Knowle Residents Association on a proposal for a community art project. The AGM will be held on 12th February.**

4.10.4 *Knowle Village Residents' Association (Cllr Rappe)* **The Association is reviewing the emergency plan. Also looking to rename as Knowle Residents Association.**

4.10.5 *Wickham Community Tennis Club (Clerk)* **Adult and junior sessions have restarted after a short Christmas break. All are very well attended.**

4.10.6 Wickham Village Team The Team has advised that it will not be operating for the foreseeable future.

4.11 Reports on other recent meetings attended by Councillors/Clerk

15th January Cllr Rappe attended the Southern Parishes Meeting. Issues of common concern include flytipping, speeding and inconsiderate parking. The meetings are a good networking opportunity to see how councils can be stronger by working together.

5. Recent correspondence List circulated prior to meeting.

6. Accounts for payment It was agreed to pay accounts shown on pages 3-6.

7. To receive bank reconciliation to end December 2017 Received.

8. To note bank balances

Bank balances 16.1.18

Water Meadows	£16,751
PC current ac	£59,548
PC interest ac	£219,267
	£295,566

Meeting closed 9.03pm

Wickham Parish Council Accounts for Payment December 2017

		Recipient	Amount	VAT	Notes *payments to Clerk
Administration					
1	BACS	Nicki Oliver	£1,399.66		*Clerk's salary
2	BACS	Home as office	£51.25		*Clerk's expenses
3	BACS	Telephone and internet	£44.25		*Clerk's expenses
4	BACS	Clerk's expenses	£106.31		*Visits to Knowle/ exp
5	BACS	Inland Revenue	£937.56		Quarterly return end December
6	BACS	Wickham Centre	£122.20		Room hire
7	BACS	HCC	£502.19		Employee and employer's pension conts
8	DD	Lloyds	£9.10		Bank charges
9	BACS	Viking	£36.00	√	Stationery
GP Committee					
10	BACS	Various	£142.46	√	*Dry cleaning FC outfit, extending poles to put lights on tree, baubles for tree, refreshments for tree volunteers
11	BACS	Kevin Madgwick	£270.00		*Horse & Carriage for Christmas Lights
Grounds contract					
12	BACS	Paul Collins			
		£2,012.50			Wickham: as contract
		£1,462.75			Knowle: as contract
		£1,280.00			Wickham extras:
		<u>£170.00</u>	£4,925.25		Knowle extras: marking out, clear leaves from play areas
13	BACS	OCS	£1,282.28		Empty dog bins & play area safety checks Wickham and Knowle

		Recipient	Amount	VAT	Notes *payments to Clerk
Recreation Committee					
14	DD	British Gas	£147.96	√	Electricity for tennis courts floodlights Tennis Club to reimburse
15	DD	British Gas	£86.27	√	Electricity for all weather pitch flood lights
16	DD	Southern Electric	£13.00	√	Electricity for pavilion
17	BACS	Mole	£186.18	√	Steps for youth club fire exit
18	BACS	RG Warwick	£63.53	√	Cable ties and materials for repairs and Christmas lights
19	BACS	Heming	£12.40	√	Replacement padlock for all weather pitch
19a	BACS	HB Sports	£594.00	√	All weather pitch maintenance
Knowle hall & car park					
20	BACS	Widley Landscapes	£26.40	√	Knowle car park landscape maintenance
21	BACS	Kirsty Raggett	£810.00		Caretaking & handover
22	BACS	Collette Little	£95.00		Cleaning
23	BACS	Currys	£23.98		*Kettles for hall. Water heater broken.
24	BACS	Podgpenguin	£129.00	√	*Mobile phone for hall
25	BACS	O2 phone contract	£10.50		*mobile contract
New projects					
26	BACS	Johnston Tree Consultancy	£975.00		Tree survey work to Knowle Village Green
27	BACS	Vita Play	£3,249.00	√	Play area surfacing clean and repair
		Total	£16,250.73		
Water Meadows					
1	BACS	Paul Collins	£450.00		Maintenance November
		Total	£450.00		

Wickham Parish Council Accounts for Payment January 2018

		Recipient	Amount	VAT	Notes *payments to Clerk
Administration					
1	BACS	Nicki Oliver	£1,399.66		*Clerk's salary
2	BACS	Home as office	£51.25		*Clerk's expenses
3	BACS	Telephone and internet	£44.25		*Clerk's expenses
4	BACS	Clerk's expenses	£71.17		*Visits to Knowle/ exp
5	BACS	HCC	£502.19		Employee and employer's pension conts
6	DD	Lloyds	£6.50		Bank charges
7	BACS	Post Office	£65.00		*Postage
8	BACS	ipage	£289.89	√	*Website hosting 2yrs, domain 1yr
9	BACS	Information Commissioner	£35.00		*Data Protection Annual Registration
GP Committee					
10	BACS	CJ Hoare	£850.00		Install Christmas lights
11	BACS	Park Place	£777.40	√	Winter planting
Grounds contract					
12	BACS	Paul Collins £2,012.50 £1,462.75 £155.00 <u>£205.00</u> Total	£3,835.25		Wickham: as contract Knowle: as contract Wickham extras: extra cut £80, mark out and paint £30, treat rec car park for weeds £20, make good vandalism in all weather pitch and clear to tip £25 Knowle extras: marking out £55, extra cut to green and play areas £80, roll and spike pitches £50 clear flytipping from skate park £20
13	BACS	OCS £356.32 <u>£468.94</u> Total	£825.26	√	Empty dog bins / play area safety checks Wickham Ditto Knowle
Recreation Committee					
14	DD	British Gas	£156.51	√	Electricity for tennis courts floodlights Tennis Club to reimburse
15	DD	British Gas	£135.50	√	Electricity for all weather pitch flood lights
16	DD	Southern Electric	£13.00	√	Electricity for pavilion
17	BACS	Mole	£25.21	√	Cleaning equipment for pavilion & Knowle hall
18	BACS	Luminance Pro	£480.00	√	Repair tennis court floodlights
19	BACS	CGC	£99.50	√	Service pavilion boiler

		Recipient	Amount	VAT	Notes *payments to Clerk
Knowle hall & car park					
20	BACS	Widley Landscapes	£26.40	√	Knowle car park landscape maintenance
21	BACS	Collette Little	£692.32		Hall manager and caretaker
22	BACS	O2 phone contract	£10.50		*mobile phone contract
23	BACS	Firecare & Security	£483.50	√	Fire alarm, cctv, intruder alarm service
24	BACS	Firecare & Security	£62.40	√	Fire extinguisher/ blanket service
25	BACS	CGC	£430.75	√	Repair heating system and service boiler
26	BACS	PHS	£538.82	√	Sanitary waste service annual charge
27	BACS	Footprint	£264.00	√	Swing signs to say private event
28	BACS	Simply Docs	£42.00	√	Contract of employment document
29	BACS	WCC	£180.00		Premises licence
Total					
			£12,393.23		
Water Meadows					
1	BACS	Paul Collins	£450.00		Maintenance December
		Total	£450.00		

Wickham Parish Council Precept request 2018/19

	Class	Precept 2015/16	Precept 2016/17	Precept 2017/18	Precept 2018/19	Inc/Decrease
1	Administration	£	£	£	£	£
1.1	Clerk:					
1.1.1	Salary	19,796	19,796	21,756	21,973	217
	NALC pay increase	198	197	217	219	2
1.1.2	Pension	3,819	3,844	4,078	5,050	972
1.1.3	HMRC	1,575	1,575	1,853	1,925	72
1.1.4	Home as office	558	586	615	615	0
1.1.5	Travelling exp	279	450	591	591	0
1.1.6	Contribution towards SLCC / ILCM	200	200	200	200	0
1.1.7	Elections	1,400	0	0	0	0
1.2	Office costs:					
1.2.1	Telephone landline / mobile	482	506	531	531	0
1.2.2	Stationery /printing/office equip etc	567	567	567	567	0
1.2.3	Postage	305	320	336	353	17
1.3	Other revenue expenses:					
1.3.1	Annual Parish Assembly costs	1,200	1,480	1,480	1,480	0
1.3.2	Web server for Parish website	200	200	200	200	0
1.3.3	Stan Woodford Competition prizes	75	0	0	0	0
1.3.4	Chairman's allowance	200	200	200	200	0
1.3.5	Councillors' travelling	200	200	200	200	0
1.3.6	Councillor/Clerk training	500	500	500	500	0
1.3.7	Annual report / St Nicholas PCC	3,173	3,673	3,673	3,673	0
1.4	Room Hire	900	900	1,231	1,231	0
2	Subscriptions					
2.1	WDALC	20	0	0	0	0
2.2	HALC / NALC	713	713	768	806	38
2.3	Local Council Review	15	15	15	15	0
2.4	Information Commissioner	35	35	35	35	0
3	Insurance					
3.1	Parish Council	4,000	4,000	4,000	4,000	0
4	Accounts					
4.1	Prepare for audit	690	690	690	690	0
4.2	Audit Fee	1,050	1,050	1,050	1,050	0
5	Bank charges	162	162	162	162	0
6	Grants					
6.1	British Legion wreath	40	40	40	64	24
6.2	CAB	2,000	2,000	2,000	2,000	0
6.3	Meon Valley Home Start	1,200	1,200	1,200	1,200	0
6.4	Wickham Youth Club	2,000	2,000	2,000	2,000	0
6.5	Knowle Youth Project	0	0	2,000	2,000	0

Wickham Parish Council Precept request 2018/19 cont						
		Precept	Precept	Precept	Precept	Inc/Decrease
		2015/16	2016/17	2017/18	2018/19	
6.6	Knowle Residents	5,000	5,000	5,000	5,000	0
6.7	Wickham Festival	2,500	3,000	3,000	3,000	0
	Taste of Wickham	0	0	0	600	600
6.8	Other grants	2,000	2,000	2,000	2,000	0
7	GP Committee					
7.1	Churchyard maintenance	1,500	1,500	1,500	1,500	0
7.2	Village flowers	3,000	3,500	3,500	3,500	0
7.3	Best Garden competition	150	150	150	150	0
7.4	Christmas lights & event	2,600	2,600	2,600	2,600	0
7.5	Maintain bus shelter	240	240	240	240	0
7.6	Contribution towards public WCs	2,500	2,500	2,500	2,500	0
7.7	Litter collecting kit for volunteers	0	250	250	250	0
8	Lighting Committee					
8.1	Maintenance / energy charges	6,800	6,800	6,800	6,800	0
8.2	CCTV and floodlights at Wickham Centre					
9	Grounds and landscaping					
9.1	Wickham	24,403	28,603	31,329	31,329	0
9.2	Knowle	23,800	23,800	24,990	27,590	2,600
10	Recreation Committee					
	Wickham					
10.1	Pavilion:					
10.1.1	Pavilion gas	400	400	400	400	0
10.1.2	Pavilion electricity	300	300	300	300	0
10.1.3	Pavilion water	360	360	360	360	0
10.1.4	Pavilion gas boiler service	200	200	200	200	0
10.1.5	Cleaning materials	60	60	60	60	0
10.1.6	Pavilion general maintenance	600	600	600	600	0
10.2	Play areas:					
10.2.1	Play area inspections	2,630	2,762	2,762	2,845	83
10.2.2	Play area repairs and maintenance	1,500	1,500	1,500	1,500	0
10.3	Recreation Ground:					
10.3.1	Rent to Rookesbury	20	20	20	20	0
10.3.3	Dog bin emptying	2,075	2,180	2,180	2,245	65
10.3.4	Contingency fund Rec & GP					
	Contingencies	4,000	4,000	4,000	4,000	0
	Recreation Committee					
	Knowle					
10.4	Knowle village hall					
10.4.1	Contingency fund for repairs/maintenance	5,000	5,000	5,000	5,000	0

Wickham Parish Council Precept request 2018/19 cont						
		Precept	Precept	Precept	Precept	Inc/Decrease
		2015/16	2016/17	2017/18	2018/19	
10.5	Play areas, estate maintenance:					
10.5.1	Play area inspections	2,630	2,762	2,762	2,845	83
10.5.2	Empty dog bins	2,521	2,647	2,647	2,726	79
11	Capital for asset replacement refurbishment Wickham and Knowle	20,000	25,000	25,000	25,000	0
12	Economic development					
12.1	Market Towns Officer / Taste of Wickham event manager	5,000	5,000	5,000	5,000	0
13	New Projects	5,000	5,000	5,000	5,000	0
14	Income					
14.1	Football fees	-900	-900	-900	-900	0
14.2	Bank interest	-400	-400	0	0	0
15	Reserve					
15.1	General reserve	0	4,005	5,000	5,000	0
16	Council tax support grant			15,556	15,556	0
	Total budget	173,041	187,538	213,494	218,346	4,852
	Balance c/f previous year	-24,274	-34,596	-27,938	-24,650	3,288
	Totals	148,767	152,942	185,556	193,696	8,140

Signed

Date.....