



Wickham and Knowle Parish Council

Minutes of the meeting of the above Council held at Wickham Community Centre, Mill Lane, Wickham PO17 5AL on Thursday 27th June 2024 at 7pm.

Present: Councillors: Craig Manuel, Sheila Chambers, Kathryn Holladay, Nic Holladay, Loraine Rappé, Malc Burt, Sandy Phillips-Lee, Leah Greenbank

In attendance: County Councillor Patricia Stallard, District Councillor Chris Chamberlain, District Councillor Neil Cutler, 5 members of the public, Parish Clerk Sophie Thorogood

1. **Apologies for absence:** Councillor Robert Broad
2. **Declarations of interest:** None
3. **Public Session:** None.
4. **Report from County Councillor:** Cllr Stallard's report had been circulated in advance of the meeting. Cllr Stallard added in person that there are some new grant funding streams available but they close on 31st August.
5. **Reports from District Councillors:**

Cllr Chamberlain reminded everyone about the Local Cycling and Walking Infrastructure Plan Consultation, adding that the Consultation deadline has been extended by a week due to previous access issues. Cllr Chamberlain attended the NHS Integrated Care Board meeting at start of June and raised a point about the healthcare provision in Welborne development.
6. **Chairman's announcements:** Cllr Manuel informed everyone that the Parish Council has agreed to host the Hustings on Friday 28th June; a few tickets to the event remain. The Parish Office will be closed until 1st July as both Clerk and Business Manager are both on holiday. The Chair should be contacted in event of any emergencies.
7. **Minutes of 9th May 2024**

RESOLVED: The minutes were approved and signed as true record, as proposed by Cllr Phillips-Lee, seconded by Cllr Manuel and carried.
8. **Clerk's update:** Noted
9. **No conflict with BDO LLP:** No Cllr had raised a conflict of interest with BDO LLP.
10. **Internal Auditor's report:** This item had been discussed at the Policy & Finance Committee meeting on 13th June. The Internal Auditor had to answer no to a few boxes during the internal audit on 4th June. The detailed report explaining why these answers were no had been circulated with the document pack. The Council's response to the control objectives answered as no was also circulated and will have to be sent to the External Auditor.
11. **Approve Section 1 of the Annual Governance and Accountability Statement:** The Clerk explained why the Council will have to answer "no" to number 5 and 9.

RESOLVED: To approve section 1 of the Annual Governance and Accountability Statement) declaring it correct to the best knowledge and belief with respect to the accounting statements for the year ending 31st March 2024 for submission to the external auditor, as proposed by Cllr Manuel, seconded by Cllr Phillips-Lee and carried.

12. Approve Section 2 of the Annual Governance and Accountability Statement:

RESOLVED: To approve section 2 of the Annual Governance and Accountability Statement) declaring it correct to the best knowledge and belief with respect to the accounting statements for the year ending 31st March 2024 for submission to the external auditor, as proposed by Cllr N Holladay, seconded by Cllr Manuel and carried.

13. Approve earmarked reserves for 31st March 2024: The Clerk and Cllr Manuel had worked through an update to the earmarked reserves after the Locum RFO handed over the year end accounts. Cllr N Holladay requested that the reserves are discussed in more detail within Policy & Finance Committee. The Clerk replied that this could happen once the new finance software is fully implemented, hopefully for September, if not for the November Committee meeting.

RESOLVED: To approve the earmarked reserves for year ending 31st March 2024, as proposed by Cllr N Holladay, seconded by Cllr Rappé and carried.

14. Finance Committee (Cllr Manuel)

14.1. Minutes of the meeting held 18th April 2024: received and noted

14.2. Amended terms of reference:

RESOLVED: to approve the Committee's amended terms of reference, as proposed by Cllr Manuel, seconded by Cllr Phillips-Lee and carried.

14.3. Safeguarding Policy and Volunteering Policy:

RESOLVED: to adopt the Safeguarding Policy and Volunteering Policy, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried

Cllr K Holladay reminded the Clerk to resolve the query of insurance policy covering litter picking volunteers ACTION: Clerk

14.4 Knowle Village Hall extension:

RESOLVED: to complete stage 3 of the Knowle Village Hall extension with Axis Architects, funding to be taken from the Knowle Village Hall earmarked reserve, as proposed by Cllr Manuel, seconded by Cllr Phillips-Lee and carried.

14.5 Wickham Recreation Pavilion and Axis Architects:

RESOLVED: to appoint Axis Architects to draw plans for the Wickham Recreation Pavilion, funding to a maximum of £4,500 to be taken from the Wickham CIL earmarked reserve, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried.

14.6 Deacon Design and Mill Lane country park concept:

RESOLVED: to appoint Deacon Design to provide initial concept design and costings for a country park at Mill Lane, funding to be taken from the Mill Lane earmarked reserve, as proposed by Cllr Phillips-Lee, seconded by Cllr K Holladay and carried

14.7 New software modules:

RESOLVED: To approve a recommendation to enter into a 5-year contract with Edge IT systems for purchase of 3 new software modules, funding to be partially taken from the software earmarked reserve, as proposed by Cllr Rappé, seconded by Cllr Phillips-Lee and carried.

14.8 Grant payments:

RESOLVED to approve a grant payment to Wickham Parish Magazine for £2,500, and to the Summer Youth Pilot Scheme for £2,410, as proposed by Cllr N Holladay, seconded by Cllr K Holladay and carried.

15. General Purposes Committee (Cllr Phillip-Lee)

15.1. Minutes of the meeting held 25th April 2024: received and noted

15.2. Amended terms of reference:

RESOLVED: To approve the Committee's amended terms of reference, as proposed by Cllr N Holladay, seconded by Cllr Manuel and carried.

16. Planning Committee (Cllr Rappé)

16.1. Minutes of the meeting held 18th April 2024: received and noted

16.2. Amended terms of reference:

RESOLVED: to approve the Committee's amended terms of reference, as proposed by Cllr Rappé, seconded by Cllr Phillips-Lee and carried.

17. Recreation Committee (Cllr N Holladay)

17.1. Minutes of the meetings held 25th April 2024 and 30th May 2024: received and noted

17.2. Updated hiring charges

RESOLVED: to approve updated hiring charges for Knowle Village Hall and agree an implementation date of 1st October for existing hirers, and 1st July for new hirers, as proposed by Cllr Phillips-Lee, seconded by Cllr Manuel and carried.

17.3 Amended booking forms and terms and conditions:

RESOLVED: to approve amended booking forms and amended terms and conditions for Knowle Village Hall, as proposed by Cllr N Holladay, seconded by Cllr Manuel and carried

17.4 Extra CCTV at Knowle Village Hall:

RESOLVED: to approve an extra CCTV camera at Knowle Village Hall to cover the car park, as proposed by Cllr Rappé, seconded by Cllr Phillips-Lee and carried

17.5 new recycling bin at Knowle Village Hall:

RESOLVED: to approve a new recycling bin at Knowle Village Hall and amended the Biffa contract, as proposed by Cllr Phillips-Lee, seconded by Cllr Manuel and carried.

17.6 to appoint Nigel Blackman to carry out drainage works at Lysander Meadow:

RESOLVED: to appoint Nigel Blackman to carry out drainage works at Lysander Meadow, funding to be taken from the Wickham CIL earmarked reserve, as proposed by Cllr Manuel, seconded by Cllr Rappé and carried with an abstention by Cllr Burt.

18. Update the Lloyds Bank Mandate:

RESOLVED: to update the Lloyds bank mandate to remove Nicki Oliver and add Sophie Thorogood, including a new business debit card, as proposed by Cllr Manuel, seconded by Cllr K Holladay and carried

19. New projector, mobile display stand and carry case for Knowle Village Hall: The Council are in need of a new projector for use in Parish meetings. The projector could also be hired out as an extra facility available at Knowle Village Hall for corporate events. It was suggested to have a disclaimer form available for the projector hire ACTION: Clerk

RESOLVED: to approve a purchase of a new projector, mobile display stand and carry case for Knowle Village Hall, as proposed by Cllr Manuel, seconded by Cllr Phillips-Lee and carried.

20. Virement for new play area signage:

RESOLVED: to authorise a virement to a maximum of £5,000 from grounds maintenance earmarked reserves towards purchase of new play area signage and delegate to the Clerk to purchase, as proposed by Cllr Manuel, seconded by Cllr Greenbank and carried.

21. Floodlighting control box for Wickham MUGA:

RESOLVED: to approve a 3-part quote for a new floodlighting control box at Wickham MUGA and associated package costs, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried.

22. To receive correspondence/details of meetings attended:

22.1 Cllr Rappé attended the Southern Parishes bimonthly meeting. The enforcement team did not attend due to Purdah.

22.2 Cllr Rappé also attended the first County Form hosted by HALC, along with Cllr Chambers. There were a high percentage of Clerks in attendance.

22.3 Cllr Rappé and Cllr Chambers also attended the quarterly WCC meeting with Chief Executive, where Cllr Todd was also in attendance, along with the Chief Financial Officer and Julie Pinnock.

22.4 Cllr Manuel discussed the Wickham Festival grant. Cllr Manuel has attempted to contact the organiser several times to request submission of a grant application for the Parish Council to support this year's event. It is hoped that this item will be discussed at the Full Council meeting on 30th July.

CONFIDENTIAL SESSION

23. Enrol Business Manager on Nest Pension Scheme:

RESOLVED: to enrol the Business Manager on the Nest Pension Scheme, as proposed by Cllr Manuel, seconded by Cllr Greenbank and carried.

24. Amended tender for Wickham Recreation Pavilion: Cllrs N Holladay, Burt and Manuel met with Axis Architects to discuss drawing up new plans for a more traditional wooden style Pavilion. It is hoped the architect's plans will be available to present to Recreation Committee on 25th July, before being approved for a new tender by Full Council on 30th July. Cllr N Holladay requested that the Clerk speaks to Steve Lincoln at WCC to request for the Council to draw down on the S106 funds as the Parish Council will be beginning work to the drainage and pitch improvements at Wickham.

Meeting closed 8:13pm

Signed.....

Date.....