



Wickham and Knowle Parish Council

Meeting of the Full Council

(Chair Cllr Craig Manuel **Members:** Cllr Robert Broad (Vice-Chair), Cllr Malcom Burt, Cllr Sheila Chambers, Cllr David Evans, Cllr Leah Greenbank, Cllr Kathryn Holladay, Cllr Nic Holladay, Cllr Sandy Phillips-Lee, Cllr Loraine Rappé, Cllr Ben Sawyers)

Dear Committee Member

I hereby give you notice that a meeting of the **Full Council** will be held at **Wickham Room, Wickham Community Centre, Mill Lane, Wickham, PO17 5AL** on **Thursday 30th January 2025 at 7pm**. All members of the Council are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out below.

The meeting will be open to the public unless the Council directs otherwise. Meeting Papers are available on request from the Clerk, except where classified confidential.

Agenda item	Title	Lead	Page
1	To receive apologies for absence	Chair	-
2	To receive declarations of interest on agenda items	Chair	-
3	Public Session	Chair	-
4	To receive a report from the County Councillor	Chair	-
5	To receive a report from the District Councillors	Chair	-
6	Chair's Announcements	Chair	-
7	To approve the minutes of the meetings held on 26 th September 2024 and 5 th December 2024	Chair	
8	To receive an update from the Clerk on matters arising	Clerk	
9	Policy & Finance Committee – Cllr Manuel		-
9.1	To receive the minutes of the Committee meeting on 14 th November 2024	Cllr Manuel	website
9.2	To receive a recommendation to approve a virement from reserves to fund office conversion costs at Knowle Village Hall	Cllr Manuel	
9.3	To receive a recommendation to approve the Fixed Asset Register	Cllr Manuel	
9.4	To receive a recommendation to re-adopt the Standing Orders	Cllr Manuel	
9.5	To delegate to the Clerk to finalise the insurance renewal with Zurich as part of the 3yr long term agreement	Cllr Manuel	
9.6	To receive a recommendation to enter into a new contract with Hampshire County Council framework for utility contracts	Cllr Manuel	
9.7	To receive a recommendation regarding bad debts	Cllr Manuel	
10	Wickham Water Meadows Committee – Cllr Manuel		
10.1	To receive the minutes of the Committee meeting on 14 th October 2024	Cllr Manuel	website
10.2	To consider 3 quotes for tree work to the Water Meadows and appoint a contractor, delegating to the Clerk to stage the work over a 3yr period where necessary	Cllr Manuel	
11	General Purposes Committee – Cllr Phillips-Lee		
11.1	To receive the minutes of the Committee meeting on 10 th October 2024	Cllr Phillips-Lee	website
11.2	To receive a recommendation to approve a budget of maximum £8,000 for the Shell roundabout project in Wickham – budget nominal Wickham Projects 7000	Cllr Phillips-Lee	

11.3	To receive a recommendation to approve a budget of £2,500 for the red telephone box renovation project in Wickham – budget nominal Wickham Projects 7000	Cllr Phillips-Lee	
11.4	To receive a recommendation to proceed with a new .gov.uk domain name, website and email addresses	Cllr Phillips-Lee	
11.5	To note the 2 dates for the VE80 celebrations in May 2025 – budget nominal Wickham Events 5700	Cllr Phillips-Lee	
12	Recreation Committee – Cllr N Holladay		
12.1	To receive the minutes of the Committee meetings on 21 st November 2024	Cllr N Holladay	website
12.2	To receive a recommendation to approve the Council's pitch improvement strategy	Cllr N Holladay	
13	Planning & Highways Committee – Cllr Rappé		
13.1	To receive the minutes of the Committee meeting on 14 th November 2024	Cllr Rappé	website
13.2	To receive an update on the Neighbourhood Plan project	Cllr Rappé	
13.3	To receive a recommendation to approve the Designation Letter to Winchester City Council, giving notice of the Parish Council's intention to develop a Neighbourhood Plan	Cllr Rappé	
Other			
14	To approve a budget for extra consultancy work needed for the Wickham Recreation Pavilion planning permission – Funding from Croudace S106 funds	Chair	
15	To note the Internal Auditor's Report on the interim audit held on 27 th January 2025	Clerk	
16	Recent correspondence/ reports from meetings attended of relevance	Chair	
17	Motion for confidential business The following motion will be moved on the completion of the above business: "That in view of the confidential nature of the business about to be transacted involving sensitive business, the public and the press be temporarily excluded, and they are instructed to withdraw."	Chair	
18	To receive a recommendation from the Policy & Finance Committee regarding the Boston's rent	Chair	
19	To approve the job description and person specification for the Assistant Parish Clerk role beginning 1 st April 2025.	Chair	

Sophie Thorogood
Clerk and RFO to Wickham and Knowle Parish Council
clerk@wickhamparishcouncil.org
26th January 2025